



Application for Registration

Registration Scheme for Memorial Masons

Town Hall, Market Square
Witney, OX28 6AG

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Mrs Sharon Groth FSLCC fCMgr
Town Clerk

I, of

hereby apply to Witney Town Council to be included on their list of registered memorial masons.

- I agree to comply with all statutory requirements and with the cemetery regulations of Witney Town Council.
- I agree to construct and install memorials in accordance with the latest version of the NAMM/BRAMM Recommended Code of Working Practice.
- I am willing to provide a safety guarantee to the grant owner of a memorial, which will guarantee against poor workmanship in respect of construction and installation, excluding subsidence, for a period of 30 years.
- I declare that I have not been barred from carrying out work in any other cemetery within the previous two years.
- I enclose details of my public liability insurance cover.

Signed

Date

Data Protection Statement

The Council processes personal data in line with the Data Protection Act 2018 and GDPR. Personal data will be securely stored and retained as per the Council's retention policy for burial records. For more information on your data protection rights and how your data is used, please refer to the Council's data protection policy and privacy notice under Council policies on the website here www.witney-tc.gov.uk/

MEMORIAL MASON'S DETAILS

CompanyName: _____

ContactName: _____

BusinessAddress: _____

Tel No: _____

Mobile: _____

Email: _____

INSURANCE DETAILS

Public Liability Policy No: _____

Insurance Company _____

Amt of Cover _____

Expiry Date _____

I/We the undersigned agree to carry out all works in Witney Town Council's cemeteries in accordance with the BRAMM/NAMM code of working Practice and BS8415 (or the most recent revision) and in compliance with current health and safety legislation.

Organisation _____

Membership No: _____

Signed: _____

Date: _____

Please enclose

- ☐ Copy of insurance certificate
- ☐ Copy of method statement
- ☐ Copy of risk assessment(s)



BRIEF NOTES ON THE APPROVAL, INSTALLATION AND ALTERATION OF MEMORIALS.

1. GENERAL

- 1.1 No form of memorial is permitted unless Exclusive Rights to the plot has been purchased.

2. DESIGN

- 2.1 Memorials shall be of natural quarried stone and no part of the memorial shall protrude beyond the area covered by the foundation slab.
- 2.2 The reverse or the side of the headstone or base stone must be inscribed with the grave section and identification numbers only.
- 2.3 A vase may be incorporated in the base stone, subject to it being completely within the overall permitted dimensions.

3. APPROVAL

- 3.1 A completed application form must be submitted for approval before a memorial can be installed or altered, together with the appropriate fee.
- 3.2 Following receipt of approval in writing the mason may proceed, but 24 hours notice must be given before any visit to the cemetery.
- 3.3 Memorials must not be installed on a new grave until a minimum period of twelve months has elapsed from the time of interment.

4. INSTALLATION

- 4.1 Upon arrival at the cemetery contact should be made with the Foreman before any work commences.
- 4.2 Memorials which fail to match the approved design or fail to comply with the regulations may be rejected.
- 4.3 The base stone must be securely fixed on a standard sized reinforced concrete foundation slab with the headstone in alignment with adjacent memorials, in accordance with the latest code of working practice of the National Association of Memorial Masons.

5. GENERAL SAFETY AND TIDINESS

- 5.1 All work shall comply with the provisions of the Health and Safety Act and the Mason responsible must have valid public liability insurance.
- 5.2 All surplus materials should be removed from site, leaving the area clean and tidy. Turf and soil must be removed to a place directed by the Foreman.
- 5.3 *Any memorial erected without full approval or without due notice may be taken down and removed from the cemetery at the expense of the Mason concerned.*

Office use:

Invoice Receipt.....Date.....

Installation checked by foreman Date

COMMENTS:-

MEMORIAL MASON REGISTRATION SCHEME – WITNEY CEMETERIES

Local Authorities have been advised to review procedures, with particular regard to memorial safety in their cemeteries, following a number of fatal accidents involving children. Health & Safety Executive inspectors now require authorities to implement a planned regime of inspection, recording and repair. The inspectors also seek reassurance that authorities have a clear and unambiguous policy and are acting at all times to conform with the requirements of various acts as far as is reasonably practicable. Written procedures must be available for their inspection and if they are not satisfied, the enforcement powers are severe.

A registration scheme for memorial masons is an essential part of the Council's response to the Health & Safety Executive. In future memorial masons will not be permitted to work in the Council's cemeteries unless they are registered under this scheme.

REGISTRATION REQUIREMENTS

A memorial mason wishing to register must meet the following requirements:-

- (i) be insured for public liability to the value of £5,000,000.
- (ii) sign a statement to confirm that they have not been barred from carrying out work in another cemetery within the past two years.
- (iii) sign a statement to confirm that they will comply with all statutory requirements, cemetery regulations, and that memorials will be constructed and installed in accordance with the latest version of the National Association of Memorial Masons Recommended Code of Working Practice.

Any failure to comply will be met with an appropriate penalty because it is important that safety is not compromised and that the credibility and integrity of the scheme is maintained.

PENALTIES FOR NON-COMPLIANCE

Generally, an initial breach of the regulations will result in the issue of a first written warning to the mason concerned. If the breach is corrected and there is no further breach of the regulations for a period of 18 months, the warning will be removed from the records.

If during the 18-month period there is a further breach of the regulations, a final written warning will be issued, and this will remain on record for a period of three years. If the breach is corrected and there is no further breach during this time, the warning will be removed from the records.

A further breach of the regulations during the three-year period will result in the memorial mason having registration withdrawn.

In cases of gross misconduct, a memorial mason will have registration withdrawn immediately. Examples of gross misconduct are:-

- (i) the installation of a memorial which has not been approved by the Town Clerk.
- (ii) refusal to correct an error in the construction or installation of a memorial when notified by the Council.
- (iii) abusive or aggressive behaviour to Council staff, members of the public or other contractors.

If a memorial mason is unhappy about a penalty which has been imposed, an appeal can be made in writing and addressed to the Town Clerk. Re-registration following withdrawal will not be considered for a period of at least two years.