



**AYLESBURY
TOWN COUNCIL**

Memorial Masons Registration Scheme

Important Information for Memorial Masons working within Tring Road Cemetery

1. The Scheme

Aylesbury Town Council, as the burial authority, will maintain a register of approved memorial masons to establish a uniform standard of workmanship and working practices within Tring Road Cemetery.

Only memorial masons registered with Aylesbury Town Council are permitted to submit memorial permit applications and work within Tring Road Cemetery.

For inclusion on the Aylesbury Town Council Memorial Masons Register, we require all memorial masons to be registered with either BRAMM or NAMM. Registered memorial masons must employ licensed fixers and maintain appropriate Public Liability Insurance cover for £5 million and Employer Liability Insurance for £10 million. Copies of insurance certificates must be provided to the Council annually.

Only licensed and insured memorial masons/fixers will be permitted to carry out fitting, repair, or refurbishment of memorials within Tring Road Cemetery. Non-accredited/licensed persons may only work under the supervision of a licensed memorial mason/fixer.

Aylesbury Town Council will only allow memorial masons named on the memorial permit to supply and fix memorials.

If a memorial company or individual memorial mason is removed, excluded, or suspended from the BRAMM/NAMM registers then Aylesbury Town Council may also take the decision to remove that memorial company or individual memorial mason from working within Tring Road Cemetery.

Aylesbury Town Council must be notified of any changes in status or amendments to business accreditation or licensed employees.

Applications for inclusion on the register of memorial masons will be considered on receipt of a fully completed application form. Each memorial mason will be required to confirm that they will always comply with all Aylesbury Town Council's regulations, policies and guidelines.

All memorial masons must commit to all work being compliant with the latest version of BS8415 at the time of installation.

There will be instances where applications to the registration scheme are rejected and more frequently where memorial masons are removed from the registration scheme.

An application to the registration scheme will be rejected if the pre-set criteria cannot be fulfilled.

Memorial masons must ensure to complete the registration application form, provide all the information required and seek advice and guidance on any matters you are unsure of.

On receipt of the completed application form, it will be checked, and assessed against the pre-set criteria.

Registration applications will either be approved, deferred, or rejected and you will be notified in writing of the decision and, if rejected, the reason for this. An appeal must be lodged in writing within 14 days of notification stating why you feel that the rejection is unjustified. There are several matters relating to the registration scheme which would not normally be reconsidered. These are:

- Failure to provide adequate health and safety.
- Failure to provide adequate insurance cover.

It is unlikely that a rejection based upon one or more of these factors would be reversed without further supporting evidence.

2. The Memorial Permit Application Form

A memorial permit application form **must** be completed for all activity within Tring Road Cemetery. This includes the erection of new memorials, re-instatement of existing memorials, installation of memorial tablets or vases, adding or amending inscriptions, cleaning and/or renovation or repair of memorials, including stability failure rectifications.

The completed memorial permit application form must be submitted to the Aylesbury Town Council cemetery office and duly approved **before** any work is carried out. A permit will be issued by the burial authority to the memorial mason. **No work can be carried out without the relevant permit.** The memorial permit application form must be signed by the registered

grave owner(s) and fully completed by the memorial mason providing all technical information regarding construction of the memorial.

A memorial permit application form will not be required where a memorial is to be removed for an interment to take place. However, a memorial permit application form will need to be submitted and an approved permit obtained before any further inscription work is carried out and before the memorial is re-instated. Memorials removed for interments cannot be left in the cemetery but must be removed from site.

Payment of any memorial permit application fees is required in full upon submission of the completed memorial permit application form. General refurbishments, cleaning and stability rectification do not attract a fee.

3. Appointment System

Memorial masons will not be allowed to enter Tring Road Cemetery for any reason, without first contacting the cemetery office to state the purpose and to arrange a suitable date and time of their visit.

Permitted hours of entry are **Monday to Friday 8:30am to 3:30pm**. No activity will be allowed outside these times or on weekends or public holidays unless by prior arrangement with the burial authority.

Following the approval of the memorial permit application form, a permit will be issued and an appointment requesting to carry out the proposed works must be made to the cemetery office **at least 72 hours** before the intended visit.

Upon arriving at the cemetery, the memorial mason must contact a member of the cemetery team stating the purpose of the visit. The memorial mason must always carry approved permits **as these will be asked for by a member of the cemetery team**. The memorial mason must sign off each job as it is completed and hand in the completed permits to a member of the cemetery team prior to departure from the cemetery.

The appointment system must always be adhered to as this allows the burial authority to ensure that memorial work being carried out does not disturb or interfere with any funerals or services.

4. Standard of Workmanship

All memorial construction, installation and refurbishment must adhere to the latest version of BS8415, at the time of installation, as a minimum. The foundations, dowelling and ground anchor system must be installed to BS8415 and be of suitable construction to adequately support the memorial to satisfy Aylesbury Town Council's testing procedures which are carried out every five years. All work must be structurally guaranteed at the cemetery for a minimum of 15 years.

Aylesbury Town Council request that all memorial masons make their customers aware of the availability of memorial insurance and provide customers with written guarantees or certificates of conformity.

All new and re-instated memorials **must** have the grave number clearly engraved on the rear of the headstone or the foot end of a kerbset. Any memorials without this number will need to be removed and the number inscribed at the memorial mason's expense.

The memorial mason must always leave the grave and surrounding area clear of any debris and waste material. **At no time shall any waste materials be deposited anywhere within the cemetery grounds.** Grave surfaces must be levelled and left in a clean and presentable condition after work has been carried out. Ground protection must be used in wet conditions. Care must be taken to prevent any damage or soiling to adjacent graves or memorials while work is being carried out. It is the memorial mason's responsibility to make good any damage and to clean the area.

The burial authority will periodically observe the installation of memorials in detail or may request to inspect the elements of the memorial before and/or after it is installed to ensure that the memorial meets regulations and the fixings comply with BS8415. Should there be an issue such as; non-compliance with BS8415, variance to the permit, misalignment, or the area has not been left in an acceptable condition, the memorial mason can be instructed by the burial to return to the cemetery and carry out any remedial work deemed necessary at their own cost.

5. Failure to comply/misconduct

Aylesbury Town Council will review the continued inclusion of a memorial mason on the register following a memorial mason's suspension, removal, or exclusion from the BRAMM/NAMM registers.

Aylesbury Town Council reserves the right to notify BRAMM/NAMM of any concerns it may have regarding the standard of a memorial mason's workmanship or failure to comply with cemetery regulations.

"Memorial mason" refers to the memorial company and/or the individual memorial mason named as the lead memorial mason on the memorial permit application form, or any person working in conjunction with or under a memorial mason's employment or supervision.

Stage 1

A minor breach of the memorial masons registration scheme or cemetery regulations will result in a first written warning, issued to the memorial mason concerned. This will remain on record for a period of 12 months. Assuming the breach is corrected, and no further breach of the rules occurs during this time, the warning will be removed from the records.

Stage 2

If, during the 12-month period, there is a further breach of the memorial masons registration scheme or cemetery regulations, a second written warning will be issued, this will remain on record for a period of two years. Assuming the breach is corrected and if no further breach of the rules occurs during this time, the warning will be removed from the records.

Stage 3

If, during the two years following a second written warning, there is a further breach of the memorial masons registration scheme or cemetery regulations, the memorial mason concerned will be forbidden to carry out any work within Tring Road Cemetery for a period of twelve months.

Stage 4

If a memorial mason wishes to return to work at Tring Road Cemetery following the 12 months exclusion, a new application to the memorial masons registration scheme must be made. If the memorial mason is accepted back onto the register and a further breach of the regulations occurs within 12 months, they will be removed from the register and excluded from working within Tring Road Cemetery for an undetermined period.

Gross Misconduct

Certain circumstances shall be considered as gross misconduct, which will result in the memorial mason being immediately banned from Tring Road Cemetery. The memorial mason's return shall be considered upon application to the burial authority following a minimum period of two years.

Examples of Gross Misconduct

- Installation of a memorial that has not been approved by Aylesbury Town Council.
- Installation of a memorial that does not comply with BS8415.
- Installation of a memorial that varies greatly to the proposed memorial detailed on the memorial permit application form.
- Refusal to correct an error in the installation of a memorial, when notified by the burial authority.
- Dangerous working practices.
- Intentionally providing false or fraudulent information on a memorial permit application form.
- Abusive or aggressive behaviour to council staff, members of the public or other contractors.

Memorial masons will have the right of appeal against any of the above sanctions being imposed, by writing within 14 days of the decision being made, to the burial authority explaining the grounds for appeal. Ignorance of the requirements within this policy shall not be grounds for appeal.

Appeals Procedure

Any memorial mason, unhappy at the decision taken against them, will be entitled to appeal against the decision by placing their appeal in writing, addressed to:

Town Clerk
Aylesbury Town Council
Town Hall
5 Church Street
Aylesbury
Buckinghamshire
HP20 2QP

An oral hearing will then be arranged at which stage the memorial mason may present their case. All appeals will be considered in the light of any further evidence submitted. If the rejection is confirmed, you will be informed in writing and no further appeal will be considered.

6. Contact Details

Please complete the memorial masons registration form and return to:

Aylesbury Town Council
Town Hall
5 Church Street
Aylesbury
Buckinghamshire
HP20 2QP

Tel: 01296 425678

Email: cemetery@aylesburytowncouncil.gov.uk



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Application Form for Registration

Name:
Company Name:
Full Address:
Phone Number:
Email:
NAMM/BRAMM Registration Number:

I/We hereby apply to the burial authority, **Aylesbury Town Council**, to be included on the list of memorial masons registered to carry out work within Tring Road Cemetery, Aylesbury.

- I/We have read and agree to abide by all Aylesbury Town Council's Regulations for Tring Road Cemetery.
- I/We agree that I/we will fix all memorials to comply with BS8415 (latest version).
- I/We agree to fix memorials according to the latest BRAMM Blue Book and NAMM Working Code of Practice (latest versions).
- I/We agree that I/we will not sub-contract any memorial works to another memorial mason unless said memorial mason is registered under Aylesbury Town Council's registration scheme and that I/we have informed the burial authority of my/our intention to sub-contract the work.
- I/We declare that I/we have not been barred from carrying out work in any other cemetery within the previous two years and that I/we can supply evidence of satisfactory workmanship, if so requested.

I/we enclose details of my/our Public Liability Insurance cover (minimum £5 million) and Employers Liability Insurance cover (minimum £10 million) which I/we will supply annually upon renewal to Aylesbury Town Council.

Signature
For and on behalf of:
Date: