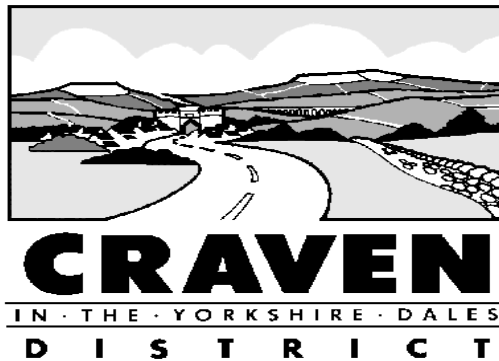


Craven Bereavement Services



2011 Rules and Regulation Governing Memorials

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RULES AND REGULATIONS GOVERNING MEMORIALS

1.0 GENERAL RESPONSIBILITY

The owners will keep memorials in good, safe repair. If found to be in an unsuitable condition the memorial will be made safe by the Council by the use of temporary support and a notice posted on the memorial. If the grave owner does not repair the memorial the Council will repair it but the owner will be responsible for the cost of re-erecting their memorial. The Council will not accept any responsibility for any damage to the memorial.

1.1 Service Level Agreement

Once the memorial application has been received by Craven Bereavement Services it shall be acknowledge within 5 working days to the memorial mason by either:

- a A permit to fix will be issued if all information is complete and correct.
- b A return letter shall be sent to the mason specifying the information that has been omitted or which is incorrect.

If the requested information is not received by Craven Bereavement Services within 4 weeks then a letter will be sent to the applicant stating that we are still awaiting further information from the memorial mason – a copy of the letter will also be sent to the memorial mason. The application will then be placed on hold until such time that the requested information is received.

2.0 MEMORIAL TYPES

2.1 The Shoe Memorial System

Following on from a meeting at Waltonwrays Cemetery on 17 August 2004 with local Memorial Masons, the principle of future memorial fixing was agreed. This is that a "shoe" war-grave type memorial will be used in all cemeteries from the 1 January 2005 and that a reinforced concrete foundation be used to support the shoe if required -see enclosed diagrams.

Half graves on section S and F that are back to back must be fixed using a lawn type memorial with an approved ground anchor system.

- 2.2 The Council will hold a supply of these shoes for purchase by the Mason although the Mason will be able to source the "shoe" from the supplier itself.
- 2.3 The Mason will be responsible for the installing of the foundation and all fixing bars and dowels etc.
- 2.4 Criteria for Shoe Memorial and foundation
- 2.5 If required a foundation should be installed by the memorial mason The reinforced concrete shoe shall be dry-dowelled to the concrete foundation. Please note the foundation should have cured to allow works to take place.

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- 2.6 The memorial will be mortared and bolted into the shoe, set into the shoe at 300 mm below ground level. Any mortar mix that is used in any capacity with the installation of the memorial will be in compliance with NAMM's recommended Code of Working Practice. The horizontal 16mm threaded stainless steel bolt will have 2 stainless steel nuts and 2 stainless steel washers. The washers will be a minimum of 46mm diameter. The maximum diameter of the hole in the "Ears" and memorial will be 36mm. The nuts (and washers) should be finger tight when fixing takes place. They must not be over tightened so as to place the concrete "Ears" under tension.
- 2.7 The size of the memorial above ground is to be a maximum of 1000mm high by 940mm wide by 100mm thick. There are no minimum sizes other than in the thickness, which will be 75mm on all materials other than slate at 50mm. On all memorials that are below 500mm in height above ground a minimum thickness of 50mm will be acceptable. On all memorials, 300 mm of memorial will be buried below the ground into the shoe.
- 2.8 Where an apron is to be fixed in front of the memorial a brick or block foundation is to be built up from the shoe to support the apron. This is to be mortared together so as all components are connected. This will prevent the apron from sinking or moving away from the memorial. The foundation shall be in two parts at either end of the apron so as not to interfere with the bolt. A fixing flag could also be used if desired. (The apron is purely cosmetic and poses no safety concerns.)
- 2.9 The mason must assess the condition of the ground as to deciding the requirements for a foundation as soil types vary throughout the cemeteries which are managed by Craven District Council. Where the shoe is to be used it must be set on a reinforced concrete foundation (See diagram 7.0 page 15).
- 2.10 The memorial mason should assess the ground condition and the minimum specification should be used for the foundation. To be concrete to grade C35 to BS5328, 165 mm thick, 1070mm x 450 mm to incorporate an A193 square mesh fabric 45 mm from the base of the foundation. The Mason is required to drill a hole 100 mm deep from the top surface for the dowelling of the shoe and therefore should encounter no contact with the square mesh incorporated beneath. Holes shall be drilled 20 mm in diameter to enable a tight fitting once the 16 mm pins are put in place. All dowels and bolts are to be of 16mm diameter stainless steel.
- 2.11 The shoe should be fitted at the head of the grave (on undisturbed ground where possible) to allow the depth of 300mm of the memorial under ground. a concrete foundation 1070 min x 400 mm must be used to prevent settlement, as in diagram 7.0 on page 15. Advice must be sought from the Cemetery office if this is not possible.
- 2.12 The new shoe type memorial will be used on ALL new and existing graves, except half graves on Sections S and F, or where an existing jointed memorial or prior agreement has been made with the Cemetery office to use a jointed memorial. The Council must give their authority to placing such a memorial, which will be required to be fixed with an approved NAMM's ground anchor system, and comply with NAMM's guidelines.

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2.13 Memorial Ground Anchor Systems

Where permission has been granted by the Council to use the ground anchor system to install a memorial because circumstances will not allow for the "shoe" type installation, only the systems that have passed the criteria for testing laid down by NAMM shall be used. These systems are found within NAMM Code of Working Practice (current Edition), and strict compliance to all the fixing criteria shall be made to these and any other system, which may be approved by NAMM in the future.

2.14 On all memorials for additional inscriptions, replacements and any other work that will require the removal of an existing memorial without the shoe installation as described above must be refitted with a NAMM approved anchor system. If this is deemed to be impossible the cemetery office must be notified who will advise accordingly. All memorial installations where the shoe is not used will meet the current NAMM's requirements, Code of Practice and guidelines, including dowelled joints and where possible a ground anchor system as described.

2.15 All major parts will be mechanically fixed together, including foundations, in accordance with NAMM's Code of Working Practice.

3.0 MEMORIAL SIZES

We want to encourage applications for memorials which are individual or unique; these can be above the height maximum 1.5 meters restriction provided that they meet NAMM standards for fixing. The price for this type of memorial is upon application.

3.1 Maximum size for shoe memorial

940mm wide by 1000mm high by 100mm thick (size above ground level)
Any Natural Quarried Material

The apron if fitted will not be more than 300 mm front to back nor will it be thicker than 150mm.

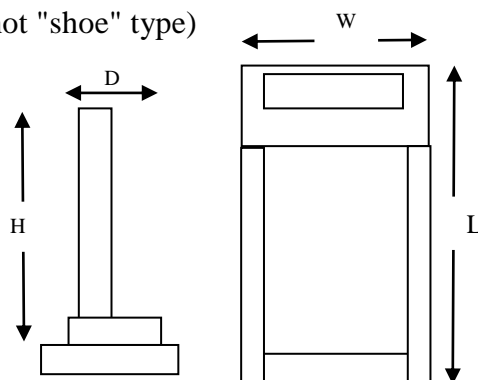
3.2 Maximum sizes for other memorials on present plots (not "shoe" type)

Lawn sections W 900mm x H 1050mm x D 450mm
Any Natural Quarried Material

Full grave Kerbs W 900mm x L 1200mm
Any Natural Quarried Material

Half Grave Kerbs W 900mm x L 600mm
Any Natural Quarried Material

Tablet G.O.R W 381mm x L 381mm
Yorkshire Stone (including vase)



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Section G W 381mm x L 509mm
Yorkshire Stone (including vase)

Section E W 457mm x H100mm x L 457mm
(Desk Type, Black Granit , on Yorkshire Stone base)

All upright plates shall be no thicker than 100mm and no thinner than 75mm.

All slate plates shall be no thicker than 100mm and no thinner than 50mm

- 3.3 On all memorials where a foundation plinth is used the plinth shall be at least 75mm/3" larger then the footprint of the main memorial in both horizontal planes. The foundation plinth shall be a minimum of 65mm/2 1/2" in thickness. The minimum depth of any plinth be no less than 375mm/15". All foundation plinth bases will be fitted so that their top edge is above ground level.
- 3.4 All foundation plinths will be fixed on a concrete foundation installed by the Mason and it shall be a minimum of 75 mm larger than the foot print in both horizontal planes of the foundation plinth and a minimum of 150mm deep.
Note - larger memorials will require deeper foundation concrete mix as per NAMM specification all NAMM fixing will go through the foundation depending on type.

4.0 REGISTRATION SCHEME FOR MONUMENTAL MASONS

- 4.1 The following procedures will be applied to all memorial masons registered to work within Craven District Council's cemeteries. These procedures give an indication of the rules that will apply together with the penalties that may be expected if these rules are breached.
- 4.2 Each Memorial Mason will be registered with the Council by complying with the following terms and conditions.
- 4.3 The principal terms of the Scheme are:
1. Registration Requirements
 - Accreditation to NAMM (National Association of Memorial Masons)
 - Adequate public liability insurance
 - Experience & qualifications
 - Acceptance of rules and regulation
 2. Application to erect a memorial
 3. Erection of memorial
 4. Supervision of memorial masons
 5. Workmanship guarantees & insurances

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6. Tendering procedures where necessary
7. Disciplinary Code, Penalties and Appeals Procedure
8. Cemetery Regulations

These terms are explained below.

4.3.1 Registration Requirements

- i) Officially recognised and accredited as operating in accordance with a nationally approved Monumental Masons Scheme i.e. National Association of Memorial Masons.
- ii) Insurance - Every memorial mason shall be insured for public liability to the value of £5,000,000.
- iii) Experience and Qualification - Memorial Masons must be able to prove that they and their staff are suitably qualified and competent to carry out the necessary work within the Council's cemeteries. They must either be a member of NAMM and possess a qualification to this effect, or provide a signed confirmation that they understand and abide by the full working knowledge of NAMM's Code of Working Practice.
- iv) Discipline and Workmanship - Each memorial mason will be required to sign a statement that they have not been barred from carrying out work in any other cemetery within the previous two years. An agreement will also be signed confirming that they will comply with the Memorial Registration Scheme and Licensing requirements and the NAMM Code of Working Practice (current Edition).
- v) Acceptance of Rules and Regulations - a signed confirmation of receipt of Cemetery and Memorial Rules and Regulations, and Codes of Practice.

4.3.2. Application to Erect a Memorial

- i) All memorials to be installed in the Council's cemeteries must first be approved by Craven Bereavement Services. A Memorial Erection Application Form must be completed and submitted with a copy of the minimum 10 year guarantee. The permit issued by the Council following approval shall be presented before any monumental work takes place in any Council cemetery. This applies to all new memorials and memorials that are to be refixed, including memorials that have been made safe by the placing of a temporary support. Where it is a case of minor rectification or cleaning of a memorial, permission shall first be sought from the Cemetery Office.
- ii) Each Memorial Erection Application Form shall have a drawing showing full details of the memorial to be installed indicating the size of the memorial, material to be used, finish, the inscription and wording type and full installation and fixing details (including anchor fixing type and method where this is

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necessary) together with the **authority from the grave owner**. It must be signed and dated by the Mason. The appropriate fee will be paid before the work commences.

- iii) All work, which includes the fixing of the "shoe" type memorials and all other memorials upon which approval has been given, will be in accordance with the Council's Code of Practice and NAMM's Code of Working Practice. Upon approval a blue copy of the Memorial Erection Application Form, which includes the permit, will be issued to the Mason. This will be for every memorial as well as a memorial to be refixed, including a memorial that has a temporary support after being tested.
- iv) It shall be made clear at the point of the application with the client that the **Right to Erect** the memorial is subject to a **30 year lease** with a five yearly inspection made by the Council's Cemetery staff. This Right could then be extended for a further period determined by the Council after the 30 year period, subject to the memorial being inspected and being found safe. The 30 year permission to erect and maintain a memorial will therefore be subject to the following conditions:
 - v) The memorial shall be inspected once every five years and any subsequent repairs carried out at the owner's expense, using a mason who is registered with the Council. If this is not undertaken then the right is deemed to be terminated. This will enable regular contact with the family, and makes them aware that the memorial is their property and that they have an obligation to maintain it in a safe condition.
 - vi) Inspections will be dealt with by a reminder system and will be carried out by the contractors appointed by the Council.
 - vii) The permit to erect a memorial is issued subject to a workmanship guarantee being produced by the memorial mason employed to erect the memorial, as described in Section 4.3.5. The memorial mason is to be an approved mason under the conditions of the Registration Scheme.
 - viii) That any subsequent removal and replacement of the memorial, for any reason, is the subject of a subsequent approval requiring the same conditions as the original right.
 - ix) The signature of the Memorial Mason will be required on the Memorial Erection Application Form, confirming that the proposed memorial will be fitted in compliance with the agreed rules and regulations.

4.3.3. Erection of a Memorial

- i) Booking System
The Memorial Mason must give prior notification to Craven Bereavement Services regarding any works being carried out. No work will take place without a booking having been made with cemetery staff stating the day and time of the proposed installation, with at least 24 hours notice. This will allow the cemetery staff to be present to check the installation procedure and that the materials are correct without notice to the Mason. Where times booked are not

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kept and the cemetery staff are not informed, this will be investigated and any reoccurrence may lead to action against the Mason in question.

- ii) A permit to erect a memorial, which is issued to the Mason, shall be brought to the cemetery at the time of fixing, and no work will commence without the permit. This will be requested when and if the cemetery staff attends the installation.
- iii) The memorial shall be installed as indicated on the Memorial Erection Application Form. No variation to the details on the application will be permitted. All work undertaken on site will be in accordance with the Council's Code of Practice and NAMM,s Code of Working Practice (current Edition). The signature of the fixing mason or person installing the memorial will be required on the permit to erect (blue sheet), confirming that the memorial has been installed in accordance with the application. This must be returned to the cemetery office within 7 days following the erection of the memorial.

4.3.4. Supervision of Masons - Checking of Work

- i) In addition to the Booking System the cemetery office may choose at random two recently erected memorials from each Mason annually and instruct the Mason to demonstrate that materials and working practices in their installation are correct.
- ii) This will be included in the licensing agreement at the time of registration, where the Mason will agree to these random spot checks in the presence of the cemetery staff and all costs will be borne by the Mason in question. Such memorials will be reinstated or put back following this inspection to the specified standards. Without this agreement, the memorial mason will not be registered to work within the Council's cemeteries.
- iii) The client will have to sign an agreement for this to be possible before any permit to erect is granted, with the knowledge that such a check will not incur any costs to them, and with the guarantee that the memorial will be left in an approved fixed state. This will give the client an added sense of assurance that their memorial is sound. On the majority of new installations where the "shoe" type memorial is used, this check will not involve any dismantling because their are no joints, and it will be a case of checking the underground shoe fixing only. However, for all other types of memorials there will be a full dismantling.
- iii) Where any failings are found in those memorials that are chosen for inspection the Mason will be subject to disciplinary action and possible exclusion from working within the cemeteries.

4.3.5. Workmanship Guarantees and Insurances

- i) All work shall be covered by a workmanship guarantee that will guarantee against faulty workmanship or material within 6 years of the memorial being

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fixed in the cemetery. This shall be in accordance with NAMM's Guarantee of Memorials, for good workmanship and sound materials.

- ii) Regarding the fixing of memorials, a workmanship guarantee shall guarantee the fixing for a minimum period of minimum of 10 years. This is in accordance with the Institute of Cemetery and Cremation Management policy for the management of memorials and the Health and Safety Executive have approved this policy. Both these guarantees shall be issued to the owner of the memorial with a copy supplied to the Council together with the memorial application.
- iii) The minimum 10 year fixing guarantee is the principal concern of the Council, and this is in addition to the general workmanship and material guarantee above. This was reduced to a minimum period of 10 years though masons are encouraged to issue a 30 year guarantee. The Council holds that this guarantee shall be for the fixing installation, and indeed NAMM's approved ground anchor systems would be worthless under the 6 year general workmanship guarantee.
- iv) **Advice shall be provided to the applicant on the insurance of memorials** against accidental damage or acts of theft or vandalism. This advice shall be contained within the workmanship guarantee.
- iii) Masons will ensure that each memorial erected within the cemeteries will have their name and grave/plot number inscribed on the side of the base stone of the memorial.

4.3.6. Tendering

- i) From time to time the Council may request that tenders be submitted for a range of memorial work including inspection, repair, removal and replacement of memorials.
- ii) All memorial masons who request to be shall be included on a select tendering list for such work. Tenders shall be offered to three memorial masons on each occasion and, should more than three memorial masons be registered, the select list will be operated in strict rotation.

4.3.7. Disciplinary Code - Penalties and Appeals Procedure

- i) Contravention of any of the above procedures, rules or regulations governing memorials will result in disciplinary action being taken or the mason's licence allowing work to be carried out in the Council's cemeteries being revoked.
- ii) Penalty System:

Stage 1.

Any breach of the above rules will result in a first written warning, issued to the memorial mason concerned. This written warning will remain on record for a period of 18 months. Assuming the breach is corrected and if no further

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breach of the rules occurs during this time the warning will be removed from the records.

Stage 2.

If during the course of the 18-month period there is a further breach of the rules a final written warning will then be issued which will remain on record for a period of three years. Once again, assuming the breach is corrected and if no further breaches of the rules occur during this time, the warning will be removed from the records.

Stage 3.

If during the course of the three years following a final written warning, there is a further breach of the rules, the memorial mason concerned will be forbidden to carry out any work within the Council's cemeteries for a period of two years.

Stage 4.

If a memorial mason, who has returned from a period of exclusion, breaches the rules in any way during the 18 months following his return, the Mason shall be banned from the carrying out of any work within the Council's Cemeteries for an undetermined period of time. Their return shall be by application to the Head of Service following a minimum period of three years.

- iii) Dependant on the seriousness of the breach of rules, the Head of the Service will retain the ability to exclude any stage of the penalty procedure, going directly to the next stage. For instance, if the first breach of rules is serious enough the memorial mason involved may immediately receive a final written warning that will remain on record for a period of three years. More serious breaches will be considered as gross misconduct and may result in an immediate ban from the Council's Cemeteries.

iv) Gross Misconduct

Certain circumstances shall be considered as gross misconduct, which will result in the memorial mason being immediately banned from the Council's cemeteries for a period of two years.

The following are examples of situations that will be considered as gross misconduct. This is not an exhaustive list, and the Head of Service will make a final decision on gross misconduct:

- Installation of a memorial that had not been approved by Craven Bereavement Services.
- Refusal to correct an error in the installation of a memorial, when notified by the cemetery staff.
- Abusive or aggressive behavior to Council staff or members of the general public.

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vi) Appeals

Any memorial mason who is discontented at the decision taken against them will be entitled to appeal against the decision by placing his appeal in writing addressed to the Head of Service. A hearing will then be arranged in order that a final decision can be made.

4.3.8. **Cemetery Rules and Regulations**

Memorial masons must strictly adhere to the Cemetery Rules and Regulations governing the placement of memorials within the Council's cemeteries. These include the Registration Scheme laid out in this appendix.

5.0 **BOOKING AND CHECKING SYSTEM**

- 5.1 An agreed time will be booked with the cemetery office for any memorial to be erected.
- 5.2 No memorials will be erected without a booking having been made.
- 5.3 The Mason can erect the memorial if no cemetery staff is present. The booking is to give the cemetery office staff the opportunity to be present and to check at random that all correct procedures are followed.
- 5.4 If a booking cannot be kept the Mason shall let the cemetery office know at the earliest possible time and another booking made. If a Mason is:
 - Significantly early for a booked fixing time they shall inform the cemetery office before any work is started; and,
 - Going to be late for a booked time they shall advise the cemetery office as soon as possible.
- 5.5 The permit for all memorial erections shall be brought at the same time as the fixing of the memorial is to take place. No work will commence if the permit is not presented.
- 5.6 No memorial will be erected until all details are checked to be correct, either by the fixing mason and/or the cemetery staff. All materials and dowels will be of the correct type as shown on permit.
- 5.7 All relevant tools and materials shall be brought at time of erection of the memorial.

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- 5.8 Work will cease if any fault with materials or fixing method is found whilst erecting the memorial.
- 5.9 No work will take place if the official Cemetery Officers deems ground conditions are unsuitable for work.
- 5.10 Checking Procedure - The cemetery staff will choose at random two previously erected memorials from each mason annually, and instruct the Mason to demonstrate that all procedures and working practices in their erection were correctly followed. This check will be carried out within 10 days of the memorial being erected before any dowelling has fully set in order to minimise damage to the memorial itself. It is important that masons return the permit duly signed by the fixing mason within 7 days after erection, so these checks can be organised by the Cemetery Office.

The client will have to sign an agreement for this to be possible before any permit to erect is granted.

The cost of this will be borne entirely by the Mason.

- 5.11 If any failings are found in those memorials that are checked the Mason will be subject to disciplinary action and possible exclusion from working on Council property.
- 5.12 If a Mason intends to install three or less memorials in the Craven District Council in any calendar year a special licence must be obtained where each of his memorials will be fully supervised on fitting. This is to ensure that all of his memorials are correctly fitted without the need for further checking and/or the dismantling of a high percentage of his work. It is also recognised that a mason may come occasionally from outside the region to install a memorial, and it would not be easy to undertake a random check with that mason being present.

6.0 GENERAL RULES

- 6.1 Any mason found breaking the rules and regulations will be subject to disciplinary action.
- 6.2 No dressing or hewing other than minor adjustments will take place in cemetery boundaries.
- 6.3 All possible efforts will be made to protect the cemetery, grass, walkways and other memorials etc. from damage when working in the cemetery. All excavation of graves are to be covered or fenced off when memorial mason is not on site. Surplus top soil only can be left on site provided it is placed in bags provided by the cemetery and are left in the storage area. Under no circumstance must any debris /sub soil be placed in the bags.
- 6.4 All work will be carried out promptly with the minimum time lapse before completion.
- 6.5 No tools or materials will be left in the cemetery if work has stopped for any reason.
- 6.6 No person will be allowed to work in the cemetery without proper liability cover and will be suitably qualified in their task and be working for or being registered with the authority for doing such work.

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- 6.7 No work will take place before 8.00 am and will be completed before 4.00 pm. No work will take place on Saturdays, Sundays or any bank or public holidays unless by special arrangement.
- 6.8 All necessary tools and equipment will be brought at time of work.
- 6.9 All new memorials will have the section, grave number and masons name cut in figures not less than 20mm in plain style towards the bottom of the headstone, so that it will be visible and always above ground level where the "shoe" type memorial is used. The grave section and number will be inscribed on the side or at the back no less than 100 mm from the edge at the bottom, and the name of the mason on the back near the bottom corner, so as to be visible above the ground surface.
- 6.10 All memorials will be of a natural quarried material.
- 6.11 All memorials will be made and fitted to a minimum of the standards set out by NAMM's recommended Code of Working Practice.
- 6.12. Any additional lettering on an existing memorial will be cut/engraved/blasted in a style compatible with the original inscription (NAMM 8.3). Any other request outside of this must first receive authorisation from the Cemetery Office.
- 6.13 All dowels will be of the relevant British standard in stainless steel and not aluminium rod. They will comply with NAMM's Code of Working Practice (current Edition).
- 6.14. All kerb sets will be fully dowelled when being re fixed in accordance with NAMM,s Code of Working Practice.
- 6.15 All new lawn and shoe memorials will be fixed at the preset head of the grave.
- 6.16 Plastic/concrete kerbs or fencing will not be allowed.
- 6.17 The Council will make regular checks on all memorials.
- 6.18 All refixed memorials must have the section, grave number an anchor symbol inscribed on the base to indicate that it has an anchor fixing .
- 6.19 All memorials removed from site by the mason must leave a temporary marker with the name of the mason and grave number.
- 6.18 The Council recommends that the grave owner insures all memorials and that they can obtain this from their monumental mason.
- 6.19 Removal of a memorial for burial this must be done as soon as possible to allow the grave to be dug all parts of the memorial must be removed from site.

Grave Sizes

Please note these sizes are only as a guideline as there are variations within the cemeteries

Full Grave	-	9ft x 4ft	2.743m x 1.219m
Half Grave	-	4ft 6inch x 4ft	1.358m.x 1.219m

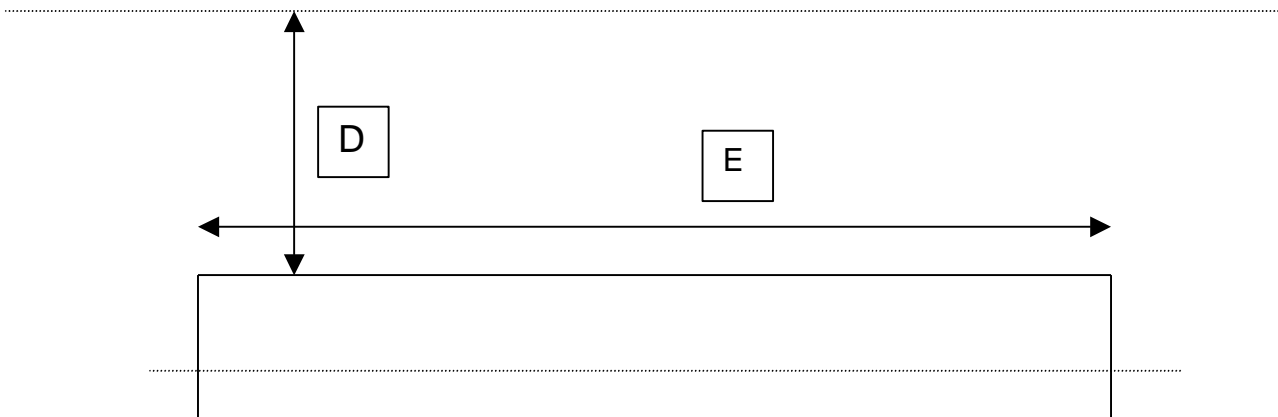
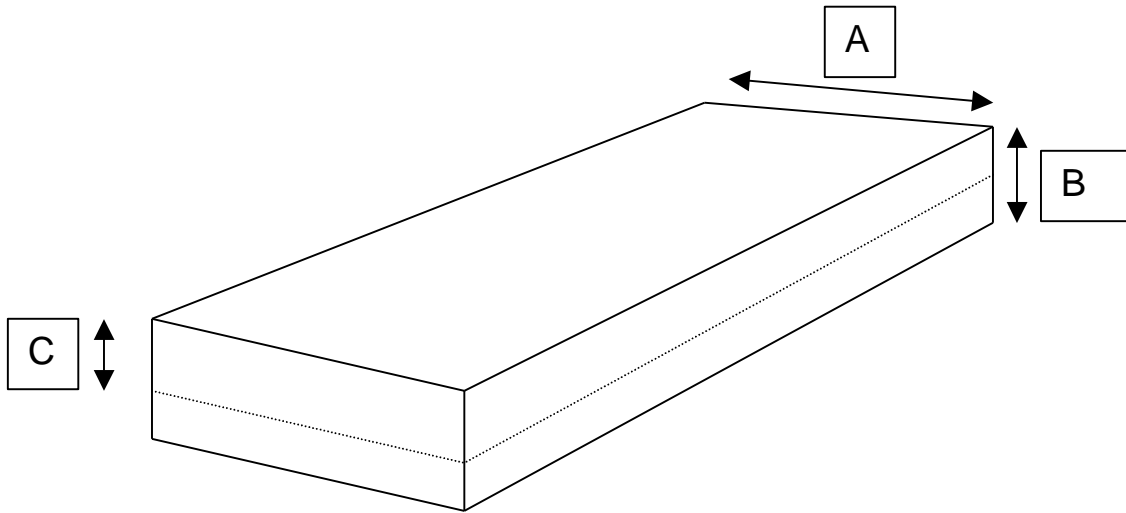
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Stone plaques G.O.R	-	15 inch x 15 inch	0.381m x 0.381m
Stone plaques section G	-	15 inch x 20 inch	0.381m x 0.509m
Section E	-	18 inch x 18 inch	0.457m x 0.457m

(Desk Type, Black granit, on Stone base)

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7.0 Single Memorial Raft Specification



A. Raft depth front to back	450mm
B. Raft thickness	165mm
C. Depth of mesh from finished level	120mm
D. Depth of top of raft to ground level	360mm
E. Width of raft	1070mm

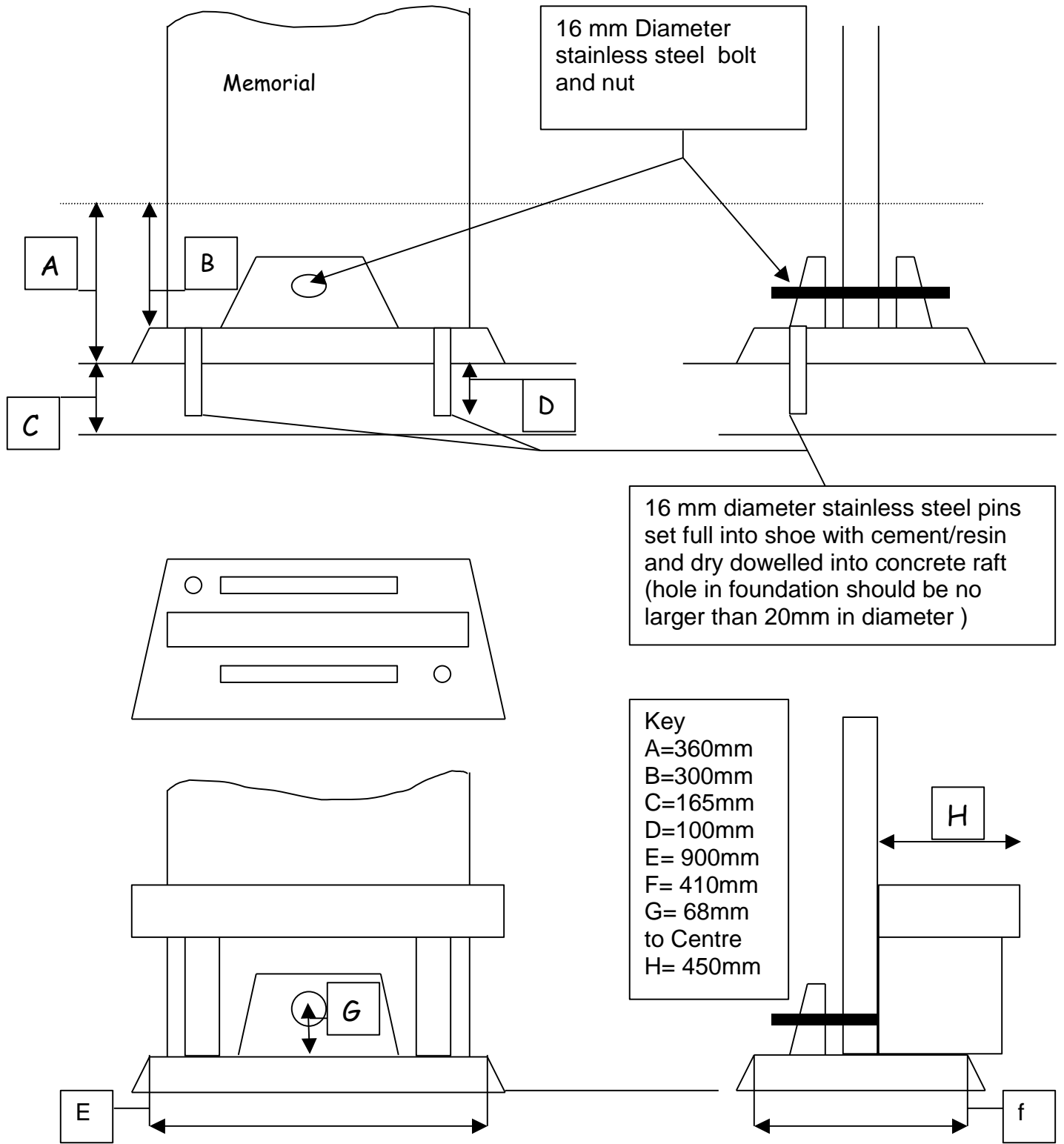
Top surface of raft must be flat and no more than 1 to 3 out level
All dimension are minimum

Concrete C35 to BS5328

Mesh A 193 45mm from the base of the beam

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8.0 Shoe Fitting onto a Foundation



Fitting of memorial flower apron
 Showing optional apron and suitable brick/block foundation which must be mortared together

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9.0 Fitting a Shoe Memorial Type Memorial onto a Slope

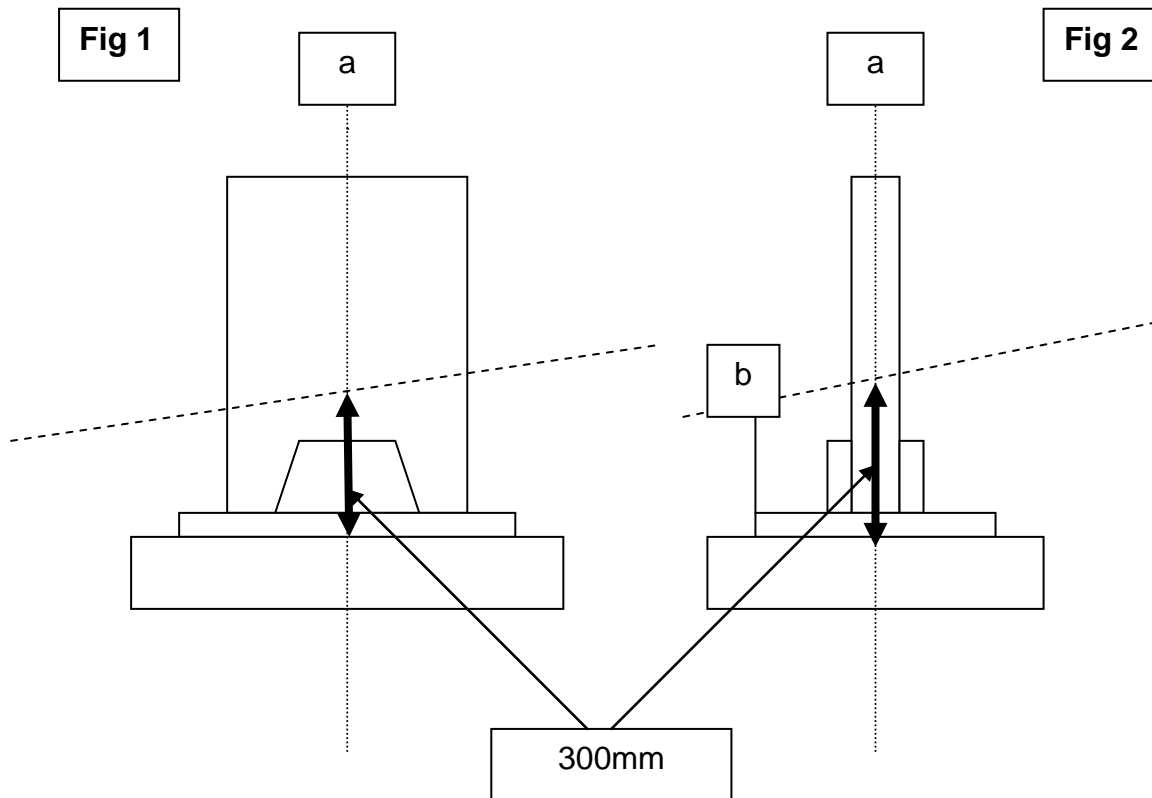


Fig 1

When the memorial is fitted with the slope going across the grave as long as the correct depth (300mm) is followed on the center line of the memorial (a) the excess of the ground slope will compensate the lesser amount at the lower side.

Fig 2

Where the ground slopes along the length of the grave it is essential that the minimum height/depth ratio be maintained at the leading edge of the shoe (b) also the centre line of the memorial should be 300mm.

It is essential that the bolt through the memorial shoe is present and correctly fitted in the both of these application.

Memorial height to depth ratio 4/1

For further advice please contact the office