



Sandwell MBC Memorial Application Form

Bereavement Services, Sandwell Valley Crematorium,
Newton Road, West Bromwich B71 3SX
Tel: 0121 569 6700 Fax: 0121 569 6851

Memorial Indemnity

Grave details:

I, being the person entitled to the Exclusive Right of Burial in the above mentioned grave, and being aware of the regulations and restrictions in force, have given permission for the memorial works described overleaf to be carried out.

I hereby indemnify Sandwell M B C in respect of any claim or demands that may be made at any time in connection with, or arising out of any works being undertaken.

I understand that the safe erection and maintenance of the memorial is my responsibility.

I give permission to Sandwell M B C to dismantle the memorial for safety checks, without prior notice given to the memorial mason.

Lawn Garden Sections

As chippings, edgings and fencing can be dangerous to staff and visitors, I understand that if any of the above items are found on the grave, they will be removed without prior notice.

I have been given a copy of the "Important Information Concerning Memorials" leaflet to read and keep for future reference.

Full Name of Grave Owner/Indemnifier

Address

Signed **Grave Owner/Indemnifier**

Dated

OFFICE USE ONLY:

Permit number	
Passed by	
Date issued	
Date erected	
Receipt No	

Memorial Details

Cemetery

Heath Lane	
Tipton	
Fallings Heath	
Uplands	
Wood Green	
Oldbury	
Rowley Regis	
Thimblemill	

Memorial Type

Lawn type	
Kerb set memorial	
Added inscription	
Ground anchor only	
Replacement	
Vase/Tablet	
Renovation	
Cremation Plot	

Diagram:

Showing full dimensions front and side elevations including base, foundations and any ornaments:

Inscription :

Overall Sizes:

Height	
Width	
Depth	

Materials Used

Section no:.....Grave No..... Grant No

Memorial Mason:

Address :

.....

EMAIL ADDRESS:

NAMM recommended fixings will be used

I guarantee that this memorial will withstand the agreed testing methods as stated in the current code of practice issued by the Ministry of Justice

Signed :

Important Information Concerning Memorials

Bereavement Services, Sandwell Valley Crematorium, Newton Road, West Bromwich, B71 3SX

Tel: 0121569 6700 **Fax:** 0121 569 6851

PLEASE RETAIN THIS INFORMATION

Introduction.

The importance of memorials as a means of commemorating the life of a loved one, acting as a focus for the grief and in years to come as an historical record, is widely recognised.

We are anxious, therefore, to allow the bereaved to have the widest possible choice of memorials. It is for this reason we have worked closely with the local memorial masons and the National Association of Memorial Masons, to enable the widest possible range of designs and materials to be made available when choosing a memorial.

The actual size and design of the memorial will be dependant upon the grave you have purchased. Your memorial mason will advise you on the full range of memorials permitted in each cemetery section.

It is important that you are aware that whilst we will undertake a number of services for you, by placing a memorial in the cemetery you are accepting a number of responsibilities. I have, therefore listed some of the services we provide along with the responsibilities you will be accepting below.

Services.

Memorial Permit Application

- The memorial mason, chosen by yourself, will submit the application form on your behalf. We will check this form before allowing a permit for work to proceed to ensure that:
- The memorial mason is approved by Sandwell M B C. A condition of approval is a 30 year stability guarantee to both you and the authority.
- Ensure that no memorial is erected without the express permission of the grave owner/indemnifier.
- Liaise with your memorial mason to ensure that the memorial is fixed on the correct grave in a satisfactory manner and that the mason will leave the grave in a good condition.
- Carry regular managerial checks on the memorial. Inform you of any problems which are identified (providing you update us of any change of address).
- Provide trained staff to discuss any aspect of memorialisation in cemeteries.

Memorial Refurbishment

We are anxious to encourage grave owners to maintain their memorials and, where necessary, have them professionally refurbished. The authority have, therefore, agreed to carry out the normal checks relating to the memorial permit application, free of charge, when they are submitted in connection with refurbishment of the memorial.

Cemetery Maintenance Lawn Garden Section.

In our experience the majority of visitors are concerned that the grounds should be maintained to the highest possible standards.

I am sure that you will appreciate, with so many memorials, carrying out grounds maintenance operations, in particular grass cutting, is extremely difficult. We do make every effort to ensure that your memorial will not be harmed. We only use equipment suitable for working in our environment. During mowing grass cuttings may blow onto your memorial. Whilst we endeavour to keep this to a minimum. I should like to assure you that you find grass cuttings on your memorial, they cause no damage and can be wiped off.

The removal of Christmas Wreaths

If you wish to place a Christmas wreath or tribute onto a grave, please feel welcome to do so. If these tributes are left for a long period, they damage the grass and can stain the memorial whilst becoming unsightly. It is for this reason we follow the tradition of removing all wreaths immediately following 12th night (7th January). If you do not wish to have the wreath removed on the date, please write to the address on the head of this information.

Change of Address.

If you should move to another address, please advise us so that we may update our records. Failure to do so may stop us contacting you with any information regarding your memorial.

Charter for the Bereaved

Sandwell MBC has adopted the Charter for the Bereaved, issued by the Institute of Cemetery & Crematorium Management.

The primary purpose of the Charter is twofold. Firstly, to inform the bereaved about all aspects of the service provided, so that an informed choice can be made by the bereaved. Secondly, to set national standards by giving the bereaved certain rights. In providing this leaflet we are seeking to ensure that you are fully informed on the charter rights relating to memorials.

Charter rights

You have the right to place and maintain a memorial within the constraints of the regulations in force or to leave the grave unmarked.

You have the right and responsibility to maintain the memorial upon the grave during the period of the memorial rights granted to you, or any extension made to this period. The memorial cannot be disturbed or moved during this period without your permission, unless it poses a safety hazard. The safe erection and maintenance of the memorial is your responsibility during the period of the rights. Except where Charter members are the sole supplier of memorials, you have the right to use any memorial mason of your choice, as long as they meet the current guidance and codes as issued by the various memorial masons professional bodies.

If you should require any further information regarding the Charter for the Bereaved, which covers all aspects of burial, cremation and memorialisation, please contact the address at the top of this information leaflet.

Memorial Owners Responsibilities.

The following list contains a number of key responsibilities which you accept when having a memorial fixed in the cemetery. I must stress these items are not intended to worry you in any way but are mainly common sense which will, undoubtedly, benefit all of our visitors.

Memorial Responsibilities.

The memorial remains the property of its owner and does not, as some people believe, become the property of the authority. As a result should any claim arise, the authority can not accept any responsibility.

It is the responsibility of the owner to ensure that the memorial is maintained in a safe condition that does not pose a hazard to cemetery staff or visitors. We do, therefore, expect memorial owners to regularly check to ensure their memorials remain in a safe condition. You may wish to discuss ongoing maintenance of the memorial with your memorial mason.

In the event of the memorial being damaged by vandal, which is thankfully a very rare occurrence, the authority does not accept insurance cover.

You may wish to discuss, either with your Memorial Mason or financial advisor, taking out suitable Insurance Liability.

Maintaining Graves

A major concern of the majority of our visitors, as I have already mentioned, is the maintenance of the cemetery. In order for us to achieve high standards of maintenance, we lay out the cemetery to the Lawn Garden Principal. This design was first developed by the War Graves Commission, whose cemeteries are maintained to a very high standard because fencing, chippings and kerbs precluded. It is for this reason we now preclude fencing, chippings and kerbs in order to achieve the high standards our visitors desire.

In conclusion, I trust that you will find this information helpful and if you feel we should add anything to this information leaflet or if you should require any further information, please do not hesitate to contact a Memorial Advisor at the address shown on the top of this leaflet, where an one to one appointment can be arranged, or by telephoning on 0121 569 6700.