



# Tavistock Cemetery

Cemetery Office  
119 Plymouth Road  
Tavistock  
Devon, PL19 8BY  
Tel: 01822 612799

## Memorial Mason Registration Scheme

### Introduction

The Memorial Mason Registration Scheme aims to establish a consistent standard of workmanship and working practices throughout all of Tavistock Town Council's cemeteries. The scheme will address the standards required for the installation, repair and maintenance of memorials, both new and existing, insurance cover, health and safety requirements and administrative requirements with a view to producing a collective approach at our cemeteries. It is Tavistock Town Council's intention to identify and promote industry best practice by all registered members.

The following procedures will be applied to all memorial masons registered to work in Tavistock Town Council operated cemeteries. The registration procedures are intended to:

- Protect the interests of memorial owners in respect of unsatisfactory workmanship.
- Standardise the quality of fabrication and installation methods.
- Ensure memorial masons comply with Tavistock Town Council's management of the Health and Safety regulations.

Memorial masons who are not registered under this scheme will not be permitted to work within Tavistock Town Council operated cemeteries.

### Eligibility

Memorial masons who have been barred from executing work in any cemetery within the last two years may be ineligible to join the scheme. In these instances, each case will be considered individually and any decision will be at the discretion of Tavistock Town Council.

When submitting an application to join the Memorial Mason Registration Scheme, details of any disciplinary actions within the previous two years must be included. Where full disclosure is omitted but subsequently comes to the attention of The Council, we reserve the right to issue an immediate ban on working within



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Tavistock Town Council cemeteries for an agreed period of two years.

## Registration Requirements

All registered members of the scheme will be expected and obliged to adhere to the following requirements. These are the minimum acceptable requirements of Tavistock Town Council and may be updated as and when deemed appropriate. Memorial masons are welcome to surpass these requirements and are encouraged to propose suggestions that they believe may improve or enhance current working procedures. Any suggestions implemented by Tavistock Town Council will be applied to all registered members of this scheme.

- A. **Insurance** – each memorial mason firm shall be insured for public liability to the value of £5,000,000 for any one incident, a copy of which will be held on file annually at the cemetery office.
- B. **Experience and Qualification** – memorial masons and their staff shall be suitably qualified, experienced and competent to perform all works necessary when erecting, dismantling and repairing memorials to meet current industry and statutory health and safety requirements and guidelines. Each memorial mason must be able to prove upon request the required standard has been obtained either through experience and/or qualification from a national accreditation scheme.
- C. **Discipline and Workmanship** – each memorial mason will be required to sign a statement that they have not been barred from carrying out monumental work in any other cemetery in the previous two years. The statement will also include confirmation that each memorial mason will comply with all statutory requirements, cemetery rules and regulations, the Memorial Mason Registration Scheme requirements and the NAMM Code of Working Practice and British Standard 8415 (latest editions).
- D. **Health and Safety** - each memorial mason must have a Health and Safety Policy which complies with the Health and Safety at Work Act 1974 and protects both the public and its employees. A copy of the Health & Safety Policy will be forwarded to the cemetery office upon registration and thereafter when significant changes are made.



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## Rules and Regulations

### Application to Erect/Repair/Amend a Memorial

1. Every memorial mason shall guarantee each individual memorial in respect of safety and stability for a period of no less than five years and no more than thirty years. All memorials installed are subject to an inspection every five years. A further lease may be purchased subject to the memorial being safe at the end of the lease period.
2. It is the Council's policy that no memorial may be placed on a burial plot after interment for a minimum of twelve months. Memorials in the cremated remains section are exempt from the twelve-month waiting period.
3. Applications for the placement of memorials will be refused if the burial plot is unpurchased. All burial plots must be purchased by the deceased's next of kin/solicitor/executor direct from the cemetery office prior to application forms being submitted.
4. All measurements are to be taken from the surrounding ground level where the memorial is to be placed. Ground level is to be clearly identified on the submitted design. Full grave memorials shall be laid level with the surrounding ground.
5. Application forms must be completed in full and signed by both the deed holder and the memorial mason. Application forms should then be forwarded to the cemetery office with the relevant fee for approval. Permits will only be issued when the application is approved.
6. The grave number must be clearly etched on the reverse right hand side of the base. The name of the memorial firm installing the memorial must also be etched on the reverse of the base no more than 15mm in height.

### Work at the Cemetery

7. Memorial masons are not permitted to work in the cemetery out of the Cemetery Administrators working hours including weekends and bank holidays.



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8. All memorials in Tavistock Town Council cemeteries are placed on disturbed ground. Memorials must be ground anchored and installed in accordance with NAMM Code of Working Practice (1<sup>st</sup> September 2003 edition and any new editions). Copies can be obtained from their head office at:

The National Association of Memorial Masons  
1 Castle Mews  
Rugby  
Warwickshire  
CV21 2XL  
Tel: 01788 542264  
E-Mail: [enquiries@namm.org.uk](mailto:enquiries@namm.org.uk)  
[NAMM Website](#)

9. Prior to work commencing the cemetery office must receive the permit which confirms the installation date. This is to ensure work undertaken does not conflict with any other activity within the cemetery. No work will be permitted without receipt of the permit.
10. Upon completion of the work all waste materials shall be removed and the ground cleaned and made good to its original condition by the memorial mason, who should then report to the Cemetery Administrator to ensure the work has been carried out as specified on the approved application form.
11. All memorials removed by a memorial mason for whatever reason must be taken to their place of business until such time as the memorial is able to be re-installed.
12. Tavistock Town Council may take down and remove any memorial which has been placed in the cemetery without the required approval, or which in the opinion of the Council has become dangerous or unsightly.
13. When any work is carried out other than specified on the approved application form (repairing or laying down of nearby unsafe memorials), then the responsibility of repairs or re-fixing will become the memorial mason's at no cost to Tavistock Town Council.



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## **Workmanship Guarantees and Insurance**

14. All work shall be covered by a guarantee of workmanship against poor workmanship in respect of materials and construction for a period of no less than five years and not exceeding thirty years. This guarantee shall be issued to the grave owner with a copy supplied to the cemetery office.
15. Memorial masons shall provide advice to purchasers of memorials against accidental damage, acts of theft or vandalism and details of any security markings on memorials. This advice shall be contained within the workmanship guarantee.

## **Health and Safety**

16. All work carried out shall be in accordance with the Health and Safety at Work Act 1974 and its supporting regulations.
17. Cemetery staff are not permitted to assist in the installation or removal of memorials by memorial masons. It is the responsibility of the memorial mason firm to ensure that sufficient operatives are present to carry out the work specified on the approved application form.
18. Any work that requires to be left for an extended period must be made safe by cordoning with tape and warning signs placed to avoid the risk of injury to visitors and cemetery staff. The Cemetery Administrator must be informed prior to exiting the cemetery.

## **Penalties**

For Tavistock Town Council's registration scheme to be effective and trusted it is essential that action is taken against those who no longer meet with our requirements.

Any breach in the rules and regulations may lead to withdrawal from Tavistock Town Council's Memorial Mason Registration Scheme. However, in practice Tavistock Town Council will seek to work with the memorial mason concerned in order to obtain understanding and conformance with the rules and regulations. This may include introducing certain measures.



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19. Any approved Memorial mason who is in breach of the Registration Scheme or Cemetery Regulations will be informed immediately and a first written warning will be issued detailing an improvement notice. 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.
20. If, during the course of the 12-month period there is a further breach of the Memorial Masons Registration Scheme or Cemetery Regulations, a final written warning will be issued, along with a further improvement notice. 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.
21. If during the two-year period of the final written warning a further breach of the Memorial Masons Registration Scheme or Cemetery Regulations occurs, the memorial mason will be excluded from carrying out work in Tavistock Town Council cemeteries for two years.
22. Any memorial mason returning from exclusion who breaches the rules and regulations in any way during the first twelve months will be excluded for a further three years and may only return on written application and approval of Tavistock Town Council.
23. Dependent on the seriousness of the breach the Cemetery Administrator has the right to miss any stage of the penalty procedure and go directly to the next stage.

## **Gross Misconduct**

24. Certain circumstances shall be considered as gross misconduct, which will result in the memorial mason being excluded immediately for a period of two years. Other local authorities in the area will be notified of any gross misconduct.

Examples of gross misconduct are:

- a. Installation of a memorial without approval.
- b. Refusal to correct an error of a memorial installed after approval.
- c. Abusive or aggressive behaviour to the public and Council staff.



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This is not an exhaustive list and the Cemetery Administrator will make a final decision on gross misconduct.

*25. All suspected breaches of the Memorial Masons Registration Scheme &/or Tavistock Cemetery Regulations will in the first instance be subject to an investigation carried out by the Cemetery Administrator. Penalties will not be issued until an investigation concludes a breach.*

## **Appeals**

26. Any memorial mason who is dissatisfied with the decision taken against them will be entitled to appeal in writing to Tavistock Town Council and a hearing will be arranged to make a final decision.

## **Registration Compliance**

Each memorial mason who has signed up to the Memorial Mason Registration Scheme will be deemed to have agreed to comply with the following:

Local Authorities Cemeteries Order 1977

Tavistock Cemetery Rules and Regulations (current edition)

NAMM Code of Working Practice (current edition)

The British Standard 8415 (current edition)

Health and Safety at Work Act 1974, associated regulations and HSE guidance notes

Memorial Mason Registration Scheme

All other relevant statutory requirements

Tavistock Town Council reserves the right to update and amend the registration requirements as and when deemed appropriate. Significant changes to the scheme will be communicated as soon as reasonably practicable to all current approved memorial masons.



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## Memorial Masons Registration Statement

1. Public liability insurance of £5,000,000 for any one incident is held by this memorial Mason firm and a copy will be forwarded to the cemetery office on an annual basis.
2. All staff employed by this memorial Mason have received relevant training and are competent to carry out monumental work in Tavistock Town Council operated cemeteries.
3. This memorial Mason or its employees have not been barred from carrying out monumental work in any other cemetery in the last two years. Should any employee be barred from carrying out such work in a cemetery for whatever reason, the cemetery office will be notified immediately.
4. This Memorial Mason has a Health and Safety Policy which complies with the Health and Safety at Work Act 1974 and protects both the public and their employees. A copy of the Health & Safety Policy will be forwarded to the cemetery office upon registration and thereafter when significant changes are made.
5. This memorial mason and its employees will comply with all statutory requirements, including the Tavistock Town Council's rules and regulations, the Memorial Mason Registration Scheme requirements, The NAMM Code of Working Practice and British Standard 8415 (latest editions).

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**Memorial Mason:**

**Address:**

**Telephone Number:**

**Email:**

**Name: (print)**

**Position:**

**Signature:**

**Date:**