

**REGULATIONS FOR**  
**COEDGWILYM, CWMGELLI, DANYGRAIG, KINGSBRIDGE,**  
**MORRISTON, OYSTERMOUTH & RHYDGOCH CEMETERIES**

- I. **Standards for the erection of memorials;**
2. **Criteria for inclusion in the bramm Registration Scheme;**
3. **Categories of Graves and Memorials;**
4. **Insurance;**
5. **Health and Safety;**
6. **Failure to Comply.**

**1. STANDARDS FOR THE ERECTION OF MEMORIALS**

In order to guarantee standards of workmanship and Health and Safety practices, the Council requires that all memorial masons undertaking work in its cemeteries shall be subject to confirmation that they are suitable for inclusion on the BRAMM (British Register of Accredited Memorial Masons) Scheme.

The BRAMM registration scheme is 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 the British Standard (BS8415) for installing memorials and any Code of Working Practice which conforms to those standards, including technical, constructional and safety information contained in the BRAMM blue book;
- Ensure memorial masons comply with the Council's Health and Safety Regulations;
- Ensure minimum levels of public liability and employer's liability insurance cover are held by all memorial masons.

## **2. CRITERIA FOR INCLUSION IN THE BRAMM REGISTRATION SCHEME**

- i) All memorials are subject to the approval of the Council; no offensive designs / photographs / wording or inscriptions shall be placed on any memorial.
- ii) Memorials must be manufactured from Natural Quarried Stone; the colour and finish must be derived from a honing or polishing process. Artificially coloured or painted memorials will not be permitted; colour choices should be conducive to cemetery aesthetics.
- iii) An approved Ground Anchor System must be installed on all lawn-type memorials above 625mm (24.5 inches) in height. In areas of acutely sloping ground, a Ground Anchor System must be installed on all lawn-type memorials regardless of height.
- iv) The description and dimensions of the proposed memorial must be provided on a memorial permit application form and submitted with the appropriate fee to the Cemeteries Office, G.4.6. Civic Centre, Swansea for approval and issue of the permit.
- v) A memorial permit must be obtained before any memorial works can be carried out in the cemetery and must be available for Inspection at all times. A duplicate permit copy will be filed at the cemetery supervisor's office so that all memorial work performed can be monitored.
- vi) Memorial permit applications should be submitted to the cemeteries office at the earliest opportunity so they can be processed well in advance of the fixing.

- vii) For any cleaning and / or re-gilding works a memorial permit is not required; however the cemetery supervisor must still be notified of any intended visits. Masons should only carry out such works on memorials that are in a safe and stable condition.
- viii) A minimum period of 6 months is required after each burial for ground settlement, before a fixing appointment can be granted. Though it is advisable to allow a longer settlement period i.e. 9-12 months after the burial.
- ix) Each memorial permit application forwarded to the cemeteries office must be signed by both the legal grave owner and the memorial mason.
- x) To maintain a record of all contractors at each site, memorial masons are required to make an appointment to carry out works (including removal of a memorial for burial) by notifying the relevant cemetery supervisor no later than 12.00 noon the day prior to the required visit to the cemetery. If the regular cemetery supervisor is unavailable, every effort should be made to contact the covering supervisor; alternatively contact the Cemeteries admin office at Civic Centre, Swansea.
- xi) Evidence of 'BRAMM Memorial Licence' and relevant 'approved permit' should always be available for inspection by the cemetery supervisor.
- xii) No memorial shall be removed from the cemetery without the consent of the Council and the permission of the legal grave owner.
- xiii) Reopened graves - when a burial is arranged in an existing grave the memorial (including kerbs & foundations) must be removed from site. Only in the case of an oversized memorial - if it is dangerous or extremely difficult to remove - would consideration be given to allowing it to remain on site and only following approval by the relevant Cemetery Supervisor.
- xiv) All memorials that require additional inscriptions must be removed from the cemetery; however, for large memorials / monoliths in traditional sections, sand blasting on site will be permitted, but only after a thorough risk assessment has been carried out with the relevant cemetery supervisor, details of which should be provided in writing along with the permit application.
- xv) No mason or other person is permitted to solicit orders within any cemetery.
- xvi) The section and grave number must be etched clearly onto the back of the memorial base. The name of the Company supplying and / or erecting the memorial may also be etched onto the back or side of the base with the writing to be no larger than 15mm in height.

- xvii) Where a Ground Anchor System has been installed a “Q” must also be etched onto the back of the memorial base.
- xviii) All memorial work must cease each day within the working hours of the cemetery and at 12noon on a Saturday. No work shall be permitted on Sundays or on any public holiday, unless authorised by the Council.
- xix) Works of every description must be carried out continuously and completed as soon as possible (except in cases where a poured concrete foundation is left to cure for the required period).
- xx) If lifting equipment (i.e. gantry) is required by a mason to assist with manoeuvring larger memorials, evidence of relevant training must be provided to the authority beforehand.
- xxi) For any matters relating to arranging a burial and / or grave ownership, particularly where a funeral director is not involved, please refer the family to the cemeteries office in the first instance to obtain official guidance on such matters. Data Protection regulations must be strictly followed; therefore when all procedures have been fulfilled between the Council and the family the mason will be notified, so any memorial works can proceed.
- xxii) In wet conditions every effort should be made by the mason to protect adjacent graves from being damaged; therefore boards / track mats must be used to maintain surrounding areas.

### **3. CATEGORIES OF GRAVES AND MEMORIALS**

#### **A. Lawn-type sections :-**

- i) Memorials will be permitted at the head of each grave space. They should not exceed 54 inches in height (from ground level), 38 inches in width (including the base) and 6” in thickness (unless double grave or bespoke design). The overall measurement from the back of the memorial to the front (including garden set) must not exceed 32 inches.
- ii) Memorials shall be fixed on an approved foundation, which should be:-
  - Front to back = 15 inches minimum; 32 inches maximum;
  - Thickness = 3 inches minimum;
  - Width = 42 inches maximum;
  - Larger foundations can be used in some locations where the grave centres are marked out wider; for exact requirements please liaise with the relevant cemetery supervisor.

- iii) Where a ground anchor is used, all foundations are required to be a minimum of 15 inches front to back in order to comply with BS8415.
- iv) It is a requirement (in Swansea) that memorials are erected directly onto the grave space i.e. excavated ground; therefore, an additional reinforced concrete foundation (bearer slab) is required underneath the main foundation. This must be no less than 2" in thickness and exactly 42" in width in order to span the distance across the excavated area. Where grave centres are wider this will require a wider bearer slab the measurement of which will be confirmed by the relevant cemetery supervisor.
- v) The contact area between the memorial base and foundation must be 100%; therefore, trough foundations should not be used as they could compromise the strength of support to the ground anchor. Similarly all lawn foundations must be solid and not constructed from sectional pieces.
- vi) All fixings and holes that are drilled for dowels and ground anchors must comply with BS8415.
- vii) Memorials that are assembled in the workshop must be checked at the cemetery to ensure that bolts are still securely fastened and have not become loose in transit. A torque wrench should be used to apply suitable pressure in ensuring compliance with BS8415.
- viii) All fixings must include appropriate drainage in order to avoid a build-up of water and prevent frost damage.
- ix) Temporary markers or wooden crosses may be placed (at the head of the grave).
- x) Suitable flower vases will be permitted, but glass containers or any other fragile material should be avoided as they pose a health and safety risk.
- xi) The planting of graves and associated enclosures will be confined to a small area in front of the headstone. After the grave is turfed the maximum coverage from the back of the memorial to the front of the small garden must not exceed 32 inches.

**B. Traditional sections (Headstone / kerb set) :-**

- i) These memorials and/or kerbs are set the full length of the plot.
- ii) The memorial kerbs should be of maximum dimensions 6' 11" length x 2' 11" width, set on concrete precast foundation kerbs of maximum size 7' x 3'.

- iii) As with the fixing of lawn memorials, an additional reinforced concrete foundation is required underneath the main foundation (at the head and foot of grave), and must be no less than 2" in thickness and 42" in width in order to span the distance across the excavated area.
- iv) Sectional foundations should be dowelled or cramped securely together to achieve compliance with BS8415.
- v) If a headstone is erected with a full kerb set, the overall height can be increased up to 6 feet (ground to top of headstone); if the headstone size increases then naturally the dowel size increases as well as the dowel engagement into the plate. In all cases compliance with BS8415 must be achieved.

### **C. FOUNDATIONS :-**

- i) Memorial foundations, pre-cast or cast in situ, shall be designed in accordance with sound engineering principles having regard to the size and load/weight imposed by the memorial; the design and reinforcement must meet the BS8415 standard.
- ii) Local soil conditions, possible foundation movement and any special requirements should be considered in the foundation design.
- iii) Foundations should be level, and drainage must be provided to resist water accumulation within the structure.
- iv) It is the purchaser of the foundation who should ensure the foundation is fit for purpose.
- v) The foundation size must meet the requirements of the ground anchor manufacturer.
- vi) Trough foundations must not be used as the trough reduces the strength of engagement.
- vii) Large or multiple flower container holes in pre-cast concrete foundations reduce the strength of the contact area and should therefore be kept to a minimum.
- viii) All foundations must be bigger in plan than the memorial to achieve compliance with BS8415.
- ix) Poured concrete foundations should only be used in exceptional circumstances and at the discretion of the cemetery supervisor. If this type of foundation is necessary, a semi-dry concrete mix is not appropriate; all concrete should be suitably mixed and reinforced to comply with the stipulations of BS8415.

#### **D. Bricked Graves / Vaults :-**

- i) Bricked graves require the purchase of two plots and are available only at Morriston cemetery AA Trad section.
- ii) Bricked graves should be constructed only by an approved memorial mason who must liaise with the cemetery supervisor on all aspects of the required specification.
- iii) Bricked graves or vaults at the time of the first interment shall be constructed to within 1ft from ground level; the walls must be constructed of either concrete block laid flat (not edge) or no less than two skins of brick. Every coffin in such a grave or vault must be covered with a stone slab not less than 2" thick, effectively sealing the grave. There must be a minimum of 1ft of soil / earth between the top of the slab covering the last coffin and the ordinary level of the ground.
- iv) Where bricked graves are constructed within lawn sections, a concrete lintel should be fitted from head to foot across the top course of bricks in order to support the covering slabs and soil to allow any machinery to safely pass over the area.
- v) All work in the reopening of bricked graves or vaults (other than the removal of soil) must be arranged by the grave owner / designated memorial mason.
- vi) All bricked graves or vaults shall be opened from the top unless the owner has purchased the exclusive right of burial in the ground required for entrance.
- vii) The type of memorial for bricked graves will be governed by the same regulations applicable to the type of section in which they are located.

#### **E. Bricked Cremated Remains plots (sloping memorial tablet) :-**

- i) These plots are familiarly known as NCR's and will be marked by memorial tablets of the following dimensions:-  
18" in length and 12" in width, sloping from 4" top height to 2" bottom height.
- ii) There will be provision (optional) at the head of the tablet for a flower container, which must be centrally positioned. Only one container is permitted on each tablet.
- iii) No additional items i.e. granite vases / ornaments to be fixed on the memorial tablet; ceramic flowers can be placed in the flower hole or if

a flower hole is not required a small granite block (up to 2" high) bearing an emblem is an acceptable replacement over the hole.

- iv) Choice of colour will not be restricted but it is hoped that in the main, a black or grey polished / part-polished tablet will be used. Other colours will need to be agreed by the cemetery supervisor beforehand.
- v) Additional vases and / or mementos should not be fixed to the brickwork or placed around the plots as this restricts the space afforded to others;
- vi) Additional items should not be placed on the paths as they present a trip hazard.
- vii) When removing a memorial tablet for a subsequent burial the stone mason is required to enclose the plot with a temporary tablet until the original tablet is returned on the day of the burial.

**F. Earthen Cremated Remains plots (sloping memorial tablet) :-**

- i) At Coed Gwilym cemetery the bricked NCR scheme has been replaced by an Earthen scheme with an area being allocated within the lower half of section TWO. This scheme is also available at Cwmgelli cemetery in the circle.
- ii) Each plot is marked with a 2ft x 2ft concrete slab; once the ashes burial has taken place the concrete slab must be placed on the grave and the mason shall fix the sloping tablet centrally onto the slab.
- iii) Any additional items placed on the plot must be confined to the concrete slab; no items are permitted on the grassed area.

**G. Earthen Cremated Remains in full-sized graves :-**

- i) These graves are available in various sections (Lawn or Traditional) at all cemeteries; they can accommodate multiple interment of cremated remains (and potentially one coffin interment).
- ii) The type of memorial for earthen cremated remains plots will be governed by the same regulations applicable to the type of section in which they are located.
- iii) All such grave spaces must be identified by the relevant cemetery Supervisor, prior to confirmation of a booking.



- iv) Memorials may be installed prior to a cremated remains interment if so requested by the grave owner, but the grave must be purchased beforehand.

#### **H. Babies Garden :-**

- i) A babies' garden has been created at Morriston cemetery, providing individual graves for the burial of babies.
- ii) The section is GG and is located next to FF on the Clase end of the site.
- iii) Burial appointments are available from 9.15am to 10.45am from Monday to Friday but are unavailable on Saturdays and Bank Holidays.
- iv) Grave centres are measured at 2 feet 6 inches wide and 2 feet long; therefore no adult burials or large memorials are possible.
- v) Each grave is dug to a depth of approximately three feet with a concrete slab being placed on top of the grave after each burial; the slab should sit on top of the ground and must not be sunk below.
- vi) The concrete slab is provided by the Council and measures 2 feet long, 14 inches wide and 4 inches high.
- vii) Memorials must be placed on the slab and must not exceed 12 inches wide and 18 inches high. No items to be placed on the grass.
- viii) Choice of memorial can include desktop tablet / mini headstone / vase for which a permit is required.
- ix) A section for infant burial has also been created at Danygraig cemetery; the small area is BB located within section Z Muslim section. The same principles and regulations apply as they do at Morriston; though there is no concrete slab placed on the baby graves in Danygraig.

#### **4. INSURANCE**

Families purchasing a memorial from a mason should be offered the option to take out 'All Risks' Insurance cover for their memorial.

All masons should have a valid insurance policy for Public Liability and Employers Liability and must provide evidence to the Cemeteries office when requested.

## **5. HEALTH AND SAFETY**

Ministry of Justice guidance states that burial ground operators have a general duty of care to members of the public and others who visit cemeteries and that they should do all that is reasonably practicable to ensure people are not exposed to risks to their health and safety.

The responsibilities are set out in various legislation covering burial grounds e.g. the Local Authorities Cemeteries Order 1977 (LACO), the Health and Safety at Work Act 1974 (HSWA74) and associated regulations such as the Management of Health and Safety at Work Regulations 1999 and Occupiers Liability Act 1984.

Therefore, all memorial masons and others carrying out work within cemetery grounds must ensure they comply with the Council's standards of Health and Safety in order to protect the interests of all stakeholders.

## **6. FAILURE TO COMPLY**

Any defective works identified must be made good as soon as possible to ensure compliance with the British Standard (BS8415) and the principles of Council and BRAMM policy.

If a memorial mason continuously fails to observe the regulations it may result in memorial applications being temporarily withheld and referral to the BRAMM office.

Any enquiries should be made to The Registrar, Bereavement Services, Room G4.6, Civic Centre, Swansea SA1 3SN. Telephone number: 01792 636389 or at [bereavementservices@swansea.gov.uk](mailto:bereavementservices@swansea.gov.uk)