



SHETLAND ISLANDS COUNCIL

BURIAL SERVICES

MEMORIAL GUIDELINES & INFORMATION

Memorial stones, plaques, tablets or other works can only be placed (and repaired) on graves where a Memorial Permit Application has been submitted and approved



Memorial Permits

Shetland Islands Council has a memorial permit system which ensures that all grave memorials within our burial grounds are of an approved type and erected in a safe and satisfactory manner.

Prior to a memorial being placed on a grave space, the written authority of the owner of the lair (grave) must be given on an 'Application for Permit to Erect a New Memorial or to Re-Erect an Existing Memorial' (Memorial Permit Application Form), this must also be completed by a memorial stonemason who has been approved by the Council.

Who can authorise work to a memorial?

Where the registered lair holder is still living, they must sign the Memorial Permit Application form or it may be signed by their representative if evidence of Power of Attorney is presented.

A transfer of ownership is required:

If the registered owner is deceased.

(Transfer forms can be obtained from Burial Services.)

A transfer of ownership is NOT required:

If the registered owner is deceased and their spouse or civil partner has bequeathed the lair holding or when an

additional inscription is added, to the memory of the lair holder, on an existing memorial.

We encourage the transfer of ownership for many reasons:

We are ensuring that the correct person is entitled to exercise full burial rights, which includes the right to apply to erect a fixed memorial.

Who is Responsible for the Safety & Maintenance of the Memorial?

It is the responsibility of the lair holder to repair and maintain the memorial in conjunction with an approved memorial stonemason. If however, a memorial becomes dangerous, the Council will take remedial action to make safe. It is the lair holder's duty to make permanent repairs.

Fixing and Erecting Memorials

In order to be authorised by the Council as an approved memorial stonemason the following must be provided:

- BS8415 Memorial Fixer Qualification;
- Proof of Public Liability Insurance cover, and Employers' Liability Insurance cover;
- The production of appropriate risk assessments.

When an approved stonemason is carrying out work in the burial ground, they must have the relevant permit in their possession. A stonemason by his actions must not cause disruption to a funeral.

Where a burial ground section does not have previously installed foundations, a drawing of what is proposed must be submitted as part of the Memorial Permit Application process.

Memorial Plaques and Tablets

The usual permit application process still applies for a low plaque or tablet however, a Council approved stonemason is not necessary if the unfixed plaque or tablet is being placed by Council burial staff.

Unapproved Memorials

Any unapproved articles which are causing a hazard may be removed by Council burial staff.

Memorial Permit Application forms and a **list of council-approved memorial stonemasons** are available from the Council's website <https://www.shetland.gov.uk/births-marriages-deaths/burial-services> or from Burial Services.

Contact:

**Burial Services, Environment & Estate Operations, Gremista,
Lerwick Shetland, ZE1 OPX**

Telephone numbers: 01595 744853 & 01595 744898

Email: burials@shetland.gov.uk