

Application – Guidelines for Balgriffin Extension Burial Ground

- 1) *Fill in the attached Headstone Application Form*
- 2) *Ensure that all details are true and as accurate as possible.*
- 3) *Please state address at time of purchase of grave if different from current address*
- 4) *If applicant is not the legal owner of the plot, please give details of relationship to the owner*
- 5) *Enclose a cheque/money order for the sum of €200 + VAT @ 23% (€246) made payable to “Fingal County Council”.*
Cash payments not accepted by post.
Please quote Headstone Application on back of cheque.
- 6) *Please give contact telephone number in case of queries.*

**COMHAIRLE CONTAE FHINE GALL
FINGAL COUNTY COUNCIL**

***Guidelines for Monumental Sculptors to be followed
for the erection of headstones in
Balgriffin Extension Burial Ground***

1. Fill in details requested on the application forms HK1 and HK2. Include a sketch of your proposals on the form provided, this sketch to show any carvings, etc. to appear on the headstone.
2. Send the completed forms together with the charge of €246 (cheque/postal order - **no cash payments by post**) to:-

**FINGAL COUNTY COUNCIL, Howth/Malahide Operations Department,
Grove Road, Blanchardstown, Dublin 15.**
3. On receipt of the permit for carrying out the work, contact the local Operations Depot with a view to arranging a meeting on site to agree the grave space in question. The Council Supervisor will then sign the permit to allow work to commence.
4. All sculptors must have the relevant Public Liability Insurance and must comply with current Health & Safety Legislation.

NOTE:

Sculptors who contravene the procedures, or who fail to complete the work in a manner satisfactory to the Council, or fail to remove such unsatisfactory work, shall be liable for the cost of remedial works carried out by the Council and shall not be issued with any further permits for work in Council Burial Grounds.

PLEASE NOTE:

Sculptors must inscribe the Plot No. only on the bottom left hand front corner of the Headstone.

**COMHAIRLE CONTAE FHINE GALL
FINGAL COUNTY COUNCIL**

Telephone: 8905848

**APPLICATION FOR THE ERECTION OF HEADSTONE
BALGRIFFIN EXTENSION BURIAL GROUND**

Name and Address of Sculptor: _____

Name and Address of Applicant: _____

Relationship to Grave Space Purchaser: _____

Name and Address of Grave Space Purchaser: _____

Date of Purchase of Grave Space: _____

Grave Space No: _____ Grave Receipt no: _____

Inscription: _____

Date of Death of Deceased: _____

Material to be used: (Natural Stone Only): _____

Permit Fee €246 - Cheque/Money Order No: _____

*Please fill in the details requested on form **HK2** attached and show sketch and all dimensions of headstone to be erected, on the page provided. This sketch to show any carvings, etc.*

N.B. The Maximum height for headstone inclusive of all works associated in Balgriffin Extension Burial Ground is 1.2 m (4 ft) from top of supplied plinth.

FOR OFFICE USE ONLY

Grave Space No. Correct _____

Proposed Structurally Acceptable _____

Date Paid:

Amount: €

Receipt No:

Completed application forms together with the payment of €246 to be returned to, Fingal County Council, Howth/Malahide Operations Department, Grove Road, Blanchardstown, Dublin 15. Cheques/Money Orders should be crossed and made payable to: "Fingal County Council"

Note: Cash should not be sent by post.

TO BE COMPLETED BY THE PURCHASER/OWNER OF PLOT

I, being the purchaser/owner of Plot No: _____ at Balgriffin Extension Cemetery, hereby give permission to the above sculptor to make application for a headstone permit on my behalf.

I have read and accept the conditions below, which may be imposed on any Headstone Permit

issued: **Signed:** _____ **Date:** _____

1. Heights of Headstones (*incl. base*) within Balgriffin Extension Burial Ground are to be no less than 0.9m (3 ft) and to a maximum of 1.2m (4 ft) in height from top of supplied plinth.
2. The headstone is to be of natural stone only, viz. marble, limestone or granite and should fit on the supplied, level, concrete plinth. The concrete plinths are continuous along a row of graves and are marked into individual sections per burial plot. Fixings are not supplied.
3. All concrete plinths per burial plot are 1.10m wide and 100 to 200mm above ground. The depth of the single plinth (single headstone) is 55cm. No part of the headstone can protrude past the front of the plinth.
4. No kerbs, surrounds or chains; trees, shrubs, flowers or other planting; pots or vases; statues, ornaments or toys, or any other items are allowed on the grass area in front of the headstone.
5. The permit holder will be liable for any damage caused to adjoining graves by reason of carrying out any work.
6. Notification must be given to the Burial Ground Caretaker/Supervisor when the permit holder is ready to commence work.
7. The **Plot No. only** should be cut on the bottom left hand front corner of the headstone. It is not permitted to engrave or have names on the back of any headstone. This permission is given only on the understanding that the Council will, under no circumstances, be responsible for damage from any cause whatsoever including vandalism to the headstone and other non Council property.
10. The plot to be left in a neat condition and all surplus material removed from the Burial Ground. Where the bunker is provided, surplus material may be deposited there.
11. All sculptors must have the relevant Public Liability Insurance and must comply with current Health & Safety Legislation.

N.B. Fingal County Council may order or arrange for the removal/alteration of any work which, in the opinion of the Council does not comply with the above conditions. No further permits will be issued to the Sculptor until the Council's instructions have been carried out.

COMHAIRLE CONTAE FHINE GALL
FINGAL COUNTY COUNCIL

APPLICATION FOR THE ERECTION OF HEADSTONE
BALGRIFFIN EXTENSION BURIAL GROUND

Please give the details requested in the spaces provided below.

1. Headstone:

Material
Height (From top of plinth) (Max. 1.2 m (4'0"))
Width - (Max. 1.2m (4'0")) - single plot)
Depth - (Max. 0.36 m (1'2"))

2. Headstone Base:

Material
Height
Width - (Max. 1.2 m (4'0")) - single plot)
Depth - (Max. 0.36 m (1'2"))

Signature of Sculptor: _____ Date: _____

This Sketch must accompany Forms HK1 and HK2

***COMHAIRLE CONTAE FHINE GALL
FINGAL COUNTY COUNCIL***

**APPLICATION FOR THE ERECTION OF
HEADSTONE AT BALGRIFFIN EXTENSION BURIAL
GROUND**

***SKETCH OF MEMORIAL TO BE ERECTED
(TO SHOW ANY ASSOCIATED WORKS I.E. CARVINGS).***

HP/ /20