



Headstone Applications – Guidelines

- 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 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.*



***Guidelines for Monumental Sculptors to be followed
for the erection of monuments and kerbing in
Burial Grounds under the administration of
Fingal County Council***

1. Fill in details requested on the applications form HK1 and HK2. Include a sketch of your proposals on the form provided to show any carvings, statues etc. to appear on the memorial.
2. Send the completed forms together with payment 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 gravespace in question. The Council supervisor will then sign the permit to allow work to commence.
4. Contact the local Operations Depot for the area again when foundations are ready for inspection, and give a minimum of 48 hours notice. When the foundations are approved the Supervisor will sign the permit a second time to allow the work to proceed.
5. 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. on the Headstone.



OPERATIONS DEPARTMENT, FINGAL COUNTY COUNCIL, GROVE ROAD, BLANCHARDSTOWN, DUBLIN
15

TELEPHONE: (01) 8905848/8906260

EMAIL: howmaloparea@fingal.ie

FORM HK1
/20 _____

HP/

APPLICATION FOR THE ERECTION OF HEADSTONE AND KERB

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:

Burial Ground:

Grave Space No: Section: 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 memorial/kerb to be erected, on the page provided.*

This sketch to show any carvings, statues, etc. to appear thereon.

N.B. The Maximum height for headstone/monuments etc. inclusive of all works associated therewith in all burial grounds or extensions is 7 feet above ground level.

FOR OFFICE USE ONLY

Grave Space No. Correct

Proposed Structurally Acceptable.....

<i>Date Paid:</i>	<i>Amount: €</i>	<i>Receipt No:</i>
--------------------------	-------------------------	---------------------------

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.

Tá leagan Gaeilge den fhoirm seo ar fail.

TO BE COMPLETED BY THE PURCHASER/OWNER OF PLOT

I, being the purchaser/owner of Plot No:atCemetery, 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 that may be imposed on any Headstone Permit issued:-

Signed: _____ **Date:** _____

1. The headstone is to be of natural stone only, viz. marble, limestone or granite and is to be erected on a proper concrete foundation at a normal minimum depth of two feet. The actual depth will depend on ground conditions encountered. Surround when constructed should be to edge of haunching 9' x 4' (single space) and 9' x 8' (double space) and should have continuous concrete foundation.
 2. Headstones and kerbs to be kept within the grave space and in line with adjoining tombstones.
 3. The permit holder will be liable for any damage caused to adjoining graves by reason of carrying out excavation work.
 4. Notification must be given to the Burial Ground Caretaker/Supervisor when the permit holder is ready to commence work.
 5. The grave space, number and section should be cut on the kerb of the headstone.
 6. 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 surround, foundation and other non Council property.
 7. No foundation concrete is to be poured until the appropriate Inspector or Caretaker has been contacted (48 hours notice required and he has approved same).
 8. The headstone must be erected in the position and face the direction indicated by the Caretaker/Supervisor.
 9. 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.
- 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 AND KERB

Please give the details requested in the spaces provided below.

1. Headstone:

Material
Height (From top of foundation) (Max. 7'0")
Length - (Max. 4'0" - single plot)
Width - (Max. 1'2")

2. Headstone Base:

Material
Height
Length - (Max. 4'0" - single plot)
Width - (Max. 1'2")

3. Headstone Plinth: (where applicable)

Material
Height
Length - (Max. 4'0" - single plot)
Width - (Max. 1'2")

4. Headstone Foundation: (where applicable)

Length - (Max. 4'0" - single plot)
Width - (Max. 1'2")
Depth - (Min. 2'0")

5. Kerbing:

Material Height
Thickness
Area enclosed by kerbing (perimeter dimensions)

6. Haunching: (on each side of kerb):

Height
Width
Concrete Strength

7. Kerb Foundation:

Width
Depth
Concrete Strength

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 AND KERB.**

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

HP/ /20