FAIR OAK & HORTON HEATH PARISH COUNCIL
2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL
(023) 8069 2403 enquiries@fairoak-pc.gov.uk
www.fairoak-pc.gov.uk @fairoakandhortonheathparishcouncil

GUIDANCE ON HOW TO APPLY FOR A MEMORIAL

The following guidance has been written to help those who wish to apply for a memorial in Fair Oak Cemetery. If you have any further queries which are not answered by this guidance, please contact the parish council offices:

- by telephoning on 023 8069 2403
- by emailing the parish offices at enquiries@fairoak.gov.uk or
- by appointment at the Parish Office, 2 Knowle Park Lane, Fair Oak, SO50 7GL

How to apply for a Memorial

To place a memorial on a grave you must complete a memorial application form. This application form must be submitted to Fair Oak & Horton Heath Parish Council, together with the appropriate fee, following which a permit will be issued for the memorial (provided that the application meets our regulations).

Your stonemason will normally assist you in completing the application form. If you would like to look at the form before meeting with the stonemason, you are able to download it from our website. The second page of the memorial application form will give you the maximum sizes of memorials permitted in the Cemetery.

A memorial application form will only be accepted if it is signed by the current legal owner(s) of the burial grant for the grave concerned. Ownership of this grant gives the owner(s) the right to erect or amend a memorial on the grave covered by the grant. Please note that when the owner of a burial grant has died, a legal transfer of the burial grant must take place before a memorial application form will be accepted - in such circumstances a letter will be sent out to families to give further information on documentation that will be required in order to transfer the burial grant. If the burial grant is jointly owned, all owners must sign a memorial application form before it can be accepted.

The fees for applying for a headstone or vase are shown on our list of current fees and charges, which is available on Fair Oak & Horton Heath Parish Council's website. Please note that the fees are doubled where the person interred was from outside of the Parish of Fair Oak & Horton Heath, or did not satisfy the reasons given at the bottom of the fees list for the circumstances under which a person from outside the Parish of Fair Oak & Horton Heath will not be charged double fees.

Frequently asked questions:

Can you recommend a stonemason?

Fair Oak & Horton Heath Parish Council cannot recommend a stonemason. You may wish to look at the work carried out by stonemasons in the Cemetery - all new memorials have the name of the stonemason on the back of the headstone. Please note, you are free to choose any stonemason, but they must be able to provide details of their public liability insurance (minimum £5 million) and membership of any stonemason organisations, on request to Fair Oak & Horton Heath Parish Council.

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Can I add a kerb set?

No kerb sets are not permitted. The Cemetery is laid to grass as far as possible and should be kept free of anything that impedes the cutting of the grass.

What is the maximum height/width of a headstone?

The maximum height and width of the headstone are detailed on the second page of the memorial application form, which can be downloaded from Fair Oak & Horton Heath Parish Council's website.

Is there a fee for an additional inscription?

There is no fee for an additional inscription on an existing headstone provided the deceased named is interred in the cemetery.

Can I add a vase in addition to a headstone?

No. Only one memorial is permitted, either a headstone or a vase in place of a headstone.

Is there a fee for a replacement headstone?

No there is no fee for a replacement headstone. Only owners who hold the Grant of Exclusive Right of Burial are permitted to apply for a replacement memorial.

Do I pay the application fee to Fair Oak & Horton Heath Parish Council?

Your stonemason will normally arrange to send the application fee to Fair Oak & Horton Heath Parish Council when the application form is sent in. Some stonemasons will pay Fair Oak & Horton Heath Parish Council directly and will include the cost of this fee in their overall invoice to you, whilst some stonemasons will ask you to complete two cheques, one payable to Fair Oak & Horton Heath Parish Council and one payable to the stonemason for the work on the headstone.

Can I include on the headstone the name of someone who has also died, but is not buried in Fair Oak Cemetery?

No only additional inscriptions of people interred in the cemetery are permitted on existing memorials.

If my family have two adjacent graves can I place a memorial at the midpoint of the two graves?

No, it is not possible to have a memorial at the midpoint of two graves as this would hinder maintenance of the site.

Can a headstone be placed on a grave where the burial grant is not purchased?

No, it is not possible to place a headstone on a grave where the burial grant is not purchased.

How long do I need to wait before placing a memorial?

A memorial cannot be erected on a full grave for at least 6 months, or until the ground has settled (6-12 months) to ensure that the memorial does not become unstable. Memorials can be erected on ashes plots immediately, provided that the ground is stable, compacted and level, and in a suitable state for the safe erection of the memorial.

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Please note that all memorials are placed and remain at the sole risk of the owner. Those seeking to place a memorial in our Cemetery should be aware that any items placed in our Cemetery may be affected by soil movement or animal activity, as the Cemetery Is situated on a largely sandy soil structure. Fair Oak & Horton Heath Parish Council is not responsible for correcting any tilt to a memorial. If a memorial becomes unsafe Fair Oak & Horton Heath Parish Council will contact the owner of the burial grant for the grave, as the owner is responsible for carrying out any repair.

Can I do any work on a memorial myself?

No, all new memorials and memorial maintenance work can only be carried out by suitably qualified stonemasons.

Who is responsible for repairs to a memorial?

The owner of the burial grant (EROB) for the grave concerned is responsible for repairs to a memorial. In the case of older graves, if no one has purchased the burial grant Fair Oak & Horton Heath Parish Council is responsible for repairs to the memorial. Memorials are regularly inspected and Fair Oak & Horton Heath Parish Council makes every effort to contact the families concerned if there is a need to make a repair.

Guidance agreed: March 2021