



Headstone Application Form - 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/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. If you wish to pay by EFT, please contact HowMalOpArea@fingal.ie and a member of the team will provide instructions.
- 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 Fingal County Council

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.** If you wish to pay by EFT, please contact HowMalOpArea@fingal.ie and a member of the team will provide instructions.
3. On receipt of the permit for carrying out the work, contact the Burial Ground Caretaker with a view to arranging a meeting on site to agree the grave space in question. The Caretaker 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, shall not be issued with any further permits for work in Council Burial Grounds, and shall be issued a Fixed Payment Notice as per Schedule 4 of the Fingal County Council Burial Ground Bye-Laws 2023.

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: 01 890 5000

APPLICATION FOR THE ERECTION/REPLACEMENT OF HEADSTONE FINGAL COUNTY COUNCIL

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: _____

Replacement of existing headstone? YES / NO

Inscription: _____

Date of Death of Deceased: _____

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

*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 headstones/monuments inclusive of plinth and all works associated therewith in all burial grounds or extensions is 1.68m/5ft 6in above ground level. The maximum height for Celtic Crosses inclusive of plinth and all works associated therewith in all burial grounds or extensions is 2.13m/7ft above ground level.

FOR OFFICE USE ONLY

Grave Space No. Correct _____

Proposed Structurally Acceptable _____

*Date Paid:**Amount: €**Receipt No:*

TO BE COMPLETED BY THE PURCHASER/OWNER OF PLOT

I, being the purchaser/owner of Plot No: _____ at _____ 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. Headstones must comply with the specification outlined in **Section 15 of the Fingal County Council Burial Ground Bye-Laws 2023**, which can be found on page 5 of this application form.
2. 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.
3. The permit holder will be liable for any damage caused to adjoining graves by reason of carrying out any work.
4. Notification must be given to the Burial Ground Caretaker/Supervisor when the permit holder is ready to commence work.
5. 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.
6. 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.
7. 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.

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, shall not be issued with any further permits for work in Council Burial Grounds, and shall be issued a Fixed Payment Notice as per Schedule 4 of the Fingal County Council Burial Ground Bye-Laws 2023.

15. Monuments

15.1 No monumental structure of any kind will be permitted on any grave unless the exclusive right of burial has been purchased in accordance with Bye-Law 10. The design and draft of inscription must also be approved by the Council. The prescribed fee (in accordance with Schedule 3) must be paid and the size of the monument must be in accordance with the council specifications outlined in Section 15.2

15.2 Erection of Monuments

An application form to erect a headstone and kerbing or to replace an existing headstone and kerbing must be submitted to the Council.

The maximum height for headstones/monuments inclusive of plinth and all works associated therewith in all burial grounds or extensions is 1.68m/5ft 6in above ground level.

The maximum height for Celtic Crosses inclusive of plinth and all works associated therewith in all burial grounds or extensions is 2.13m/7ft above ground level.

15.3 Specification of Monuments

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 2.74m x 1.22m/9' x 4' (single space) and 2.74m x 2.44m/9' x 8' (double space) and should have continuous concrete foundation.

Headstones and kerbs to be kept within the grave space and in line with adjoining tombstones. The permit holder will be liable for any damage caused to adjoining graves by reason of carrying out excavation work. Notification must be given to the Burial Ground Caretaker/Supervisor when the permit holder is ready to commence work. The grave space, number and section should be cut on the kerb of the 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 surround, foundation and other non-Council property.

No foundation concrete shall be poured until the appropriate Inspector or Caretaker has been contacted (48 hours' notice required) and they have approved same. The headstone must be erected in the position and face the direction indicated by the Caretaker/Supervisor. The plot is 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.

15.4 Removal of Monuments

Monuments are to be kept in good repair.

The erection of monuments is permitted under the express condition that they are kept in good repair by their owners. The Council will remove monuments that become dangerous.

Owners of monuments are bound to indemnify the Council against any claim by any person arising out of the condition or state of repair thereof.

Under no circumstances can the council guarantee the preservation of any monument nor accept any responsibility for any damage or accident thereto.

The Council shall take down any monument which has been erected contrary to the terms and conditions upon which permission to erect same was granted or in the event of it being erected without an official permit from the Council.

A full copy of the Bye-Laws can be found on www.fingal.ie

**COMHAIRLE CONTAE FHINE GALL
FINGAL COUNTY COUNCIL**

**APPLICATION FOR THE ERECTION/REPLACEMENT OF HEADSTONE
FINGAL COUNTY COUNCIL**

Please give the details requested in the spaces provided below.

Headstone:

Material
Height (including plinth) (Max. 1.68m / 5'6")
Height (if Celtic Cross, including plinth) (Max. 2.13m / 7')
Width - (Max. 1.2m (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/REPLACEMENT OF HEADSTONE
FINGAL COUNTY COUNCIL**

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

HP/ /20
