



Procedure document for the erection of monuments, kerbing, covering stones, inscriptions (including additional), restoration, renovations and cleaning of monuments in Glasnevin Trust Cemeteries.

1. TO REGISTER as a monumental sculptor to carry out works in Glasnevin Trusts Cemeteries. The following is required:

- A. Safety Statement
- B. Method Statement for all works (erecting headstone, renovation, sandblasting & additional inscriptions etc.) specific to our **Lawn cemeteries** (Palmerstown, Newlands Cross & Dardistown)
- C. Method Statement for all works (erecting headstone, renovation, sandblasting & additional inscriptions etc.) specific to our **Victorian Garden Cemeteries**; Glasnevin & Goldenbridge.
- D. Safe Pass certificates for all monumental sculptors & contractors / crew members, All Monumental Sculptor Company team members must have completed a FAS safe pass programme. Presentation of a valid safe pass certificate may be requested.
- E. A list of Licence Plates for all vehicles requiring access to Glasnevin Trusts Cemeteries
- F. All staff employed by the applicant should be registered with Glasnevin Trust; changes in staff should also be communicated to Glasnevin Trust by letter or email
- G. Confirmation of Liability insurance details.
The Liability insurance details MUST include:
 - *Title of Insured*
 - *Name of reputable insurer*
 - *Policy Number*
 - *Period of Insurance*
 - *Business description (i.e. Erector of monuments/headstones)*
 - *Limits of Indemnity which must be no lower than €13,000,000 in respect of Employers Liability and €6,500,000 in respect of Public & Products Liability*
 - *Details of any Warranties & Conditions precedent contained within the insurance policy*
 - *Specific indemnity to GLASNEVIN TRUST must also be noted*

NOTE: If a stone mason is working on behalf of/or sub contracted by a Funeral Director OR another monument sculptor and if the Funeral Director or monument sculptor (as principal contractor) is happy to accept responsibility for its agent, then documentation outlined the above is required from the principal contractor.

NOTE: We no longer require a Tax Clearance Certificate

2. TO SUBMIT APPLICATIONS FOR APPROVAL for any monumental works in Glasnevin Trust Cemeteries for approval, The following is required:

- A. Details requested on the application forms **DCC1** and **DCC2** should be completed in full
- B. A sketch of the proposed monument (showing dimensions) and for inscriptions (including additional) the full wording should be included on form **DCC3**.
- C. The sculptor should ensure that the applicant is the owner (or next of kin) of the plot in question. Proof of purchase must be provided, if requested.

1. **On completion of the application forms the following should be EMAILED to the relevant Cemetery (See contact details attached):**

A. Completed **DCC1**, **DCC2** and **DCC3** forms.

B. The appropriate fee.

Permits will be issued within 10 working days by **EMAIL** permits@glasnevintrust.ie / **POST**, with receipt of payment. Any issues with the Application will need to be resolved prior to permit being issued.

2. On receipt of the permit for carrying out the work, please allow adequate time for foundations to be built. The relevant Cemetery office will contact you when the foundation has been built.
3. You will then need to contact the relevant Cemetery Official (**Ph: 086-0441965**) **Glasnevin only**) to arrange a suitable time to gain access to the Cemetery by 12 noon the day before. Access is via Gate 6 (Prospect Square – Glasnevin only). On arrival permits and work schedule for that visit will be agreed.
4. All permits must be available for inspection prior to entry (Gate 6 Prospect Square – Glasnevin). Permit numbers must be supplied when booking appointment.
5. Once work has been completed, the Cemetery Official will again inspect the stone to ensure that all Rules and Regulations have been adhered to and that the condition of the grave and surrounding areas have not been impacted by the works carried out. If any issues arise, the applicant will be notified within 48 Hours requesting that the issues raised be addressed.

NOTE: Glasnevin Trust will not accept liability for any accident involving members of the public or employees resulting from sculptor's activities in Glasnevin Trust Cemeteries.

DCC 1

Application for the erection of headstone and/or kerbs and additional inscriptions

(Block Capitals Please)

Glasnevin **Dardistown** **Palmerstown** **Newlands Cross**

Goldenbridge

Grave Details

Grave Letters: _____ Numbers: _____ Section: _____

Name & Address of Grave Owner: _____

Relationship of Client to Grave Owner: _____

Name & Address of Client: _____

Client Phone No: _____ Client email: _____

Monument Sculptor Details:

Name of Sculptor: _____

Address: _____

Phone: _____ Email: _____

Type of Stone: (Natural Stone only) _____

Fees to be paid € _____

SIGNATURE OF SCULPTOR

Date of Application _____ / _____ / _____

SIGNATURE OF OWNER/NEXT OF KIN (Mandatory)

All relating prices are available online at www.glasnevintrust.ie/FAQ under the [Forms and Fees](#) Tab

DCC 2

Application for the erection of headstone and/or kerbs

1. HEADSTONE

Material _____

Height _____

Width _____

Thickness _____

2. HEADSTONE BASE

Material _____

Height _____

Width _____

3. KERBING *

Material _____

Height _____

Thickness _____

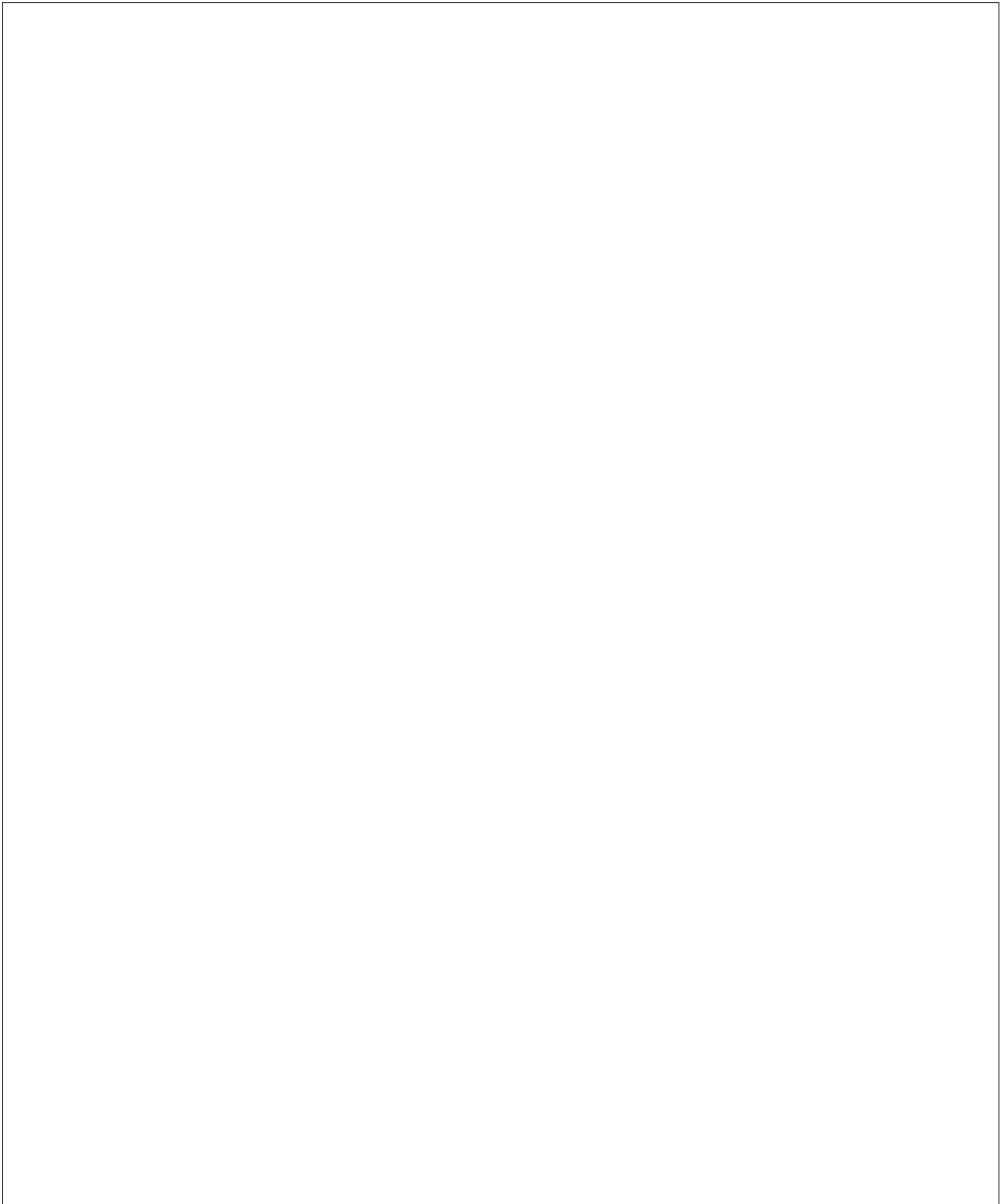
***NOTE:**

1. Kerbing not allowed in Dardistown/Palmerstown and Newlands Cross Cemeteries or single (8x2) graves in Glasnevin Cemetery.
2. If kerbing/surrounds are placed on single graves they will be removed and you will be charged for their removal.
3. HEADSTONES MUST HAVE THE PLOT NUMBER CARVED ON THEM (in a location where it can be easily seen) BEFORE THEY ARE ERECTED

Sculptors who do not adhere to any of Glasnevin Trusts policies and procedures as outlined shall be liable for the cost of remedial works, and further permits shall not be issued to them for future projects at any Glasnevin Trust Cemeteries.

DCC 3

Sketch of Stone and Inscription/Additional Inscription



GLASNEVIN TRUST IS A NOT FOR PROFIT ORGANISATION AND A REGISTERED CHARITY – CHY 5849