

**LEEDS CITY COUNCIL**  
**CEMETERIES & CREMATORIA**

**TO: THE DIVISIONAL SUPERINTENDENT FOR \_\_\_\_\_ CEMETERY**

**UNDERTAKING** to be given when application is made to purchase GRAVE BURIAL RIGHTS in the above Cemetery.

I (Names in full) .....

of .....

Being the **APPLICANT** for the burial of

(Names of Deceased in full) .....

clearly understand that the **GRAVE** to be provided is subject to the following conditions which apply:

1. The whole of the Memorial must be best quarried material. Free Stone, soft York Stone, fireclay, composite materials, wood or metal will not be permitted to be fixed. However a temporary wooden cross may be used for a period not exceeding six months.
2. No headstone memorial shall exceed four feet in height, three feet in width, or one foot eight inches in depth. (1200mm x 900mm x 500mm).
3. No kerb surround will exceed three feet in width and the overall length of the memorial and kerb surround shall not exceed seven feet (900mm x 2100mm) for full plot graves and four feet (900mm x 1200mm) for half plot graves and will be made of the same type of material as the headstone, under no circumstances whatsoever will a full solid grave sealing slab be allowed, although flags and chippings may be used.

*These kerb surrounds will be allowed under separate licence for a period of 10 years only and the licence will be renewable on expiry of this period.*

***It must be noted that it is the grave owners responsibility to have the head stone, kerb set and any other items removed before any interment can take place.***

4. No memorial will be allowed other than a perpendicular headstone and kerb surround as above. Such a memorial must be provided and maintained by the Grave Owner and must receive the approval of the Council before being fixed. The use of bottles, jam jars or other glass vases is strictly prohibited.

The type of Memorial allowed to be fixed must be in accordance with the design agreed by the Council for the particular section on which the Grave is situate. Full particulars may be obtained from the Divisional and Area Cemetery offices.

5. **Only Kerbstones made from best quarried material as the Headstone may be supplied and erected by a Monumental Mason. The following are strictly not allowed:-** Railings, footstones, kerb and border stones, chains or other structures enclosing graves or parts of graves.
6. The Council reserves the right to object to an inscription or kerb surround which is in their opinion improper or undesirable. Where an inscription has been cut without the prior approval of the Council to which the Council object as aforesaid, the grave owner shall, on being so ordered by the Council, cause the said inscription to be erased at his own expense and in a proper and workmanlike manner so that the appearance of the Memorial is not impaired.
7. No Memorial or any part or materials thereof shall be removed from a Cemetery except with the prior written approval of the Council. Any Memorial or any part or materials thereof removed or replaced in the process of opening a grave or vault shall be removed or replaced at the risk of the person requiring the grave or vault to be opened.
8. Owners of Graves and Vaults must keep the memorials erected thereon in good order and repair. Should they fail to do so, the Superintendent may cause all necessary repairs to be effected at the expense of such Grave Owners, and may refuse to permit any such Grave or Vault to be opened until all sums due for such repairs are paid. The Council may take down and remove any Memorial which may have been placed within the Cemetery without the required authority from the Council, or which has become dangerous or unsightly.

**(The owner is held responsible for any repairs to be carried out caused by vandalism that occurs to the memorial)**

Dated..... Signed.....  
(Applicant)

**NO KERB SURROUND SHALL EXCEED THREE FEET IN WIDTH AND THE OVERALL LENGTH OF MEMORIAL AND KERB SURROUND SHALL NOT EXCEED SEVEN FEET (900MM X 2100 MM) FOR FULL PLOT GRAVES AND FOUR FEET (900MM X 1200MM) FOR HALF PLOT GRAVES.**