



## **Cemetery Code of Practice 2023**

This Code of Practice may be cited as the Galway City Council Cemetery Code of Practice 2022 and shall come into operation on the 01/06/2023. The most up to date version can be viewed on the Cemetery section of Galway City Council website at [Galway City Council, Cemeteries Code of Practise](#)

## 1. INTERMENT

- 1.1 Following a death, A Funeral Director on behalf of the family or the next of kin may make an application for an interment in any of the designated cemeteries under the care of the Council. The application for interment must be made through the online form on the Galway City Council website which is available at the following link: [Interment Application Form](#)
- 1.2 If a new grave or urn plot is required, then one can be purchased at the time of application for interment.
- 1.3 If the deceased is to be interred in an existing grave or urn plot owned by the family, then proof of ownership and permission for the burial will need to be supplied in writing to Galway City Council.
- 1.4 Permission for the interment of a deceased family member in a new or existing grave or urn plot is subject to acceptance of Galway City Council Cemeteries Code of Practice.
- 1.5 The Cemetery Supervisor will under **no circumstances**, permit an interment to take place until all details have been verified as correct by Galway City Council's Cemetery Administrative Staff and an email has been sent to the Cemetery Supervisor with permission to proceed.
- 1.6 All graves shall only be opened after correct identification and location of the family plot by the Cemetery Supervisor. Graves shall only be opened and closed by Cemetery operatives or by approved contractors. **Under no circumstances shall owners of graves open or close a grave or lower the coffin. Anybody that interferes in this process do so at their own risk.**
- 1.7 The Costs associated with grave plot purchase or grave plot opening/reopening can be obtained by reference to the Cemetery Fees sheet. (Appendix 2)
- 1.8 All new traditional/kerbed plots being sold in Section W of Ragoon Cemetery are single width only (1.2m/4ft) and double depth plots.
- 1.9 All lawn plots being sold in the new lawn cemetery extension, Section Y and Z at Ragoon Cemetery are single width only (1.2m/4ft) and either single or double depth plots. Please see marked maps at appendix 5 to determine the locations of each option.
- 1.10 **The Council may designate special areas or specially constructed structures within the Cemetery for the interment of cremated remains.**

## 2. MODE OF BURIAL

- 2.1 No interment shall be permitted in the Cemetery unless the body is enclosed in a coffin/casket of wood/metal/reed etc. or other sufficiently strong material as agreed with the Council. The maximum size allowed is 2.185m long x 0.81m wide (7' 2" long x 32" wide).
- 2.2 Cremated remains (ashes) shall be contained in a standard sized urn no larger than 0.25m x 0.25m x 0.25m, made of a suitable material and be sufficiently strong, as agreed with the Council and shall be interred in a standard sized grave space or designated Urn Plot as appropriate.
- 2.3 The ground opening for the burial of cremated remains shall be a minimum of 0.30 metres in width by 0.30 metres in length with a minimum depth of 0.60 metres within the designated space.
- 2.4 **The scattering of cremated remains within the grounds of the cemetery shall not be permitted under any circumstances.**
- 2.5 **Bookings for next day interment is strictly by 12pm the day previous. Bookings for a Monday interment is strictly by 12pm on Saturday prior.**
- 2.6 **Burial times for both cemeteries are as follows but are subject to change. Prior agreement with the Cemetery Supervisor must be made.**

**11.30am (arrival to cemetery) and 1.30pm (arrival to cemetery)**

### 3. TRADITIONAL/KERBED AREAS

- 3.1 Traditional/Kerbed areas in Ragoon and Bohermore Cemetery can be viewed and referenced in the marked maps. See appendix 5.
- 3.2 Traditional/Kerbed grave plots may accept burials of coffins, caskets and urns.
- 3.3 Headstones are permitted to be erected on the concrete beam provided. Size and height are restricted as per the tombstone/headstone permit (Appendix 4). Kerb surrounds are also permitted but must fit within the footprint of the grave plot size.
- 3.4 Monument or headstone works are only permitted to be carried out by a prior approved contractor. See appendix 3 on how to apply for approval.
- 3.5 The following items or actions are **not permitted** within the grave spaces:
- Mounding of soil/material to a height above that of the kerbing surround.
  - Planting of trees or large shrub type plants that can, over time, grow to a height in excess of 600mm (2 feet).
  - Erection of headstones in excess of the set limits. Headstone height restrictions apply in both cemeteries. 1.3m max height for a single grave plot and 1.4m max height for a double grave plot.
  - Erection of statutes or ornaments in excess of 600mm in height.
  - Placement of additional plaques either at the time of headstone erection or at a later date without permit signoff by Cemetery Supervisor.
- 3.6 Galway City Council will remove or rectify without notice, any items in breach of this Code of Practice and costs will be recovered from the grave owner.
- 3.7 Graves are to be maintained in a neat and tidy condition by the grave owners. If grave spaces are overgrown, neglected and not maintained in a reasonable state, or are deemed by the Council to be unsightly or causing a nuisance to the Cemetery Section or neighbouring grave plots, then Council staff will cut back or maintain these grave plots at their discretion and associated costs will be passed to the grave owner.
- 3.8 Grave owners should seek clarification from Galway City Council Environment Department [environment@galwaycity.ie](mailto:environment@galwaycity.ie) prior to carrying out any works that they are unsure about.

#### 4. URN PLOT AREAS

- 4.1 Specific urn plots in Ragoon and Bohermore Cemeteries are located as per marked map included. See appendix 5 for marked map indicating these areas.
- 4.2 All specified urn plots are located in lawn areas and as such lawn areas rules will apply. (See Section 5 “Lawn Plot Areas” below).
- 4.3 Headstones are provided and included in the purchase price of the specified small urn plots (See appendix 2). These headstones are sufficiently large to accommodate the inscription of details for two or possibly three deceased family members.
- 4.4 For the larger specified urn plots in Ragoon (see map at appendix 5), headstones are permitted to be erected on the concrete beam provided. Size and height of the headstone are restricted as per the tombstone/headstone permit (Appendix 4). Kerbing or grave surrounds are not permitted on lawn plots. If kerbing/surrounds are placed on the Lawn Cemetery they will be removed and the monumental contractor will be charged for their removal.
- 4.5 No items of any kind shall be placed on the grassed area of the urn grave spaces (to the front of the headstone) as it is to be kept as a lawn area. (See Section 5 “Lawn Plot Areas” below).
- 4.6 Fresh flowers and fresh wreaths may be placed on the grave for a period not exceeding three months after the date of burial. Following this period, such flowers or wreaths should be removed by the owners of the grave space or their representatives or else cemetery staff will remove items. Items removed should be deposited in the litter and green waste bins provided or placed on the headstone or concrete beam area at the head of the grave.
- 4.7 Grass area of the Urn plots will be seeded and maintained in grass by the Council at no extra cost to the owner of the grave. No persons other than the Supervisor or Cemetery staff shall interfere with or alter the grass area of such graves.

## 5. LAWN PLOT AREAS

5.1 See appendix 5 for marked map of Section Y & Z of Lawn Cemetery in Rahoon. There is no Lawn Cemetery in Bohermore.

5.2 Headstones are permitted to be erected on the concrete beam provided. Size and height are restricted as per Section 6 below. Kerbing or grave surrounds are not permitted on lawn plots. If kerbing/surrounds are placed on the Lawn Cemetery they will be removed and the monumental contractor will be charged for their removal.

5.3 The following is a non-exhaustive list of items that are not permitted to be placed on the grassed area of the grave spaces:

- kerbs,
- kneelers,
- ornaments,
- wreaths,
- flowering plants, shrubs, potted plants
- toys, jerseys, balloons
- glass, plastic or ceramic vases,
- bark, mulch or decorative stone materials,
- plastic or steel chain.

5.4 Fresh flowers and fresh wreaths may be placed on the grave for a period not exceeding three months after the date of burial. Following this period, such flowers or wreaths shall be removed by the owners of the grave space or their representatives or else cemetery staff will remove items. Items removed should be deposited in the litter and green waste bins provided or placed on the headstone or concrete beam area at the head of the grave.

5.5 Grave spaces in the Lawn Area will be seeded and maintained in grass by the Council at no extra cost to the owner of the grave. No persons other than the Supervisor or Cemetery staff shall interfere with or alter the grass area of such graves.

## 6. MONUMENTS / MEMORIALS

- 6.1 At least 28 days shall be allowed to pass after an interment before monumental work of any kind, including the installation of a foundation, kerbing, headstone or any memorial artefact shall commence.
- 6.2 Any monumental contractor wishing to work within Galway City Council's Cemeteries must receive prior approval from Galway City Council. A request must be made to Galway City Council at [environment@galwaycity.ie](mailto:environment@galwaycity.ie) containing all information listed at Appendix 3. Monumental contractors or sculptors who do not adhere to Galway City Council 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 Galway City Council Cemeteries.
- 6.3 The Cemetery Supervisor shall be notified by contractor/monumental sculptors at least seven days in advance of their intention to conduct works on an authorised installation in any of Galway City Council's Cemeteries. No foundation or monumental work of any kind shall be allowed in the absence of an authorised "Foundation/Memorial Permit" (Appendix 4). The Cemetery Supervisor shall, under no circumstances allow foundation or monumental works to take place unless an official signed Foundation/Memorial Permit has been presented to him and accepted as valid.
- 6.4 A Headstone shall not be greater in height than 1.3 metres above ground level on a single plot grave space and shall not be greater in height than 1.40 metres above ground level on a double plot grave space. Each headstone shall be kept in line with adjoining headstones and shall be faced in the direction indicated by the Cemetery Supervisor. All headstone's or grave markers shall only be erected on the concrete beam foundations provided.
- 6.5 The monumental contractor/sculptor should ensure that headstones have the plot number carved on them before they are erected.
- 6.6 A maximum of 25mm of concrete can be placed over any grave but must be separated or saw cut to ensure separation from the kerbs and kerb base to ensure ease of future removal for additional interments.
- 6.7 All headstones and headstone plinths and pedestals **must** fit within the footprint of the concrete headstone beam supplied (No wider than 350mm or 14 inches approx.). This is especially true for any lawn section grave plot. Headstone makeup must not extend beyond the concrete beam as to

do so will impede the cemetery staff's ability to neatly maintain the grassed area.

6.8 The Council shall not be responsible for keeping an inscription, foundation, headstone, kerbing, tomb, vault or other memorial artefact or structure of any description whatever, in repair or in proper condition. **The Council shall not accept responsibility for any accidents to headstones or memorials etc., occasioned by third parties, or by storm, wind, lightning, subsidence, or other cause.**

6.9 The upkeep of a vault, grave, headstone or monument shall be the responsibility of the owner of the property. The owner of a traditional grave shall be required to maintain the grave in a neat and tidy fashion. Shrubs and plants shall not be permitted to protrude outside the boundary of a grave space. The Council may trim, spray, and / or remove overgrown vegetation from a neglected grave at their discretion and associated costs will be passed to the grave owner.

6.10 If specialist equipment is required to reopen or remove a tombstone or vault door, or valuable memorabilia in the form of small stone statues, books or objects for the purpose of a burial, then this will need to be carried out by a specialist contractor and organised by the family of the deceased. This is in the interest of Health & Safety for the Cemetery staff.

6.11 Mounding of soil or stone above the height of the surround kerbing is not permitted in any grave. Lawn cemetery will be maintained level so as it can be cut by City Council ground staff.

6.12 Where burial plots are found by Council staff to be a danger to the public by way of broken headstones or kerbs or collapsed graves, the Council have the right to make the plot safe and secure, in the interest of Health and Safety. Galway City Council have the right to recover any costs associated with the making safe from the grave owner.

6.13 The Council shall not accept responsibility for mistakes in information given in good faith by Council staff regarding grave positions etc. Whilst every effort will be taken to give correct information, it shall be the responsibility of the grave owner to retain correct records of grave ownership and location.



# **Appendix 1**

## **INTERPRETATION OF TERMS**

- Throughout this Code Of Practice, the use of the following terms shall have the following meanings:
- “The Council” means Galway City Council.
- “Cemetery Supervisor” means the officer appointed for day-to-day operational management of Galway City Council Cemeteries
- “Cemetery” means any cemetery, graveyard or burial ground under the control or in the ownership of the Council.
- “Grave” means a burial place formed in the ground by excavation without any internal wall, brickwork or stonework or any other artificial lining.
- “Plot” means an area of a graveyard consisting of one, two or more grave spaces otherwise described as a single, double, or other sized plot.
- “Lawn Plot” means a grave plot where only the head of the grave and area provide may be used for the placement of a memorial headstone and/or placement of flowers.
- “Lawn Cemetery” means a cemetery or part of a cemetery wherein, other than headstones, kerbs or other such items shall not be permitted to be placed and where all parts of the cemetery comprising lawn plots shall be maintained as grassed areas.
- “Body” includes the body of any person, stillborn child, cremated human remains or organs. Human remains only.
- “Burial” includes the interment in a grave space or placing in a vault or chamber of anybody or cremated human remains and “bury” shall be construed accordingly.
- “Beam” means a Headstone Beam where already provided in the cemetery to delineate heads of graves.
- “Traditional Plot” means a grave plot that is permitted to have kerb surrounds to its perimeter and a headstone. Such plots are the responsibility of the grave owner to maintain.

# **Appendix 2**

# **CEMETERY FEES AND CHARGES**

## **Grave Purchases:**

Standard Single grave space	€780
New Urn Specific Grave Space	€980 (Includes Headstone & 1 <sup>st</sup> Opening Fee)

## **Grave Opening and Closing:**

Standard grave (coffin, casket)	€492
Infant Standard grave opening fee or standard grave opening fee for Urn Burial.	€204
Subsequent Opening Fees for New Urn Specific Grave Space	€150

## **Tombstone/Headstone Permit Charges:**

### **New Cemetery Bohermore:**

Sections:	Rows:	Charges:	
		Single	Double
All Sections		€60	€60

### **Rahoon (Mount St. Joseph) Cemetery:**

Sections:	Rows:	Charges:	
		Single	Double
All Sections except as listed below		€60	€60
P, Q, R	8 - 12	€ 144	€ 252
Eastern Border	4 (graves 1 – 11)	€ 144	€ 252
Section L	4 (graves 1 - 8)	€ 144	€ 252
Sections W	All graves	€ 144	€ 252
Section X	Rows 1 - 6	€60.00	€60.00
Section X	Row 7 onwards	€144.00	€252.00
Section Y & Z (Lawn Cemetery)	All graves	€ 144	

# **Appendix 3**

# Monumental Contractor Forms.

To **REGISTER** as a monumental sculptor to carry out works in Galway City Council Cemeteries, the following is required:

- A. **Signed** and up to date, Company Safety Statement
- B. **Site Specific** Risk Assessment and Method Statement for all works (erecting headstone, renovation, sandblasting & additional inscriptions etc.) **specific to Ragoon Cemetery.**
- C. **Site Specific** Risk Assessment Method Statement for all works (erecting headstone, renovation, sandblasting & additional inscriptions etc.) **specific to Bohernmore Cemetery.**
- D. **Site Specific** Risk Assessment Method Statement for all works (erecting headstone, renovation, sandblasting & additional inscriptions etc.) **specific to Ragoon Lawn Cemetery.**
- E. Safe Pass and Manual Handling certificates for all monumental sculptors & contractors / crew members, All Monumental Sculptor Company team members must have completed a FAS safe pass programme and Manual Handling Course. Presentation of a valid safe pass certificate may be requested on site at any stage.
- F. 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 Galway City Council** must also be noted on the documents.

NOTE: If a stone mason is working on behalf of/or subcontracted by a Funeral Director OR another monument sculptor and if that 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.

# **Appendix 4**



Comhairle Cathrach na Gaillimhe  
Galway City Council

CITY CEMETERIES

Official Stamp

**APPLICATION FOR A PERMIT TO ERECT A TOMBSTONE & SURROUND**

NAME OF DECEASED: \_\_\_\_\_ DATE OF INTERMENT: \_\_\_\_\_

GRAVEYARD: \_\_\_\_\_

SECTION: \_\_\_\_\_ ROW: \_\_\_\_\_ GRAVE NUMBER: \_\_\_\_\_

**DESCRIPTION OF PROPOSED TOMBSTONE & SURROUND:**

**MAXIMUM HEIGHT OF TOMBSTONE *INCLUDING PLINTH*** (Height restrictions apply at both Cemeteries. **Max. Height 1.3m for a single grave plot and 1.4m for a double grave plot.**

OVERALL DIMENSIONS: \_\_\_\_\_

***FOUNDATIONS OF TOMBSTONE & KERB TO CONSIST OF GOOD QUALITY CONCRETE WITH A MINIMUM OF 2NO. 12mm REINFORCING BARS THROUGHOUT THE ENTIRE FOUNDATION.***

GRAVE ORNAMENTATION: Please describe if any: \_\_\_\_\_

Please note all graveyard ornamentation is to be free-standing only (i.e. not concreted, bolted or other to either the grave, kerbing or headstone). Any non-free-standing or unspecified ornamentation will be removed.

The design, structure, stability and safety of any ornamentation is the sole responsibility of the applicant. Graveyard ornamentation is not to exceed 600mm (2 feet) in height.

**Installation of Foundation:** Monumental Contractors must install their foundation to meet the existing kerbing foundation installed by Galway City Council (bottom of the contractor's foundation must meet the top of the existing kerbing foundation).

**Monument Contractor must follow instructions from Cemetery Supervisor when installing foundations.**

All Tombstones and Grave Tombstones must be made available for inspection by the Cemetery Supervisor at the Cemetery before installation. Tombstones must not be erected without inspection. Galway City Council will not be responsible for any inconvenience caused or extra costs incurred whereby this directive is not adhered to.

Please note the applicant is the monumental sculptor or contractor who has undertaken to carry out work for the client. The applicant is neither the client nor any subcontractor or any persons employed by the monumental sculptors to carry out the work.

Please note that the applicant is responsible for the entire works (i.e. quality and safety of construction) whether the works are sublet or carried out by any persons employed by the applicant.

All concrete and other debris must be thoroughly removed from pathway and roadway both at gravesite and offloading point.



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NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

**Any non-compliance with the conditions of permit must be addressed and rectified before further applications will be considered.**

**I hereby certify that the above details are correct and that I understand and agree to be bound by the above conditions of the permit.**

SIGNATURE OF APPLICANT: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

**OFFICE USE ONLY**

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERMIT ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE INSERT DRAWING OF THE PROPOSED TOMBSTONE WITHIN THIS BOX (and not on an attached sheet)**

# **Appendix 5**



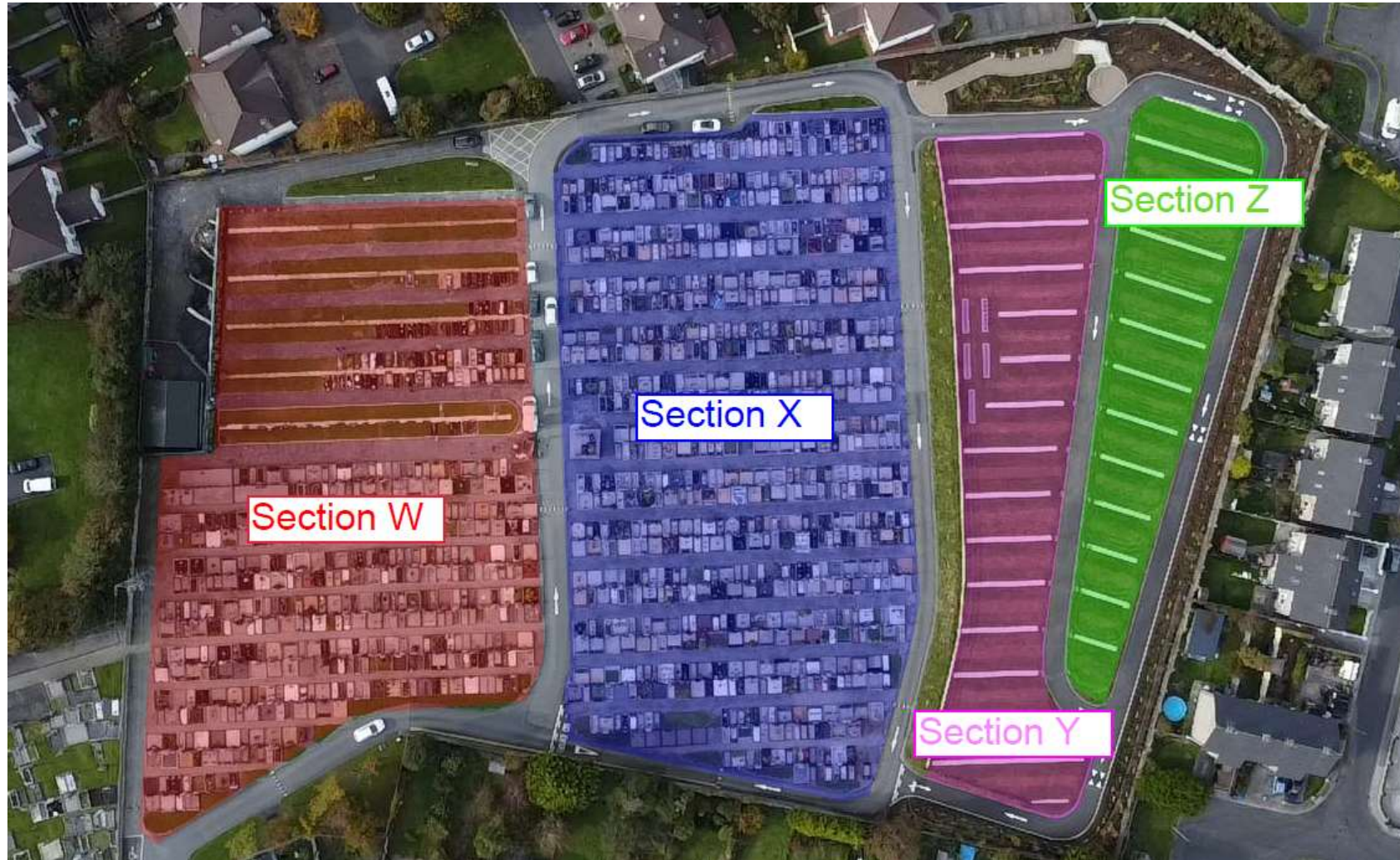
**Bohermore Cemetery. Traditional/Kerbed Plot Sections A to L**





**Ragoon Cemetery. Traditional/Kerbed Plot Sections A to S (There are no Sections I, T, U or V in Ragoon Cemetery)**



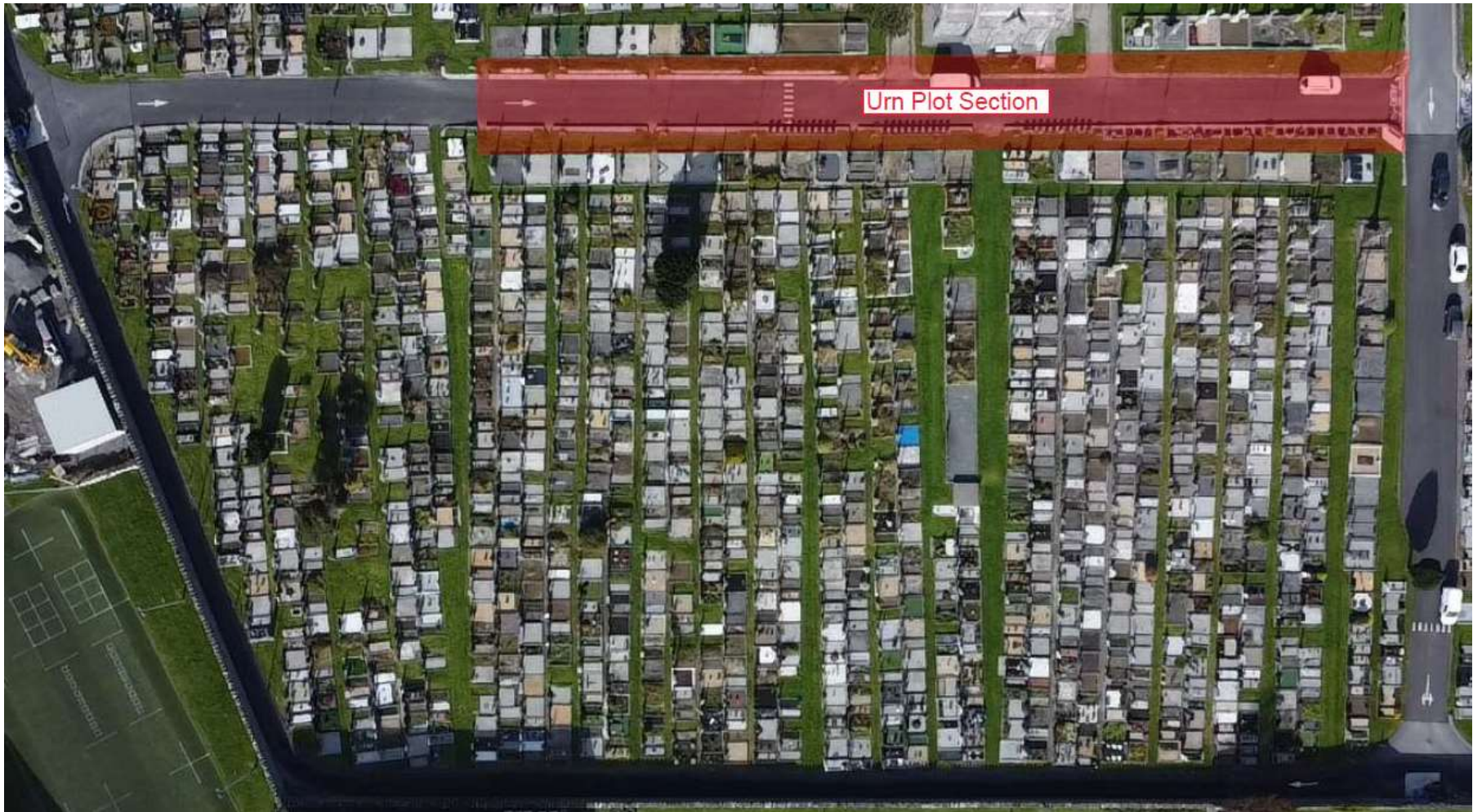


**Ragoon Cemetery. Traditional/Kerbed Plot Sections W & X.**

**Ragoon Cemetery Lawn & Urn Plot Section Y & Z.**







**Bohermore Cemetery Urn Plot Section.**