

APPLICATIONS FOR HEADSTONE/MONUMENT PERMIT

Regulations in respect of the erection of Monument or Copings on Graves in Burial Grounds under the control of the Council.

1. No monument or coping shall be placed on any grave space except by the owner of such grave space or with his permission in writing.
2. No monument or coping of any description shall be erected on any Burial Ground under the control of the Council except where permission in the form of a valid written permit has first been obtained from Carlow County Council.
3. Any headstone or monument erected shall be so erected on a solid masonry or concrete foundation placed not less than 0.6 metres (24 inches) below ground level. Where applicable, a monument or headstone shall not be placed in position until a Certificate that this condition has been complied with, has been issued by the Registrar of the Burial Ground, to the Contractor or person responsible for the erection. Maximum height of a memorial shall be 1.2 metres (48 inches) above ground level.
4. The exception to such height restriction may only apply to applications for the erection of traditional Irish stone monument designs such as Celtic/Latin Crosses or traditional monuments. Maximum height of Celtic/Latin Cross or traditional monument shall be 1.8 metres (72 inches) above ground level.
5. Any coping placed around a grave space or plot shall be placed on a solid foundation sunk at least 0.15 metres (6 inches) below ground level.
6. No monument or coping erected on any grave space or plot shall extend outside the boundary of such grave space or plot and this Regulation also applies to the foundation for such monument or coping.
7. On sloping ground the maximum coping height above ground level on the high side to be 0.15 metres (6 inches). Exception to this rule may be made where the ground is uneven; in this case a realistic distance is to be left between grave spaces.
8. No monument or coping shall be placed on any grave space or plot unless notice has been first given to the Burial Ground Registrar of the date on which it is proposed to proceed with same.
9. All spoil and excess material resulting from the preparation for and erection of a monument or coping to a grave shall be collected and removed by the person or contractor erecting the monument or coping.
10. Any permission sought for the erection of a monument over a grave space or plot should be accompanied by an indicative sketch of the proposed memorial.
11. Carlow County Council reserves to itself the right to order the removal of any monument, headstone or coping if in the opinion of the Council such monument, headstone, coping or erection is in its general appearance offensive or contradictory to good practice principles.
12. It shall be the duty of the Registrars of all Burial Grounds under the control of the Council to ensure that the above Regulations are complied with.

Requirements for a valid application

Applications for monument erection should be accompanied by fully completed application forms and payment. **Incomplete/old application forms or insufficient documentation will result in delay and/or return of the form.**

1. Details requested on the application forms should be fully completed. The application must include a sketch indicating the correct dimensions & inscription for the proposed monument and kerbing.
2. The sculptor should ensure that the applicant is the owner of the plot in question. If requested proof of purchase must be provided.
3. The sculptor must produce evidence that adequate public liability insurances are in place. The applicant/sculptor shall indemnify Carlow County Council against all public liability claims arising from their activities within the cemeteries. It should be noted that Carlow County Council will not accept liability for any accident involving staff or members of the public resulting from a sculptors' activities.
4. The appropriate fee is as of the 1st October 2018, €50. This may be subject to review from time to time.
5. Fully completed application forms should be sent to the Burial Grounds Section, Environmental Services Department, Carlow County Council, Cox's Lane, Carlow R93 X3T5 or to environment@carlowcoco.ie.
6. Upon receipt of the permit, the sculptor **must** contact the Environment Department or Burial Ground Registrar/Caretaker prior to commencement of the works. A minimum of 48 hours' notice must be provided.

Failure of a sculptor to comply with the terms of the Burial Ground Bye Laws or Regulation of Burial Grounds may result in suspension of their commercial activities within Carlow County Council burial grounds. Non-compliant headstone/monuments/seats will be removed, and costs will be recovered.

**Application for the Erection of Headstone/Monument in a Carlow County Council
Graveyard (Applicant Detail)- Block Capitals Please**

Name, Address & Tel. No. of Sculptor: - _____

Name of Deceased: - _____

Name & address of current legal plot owner: _____

Date of Purchase of Grave Plot:/Receipt No: - _____

Burial Ground: _____

Section: _____ Row: _____ Plot No(s): _____

Inscription: _____

I confirm that to my knowledge, the above details provided are correct.

Signature: _____ **Date:** _____

The completed application form together with details of **Public Liability Insurance** along with evidence of payment of the **appropriate fee of €50** should be returned to the Environmental Department, Carlow County Council, Cox's Lane, Carlow. Payment can be made by EFT/Credit or Card/Cheque/Postal Order. Cash should NOT be sent by post.

**Application for the Erection of Headstone/Monument in a Carlow County Council
Graveyard (Monument Details) - Block Capitals Please**

1. Headstone

Material: - _____

Height: - _____

Width: - _____

Thickness: - _____

2. Headstone Base

Material: - _____

Height: - _____

Width: - _____

Thickness: - _____

3. Kerbing/Surround

Material: - _____

Height: - _____

Width: - _____

Thickness: - _____

Grave Plot Dimensions: - _____

- I confirm that I have read and understand the attached privacy statement and consent to Carlow County Council collecting and retaining data for the purposes stated.
- I confirm that & I will comply with Carlow County Council's Burial Ground Bye Laws.
- I confirm that I will comply will the terms of any permit granted for the erection of a headstone/monument in graveyards owned by Carlow County Council.

Signature (Legal Owner of Plot): _____ Date: _____

SKETCH OF PROPOSED HEADSTONE/MONUMENT

Please provide sketch to include all dimensions of proposed headstone/monument.

Who we are and why do we require your information?

Carlow County Council seeks to lead the Economic, Social, Cultural and Environmental Development of the County and to provide high quality services at local level. Our vision is for an inclusive County of sustainable urban and rural communities that have respect for their environment, a sense of local identity comprised of a shared purpose and a deep sense of civic pride.

The promotion of a culture of excellence in service delivery remains one of Carlow County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers, but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

In order to provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of County Carlow, we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided, the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past; current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

Why do we have a privacy statement?

Carlow County Council has created this privacy statement in order to demonstrate our firm commitment to privacy and to assure you that in all your dealings with Carlow County Council that we will ensure the security of the data you provide to us.

Carlow County Council creates, collects and processes a significant amount of personal data in various multiple formats on a daily basis. Carlow County Council 's commitment to you is that the personal data you may be required to supply to us is:

- Obtained lawfully, fairly and in a transparent manner
- Obtained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for purpose for which it was obtained
- Recorded, stored accurately and securely and where necessary kept up to date
- Kept only for as long as is necessary for the purposes for which it was obtained
- Kept in a form which permits identification of the data subject
- Processed only in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing

Service referred to in this Privacy Statement

The policy, procedure and management of data in relation to burial grounds in the ownership of Carlow County Council.

What personal data do we need?

The types of personal data you may be asked to supply can be categorised as follows:

- Contact details to allow for efficient communication
- Details of your personal circumstances which you are required by law to supply as part of your application for a service offered by Carlow County Council
- Your own financial details which you are required by law to supply as part of your application for a service offered by Carlow County Council
- We will collect other information including details of the deceased including details of their death, details of the grave plot including location of burial ground, other details required under the Regulations and details of next of Kin (if applicable).

Specific and legitimate purpose for which the personal data is being sought

We process your data in order to comply with legal obligations to which we are subject, to perform the services you have requested of us or to take steps at your request prior to undertaking to provide services for you, because you have consented to our processing of your data or for the purposes of our legitimate interests, such as to inform you of changes to our services or to provide you with information about other services we offer.

Legal basis under which the information is required to be supplied

Depending on how we are processing your personal data will determine the legal basis for processing. Generally, the legal bases for processing by the Council as a public authority will be the General Data Protection Regulation 2018.

Burial Regulations

The powers and duties of Local Authorities in relation to Burial Grounds are derived, in the first instance, from the Public Health (Ireland) Act, 1878 (Part III), as amended by the Local Government (Sanitary Services) Act, 1948 and, more recently, the Local Government Act, 1994. The main rules for burial grounds are set out in the Rules & Regulations for the Regulation of Burial Grounds 1888 and amendments made to these rules in 1919, 1929 and 2013.

Burial Ground Records

Carlow County Council are obliged, under the regulations referred to above, to maintain a register of all interments, plot owners and monuments erected. Records in relation to the deceased person, their Christian and Surname, time of death, sex, age, religious persuasion and occupation or rank in life together with his/her last place of residence and details as "single", "widower", "widow" or the "child of A.B. of & c" are held and available publicly in the burial ground register and online.

Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service

The Environment Section is required share your information internally (within the Council) for processing of this application and with third parties in accordance with statutory and regulatory obligations and subject to compliance with Section 8 of the Data Protection Acts.

How your personal data will be kept safe from unauthorised or unlawful processing

We take our data security responsibilities seriously, employing the most appropriate physical and technical measures, including staff training and awareness. We review our data security measures and procedures regularly.

Period for which your personal data will be retained

The Environment Department will only keep your personal data for as long as is necessary for the purpose for which we are processing it and in accordance with our Record Management & Retention policy unless we have a legitimate reason for keeping it, for example, any legal requirement to keep the data for a set time period. Where we do not need to continue to process your personal data, it will be securely destroyed.

Your Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by us is found to be inaccurate you have the right to change, remove, block, or object to the use of, personal data held by Carlow County Council. In certain circumstances blocking access to data may delay or remove access to a service where the data is required by law or for essential purposes related to delivery of a service to you. Please note that to help protect your privacy, we take steps to verify your identity before granting access to personal data. For further details on exercising your rights see:

www.carlow.ie/data-protection - Data access request procedure

Right of Complaint to the Office of the Data Protection Commissioner

If you are not satisfied with the outcome of the response you received from Carlow County Council in relation to your request, then you are entitled to make a complaint to the Data Protection Commissioner who may investigate the matter for you.

The Data Protection Commissioner's website is www.dataprotection.ie or you can contact their Office at:

Lo Call Number: 1890 252 231
E-mail: info@dataprotection.ie
Postal Address: Data Protection,
Commissioner Canal House
Station Road
Portarlinton, Co. Laois. R32 AP23.