



## APPLICATION FOR ERECTION OF A HEADSTONE OR KERBING IN A BURIAL GROUND OWNED BY OFFALY COUNTY COUNCIL

### EXPLANATORY DETAILS

All headstones, kerbing and other works must comply with the terms outlined in **Offaly County Council Burial Ground Bye Laws 2015**. Copies are available from the above or may be downloaded from [www.offaly.ie](http://www.offaly.ie)

- ❖ Approval must be given by the Council prior to the commencement of any works to erect or place a headstone, kerbing, tablet, etc on any plot in a Council cemetery.
- ❖ The height of any headstone may not exceed 1.2 metres above beam level. Special permission may be given for Celtic cross headstones up to 2.1m high in traditional cemeteries where similar headstones have already been permitted.
- ❖ All Plot fees due to the Council must be paid before returning application.
- ❖ Signed permission to erect memorial must be produced to Caretaker/Registrar before commencement of works.
- ❖ Completed application forms should be returned to the address above

### LAWN CEMETERIES

The **New Sections** of the following cemeteries are operated as Lawn Cemeteries by Offaly County Council:-

**Clonoghill Cemetery, Birr**  
**St. Michael's Cemetery, Portarlinton**  
**Killeigh Cemetery**

**Headstones are permitted but no kerbs or surrounds are permitted in the above lawn cemeteries and all burial plots are maintained as grassed areas. Offaly County Council reserve the right to remove any kerbs, ornaments, shrubs or other obstructions without notice.**

**Provide outline sketch of proposed memorial hereunder**



**APPLICATION FOR ERECTION OF A HEADSTONE OR KERBING IN A  
 BURIAL GROUND OWNED BY OFFALY COUNTY COUNCIL**

Please provide all information requested as incomplete applications will be returned.

<b>Name of Cemetery</b>		
<b>Lawn Section (tick box)</b> If 'Yes' - Headstone only, No kerbing permitted	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Name of Deceased person</b>		
<b>Dimensions of Headstone</b> (Height should not exceed 1.2m (3'11"))		
<b>Description of Headstone</b> Stone /Kerb must blend in with surrounding headstones		

Attach copy of proof of ownership of the plot i.e. copy of receipt of purchase issued by the Caretaker, or following section to be completed and signed by the Caretaker:

<b>Date Plot Purchased</b>	
<b>Receipt No.</b>	
<b>Amount Paid</b>	
<b>Paid By</b>	
<b>Grave Space Number</b>	
<b>Signed by Caretaker</b>	

<b>Name of Applicant:</b> (Name of client if form is completed by memorial contractor)	
<b>Address of Applicant:</b>	
<b>Tel:</b>	
<b>Name of Memorial Contractor</b>	
<b>Address of Memorial Contractor</b>	

<b>Signature of Applicant or Memorial Contractor</b> I declare the above particulars to be correct	
<b>Date:</b>	



# LAWN CEMETERY AGREEMENT FORM

(Only to be completed if headstone is to be erected in a Lawn Cemetery)

I / We \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(NAME AND ADDRESS OF PERSON WHO GAVE INSTRUCTIONS FOR THE ERECTION OF THE MONUMENT)**

agree to abide by the terms and conditions of the lawn cemetery at:

Tick below	Name of Burial Ground
<input type="checkbox"/>	Clonoughal, Birr
<input type="checkbox"/>	St. Michael's Cemetery, Portarlinton
<input type="checkbox"/>	Killeigh cemetery

as follows:

The use of kerb stones, footstones, chains and railings on the surface of the grave areas is strictly prohibited. Offaly County Council reserves the right to remove any such items without notice.

The use of trees, shrubs, plant vases, artificial wreaths and other obstructions on the surface of the grave areas is strictly prohibited and Offaly County Council reserves the right to remove any such items without notice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**NO WORK IS TO COMMENCE UNTIL APPROVAL HAS BEEN GIVEN BY OFFALY COUNTY COUNCIL**