

PLACING YOUR OWN WOODEN CROSS

The following information is for those wishing to place their own wooden cross on a grave.

WHAT YOU NEED TO DO:

- You will need to complete a memorial application form before a wooden cross can be placed on the grave. This form is available from the Memorial Manager at the Thornhill Cemetery Office.
- Details of the cemetery's section and grave number will be checked and the grave owner's details added to the form, enabling you to ensure that the grave owner signs the form.
- The inscription section must be completed, giving all details of the inscription to be placed on the cross plate.
- If the section is a lawn garden section (i.e. there are no edging stones on the grave) then please sign here also.
- Overleaf is the diagram section of the form. The wooden cross dimensions are as follows:

THE CROSS IS TO BE CONSTRUCTED FROM TWO PIECES OF TIMBER WHICH SHALL NOT EXCEED 3.5" IN WIDTH AND 2" IN THICKNESS AND WHEN ERECTED SHALL NOT EXCEED 3' IN HEIGHT.

In the sections listed below, the height restriction for wooden crosses is 12".

Pantmawr Cemetery - Section 'B'

Radyr Churchyard Sections - 'AC', 'E'

Thornhill Cemetery - Sections 'A' 'B' 'C' 'D' 'E' 'F' 'G' 'H' 'I' 'J' 'Q'

Western Cemetery – Section 'R'

- No points will be allowed on the cross for health and safety reasons except for the bottom of the cross to allow for fixing.
- Please complete all areas of the form so that the memorial application can be processed.
- A memorial fee of **£16.00** is charged and all cheques made payable to 'Cardiff County Council'.
Please return your application form together with your fee to;
Bereavement Services, Thornhill Road, Rhiwbina, Cardiff. CF14 9UA.

PLEASE NOTE:

A wooden cross placed on the grave is the responsibility of the family and shall be kept in good order and condition, otherwise the cross will be removed by the Authority.

If you need to refurbish the cross, please contact the Memorial Manager at Bereavement Services, so that the appropriate records can be kept updated, also, in the event of a family visiting the grave during the period that the cross has been removed for refurbishment, we are able to inform the family, alleviating any distress.

FIXING YOUR WOODEN CROSS

- A wooden cross can only be placed on the grave when you are in receipt of a permit number.
- If you are concerned about the location of the cross, a member of staff can be contacted prior to your visit so that a convenient appointment can be made: A period of 24 – 48 hours is advisable.
- Please do not cement the cross into place – a pointed end on the cross pushed into the ground is sufficient to hold the memorial in place.

AFTER FIXING THE CROSS

- Please return the permit to the cemetery office so that the wooden cross can be checked during routine memorial checks. This will ensure that the location of the cross is correct and that the cross is secure.

If you should have any queries regarding the placing of your wooden cross, please do not hesitate to contact my Memorial Manager on 029 20544820.

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