

PLACING YOUR OWN WOODEN CROSS

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

WHAT YOU NEED TO DO -

- Contact the Memorial Manager at Thornhill Cemetery Office on 029 2054 4820.
- Complete and submit a Memorial Permit Application form before any wooden cross can be placed.
- Details of the cemetery, section, grave number and grave owner will be checked for you to ensure that the correct person signs the application form.
- The maximum dimensions permitted 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 EITHER 12" OR 3' IN HEIGHT DEPENDING ON THE SECTION.
PLEASE CHECK WITH THE MEMORIAL MANAGER.**

- No points will be allowed on the cross, for health and safety reasons, except for the bottom of the cross to allow for fixing.
- A memorial fee of **£30.00** is charged and all cheques made payable to 'Cardiff Council'.
Please return your application form together with your fee to;
Bereavement Services, Thornhill Road, Rhiwbina, Cardiff. CF14 9UA.
(Payment can also be made by card over a secure phone line once this form has been returned to Bereavement Services).

PLEASE NOTE:

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

Refurbishment - 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 to do so.
- If you are concerned about the location of the grave or where to place 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 (Monday to Friday) is advisable.
- Please do not cement the cross into place – a pointed end on the cross pushed into the ground is sufficient to hold it in place.

AFTER FIXING THE CROSS

- Please return the Permit to the cemetery office, so that the wooden cross can be checked and records updated. 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 the Enquires office on 029 2054 4820.

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