

# APPLICATION FOR HEADSTONE PERMIT

## BURIAL GROUND REGULATIONS:

Regulations issued by the Minister for the Environment, Community and Local Government to each local authority govern grave plot and headstone sizes.

The Rules & Regulations to Regulate Burial Grounds under the Public Health Act 1878 & subsequent amendments state:

- *Under section 4 (b) P.H. Clro. 95/45*, the erection of a headstone or monument requires written approval of the local authority.
- *Under ENV 23/74 Appendix 1 Guidelines for Graveyards*, the area of a single grave plot should not exceed 8' X 4'.
- *Under ENV 23/74 Appendix 1 Guidelines for Graveyards*, access pathways & roadways must have a grass margin to allow access & drainage.
- *Under ENV 23/74 Appendix 1 Guidelines for Graveyards*, the maximum height of a headstone is 7'.
- *Under ENV 23/74 Appendix 1 Guidelines for Graveyards*, the headstone must be clearly marked with the location (i.e., section & plot number).

SDCC is obliged to comply with the above regulations. **Failure of a sculptor to comply will result in suspension of their commercial activities within SDCC maintained burial grounds and/or removal of the in compliant headstone/monument at their own cost. Failure of a non-sculptor/member of the public to comply will result in the removal of the in compliant headstone/monument at their own cost.**

## SDCC BURIAL GROUNDS POLICY:

Applications for Headstone/Kerbing erection should be accompanied by fully completed application forms HK1A & HK2A. **Incomplete/old application forms or insufficient documentation will result in delay and/or return of the form.**

1. As indicated on site by existing signage, the recent sections of Bohernabreena Cemetery are a lawn cemetery. **Kerbing or extended structures are not permitted.**
2. Details requested on the application forms HK1A and HK2A should be fully completed. HK1A relates to the applicant's details for office records. HK2A relates to the actual headstone details for approval. HK2A must include a **SKETCH** indicating the correct **DIMENSIONS & INSCRIPTION** (if not already detailed in HK1A) for the proposed monument and kerbing.  
**All inscriptions require specific approval in writing from the Council** – Specifically there is to be **no** inscription on the rear of the headstone.
3. The sculptor should ensure that the applicant is the owner of the plot in question. If requested proof of purchase must be provided.
4. The sculptor must produce evidence that his tax affairs are in order together with proof of adequate public liability insurances. The applicant/sculptor shall indemnify SDCC against all public liability claims arising from their activities within the cemeteries. **It should be noted that SDCC will not accept liability for any accident involving SDCC staff or members of the public resulting from a sculptors' activities.**
5. The appropriate fee, as set out below.
6. Fully completed application forms should be sent to the Burial Grounds Section, Environmental Services Department, South Dublin County Council, Town Centre, Tallaght, Dublin 24.
7. If all the above is satisfactorily complied with, a permit for carrying out the work will be dispatched to the address provided. Upon receipt of the permit, the sculptor **must** contact the relevant Foreman of Works to arrange an on-site to identify the grave plot. If satisfied the SDCC official will sign the permit in the first instance to allow work to commence.
8. The sculptor **must** contact the Foreman of Works again when excavations are ready for inspection. A minimum of 48 hours' notice must be provided. If the excavations are adequate to provide an appropriate foundation, the SDCC official will sign the permit in the second instance to allow the work to proceed.

SDCC has developed the above policy to prevent poor construction practice & to ensure accurate records are maintained.

**Failure of a sculptor to comply with the details provided in the HK1A & HK2A forms will result in suspension of their commercial activities within SDCC maintained burial grounds and/or removal of the non-compliant headstone/monument at their own cost. Failure of a non-sculptor/member of the public to comply will result in the removal of the non-compliant headstone/monument at their cost.**

# **HK1A -Application For the Erection of Headstone/Monument (Records) – Block Capitals Please**

|                                                  |  |
|--------------------------------------------------|--|
| <b>Name of Sculptor:</b>                         |  |
| <b>Address of Sculptor:</b>                      |  |
| <b>Tel. No of Sculptor:</b>                      |  |
| <b>Name of Client:</b>                           |  |
| <b>Name, Address of Grave Plot Purchaser:</b>    |  |
| <b>Telephone number of Grave Plot Purchaser:</b> |  |
| <b>Date of Purchase of Grave Plot:</b>           |  |

|                       |  |                 |  |                    |  |
|-----------------------|--|-----------------|--|--------------------|--|
| <b>Burial Ground:</b> |  | <b>Section:</b> |  | <b>Plot No(s):</b> |  |
|-----------------------|--|-----------------|--|--------------------|--|

|                                                  |  |
|--------------------------------------------------|--|
| <b>Inscription:</b>                              |  |
| <b>Material to be used: (Natural Stone only)</b> |  |

|                                                                                                                    |  |
|--------------------------------------------------------------------------------------------------------------------|--|
| <b>Permit Fee: €490.00 Incl. VAT for erection of a new or replacement Headstone/Kerbing</b> Cheque/Money Order no. |  |
| <b>Permit Fee: €200.00 Incl. VAT for Adjustment or additional work to Headstone/Kerbing</b> Cheque/Money Order no. |  |

Please provide headstone details on form HK2A, **which must include a sketch of the proposed works** and correct dimensions of memorial/kerb to be erected, on the back of the form.

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

**Signature:**\_\_\_\_\_

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

The completed application form together with details of **public liability Insurance** along with the **appropriate fee** should be returned to the Environmental Services Department, Burial Grounds Section, South Dublin County Council, Town Centre, Tallaght, Dublin 24. Cheques/Money Orders should be crossed and made payable to "South Dublin County Council". Note: Cash should **NOT** be sent by post.

## **For Office use only**

|                                  |  |
|----------------------------------|--|
| Grave space no. correct          |  |
| Proposal structurally acceptable |  |

## **HK2A Application For the Erection of Headstone/Monument (Details) – Block Capitals Please**

### **1. HEADSTONE:**

|           |  |
|-----------|--|
| Material  |  |
| Height    |  |
| Width     |  |
| Thickness |  |

### **2. HEADSTONE BASE:**

|           |  |
|-----------|--|
| Material  |  |
| Height    |  |
| Width     |  |
| Thickness |  |

### **3. HEADSTONE FOUNDATION:**

|                   |  |
|-------------------|--|
| Length            |  |
| Width             |  |
| Depth             |  |
| Concrete Strength |  |

### **4. KERBING/SURROUND (*Not permitted in Bohernabreena or Saggart Lawn Sections*):**

|                          |  |
|--------------------------|--|
| Material                 |  |
| Height                   |  |
| Thickness                |  |
| Area Enclosed by Kerbing |  |

### **5. HAUNCHING FOR KERB (*Not permitted in Lawn Sections*):**

|                   |  |
|-------------------|--|
| Height            |  |
| Width             |  |
| Concrete Strength |  |

### **6. KERB FOUNDATION (*Not permitted in Lawn Sections*):**

|                   |  |
|-------------------|--|
| Height            |  |
| Width             |  |
| Concrete Strength |  |

**Applicant Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

I confirm that I have read & will comply with the attached SDCC Burial Grounds Policy & Burial Grounds Regulations.

For Official Use Only:

| Checklist                                                                                                                                       | Yes / No (If no, permit must be refused) |
|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| Is the proposed headstone made of natural stone only?                                                                                           |                                          |
| Does the headstone conform to ENV 23/74 i.e. the areas of a single grave plot should not exceed 9' x 4' or 9' x 8 in the case of a double plot. |                                          |
| Does the headstone conform to ENV 23/74 i.e. the maximum height of a headstone shall not exceed 7'.                                             |                                          |
| Is the proposed Headstone foundation suitable for the proposed headstone                                                                        |                                          |
| Additional Comment                                                                                                                              |                                          |

I, \_\_\_\_\_ recommend that a headstone permit is issued.

\_\_\_\_\_  
Foreman of Works

\_\_\_\_\_  
Date

I, \_\_\_\_\_ concur with the recommendation of the Forman of Works.

\_\_\_\_\_  
District Parks Supervisor

\_\_\_\_\_  
Date

**SDCC  
County Hall  
Tallaght  
Dublin 24  
Privacy Statement for the Climate Action Section  
Business Unit: Public Realm Administration**

**Who we are and why do we require your information?**

SDCC seeks to promote the economic, social and cultural development of the County and in doing so contribute significantly to improving the quality of life of the people of South Dublin County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of SDCC 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.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of South Dublin County 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 does the Council have a privacy statement?**

SDCC has created this privacy statement to demonstrate the Council's firm commitment to privacy and the security of the personal data you provide to the Council.

SDCC 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 and retained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Recorded accurately and, where necessary, updated
- Stored safely and securely
- 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 fairly and 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 South Dublin County Council.

**Personal data required**

Name, address, email address, contact number, mobile number.

Sometimes 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.

### **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. The legal basis 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.

### **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 Council may share your information internally (within the Council) and with third parties in accordance with statutory and regulatory obligations and subject to compliance with Section 8 of the Data Protection Acts. The staff of Public Realm Administration may request, obtain and share information, in carrying out its various functions, from/ with An Garda Síochána as appropriate.

### **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, Public Realm and Water 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.

### **Contact Details**

In order to communicate with you, the Council will ask for your contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier for the Council to communicate with you.

## **Your Data Protection 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 SDCC is found to be inaccurate, you have the right to have the data corrected by the Council.

You may request to have information erased, object to direct marketing and to restrict the processing of your information, including automated decision-making.

You have the right to request data portability (transfer) of personal data held electronically by the Council to another data controller where technically feasible.

You may withdraw consent at any time where processing is based entirely on your consent.

Please note that to help protect your privacy the Council will take steps to verify your identity before granting access to personal data.

Data access requests should be made in writing and addressed to the Data Protection Officer, South Dublin County Council, County Hall, Tallaght, Dublin 24.

E-Mail: [dataprotection@sducoco.ie](mailto:dataprotection@sducoco.ie).

Telephone: 01-4149000.

## **Right of Complaint to the Data Protection Commission**

If you are not satisfied with the outcome of the response you receive in relation to a data access request or are unhappy with the manner of the processing of your data by SDCC then you are entitled to make a complaint to the Data Protection Commission which may investigate the matter for you.

The Data Protection Commission's website is [www.dataprotection.ie](http://www.dataprotection.ie) or you can contact the Commission's Office at:

Phone: 0761104800 or 0578684800

E-mail: [info@dataprotection.ie](mailto:info@dataprotection.ie)

Postal Address: Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2 D02 RD28