

Procedure document for the erection of monuments, kerbing, covering stones, inscriptions (including additional), restoration, renovations and cleaning of monuments in Dublin Cemeteries Trust cemeteries.

1. **To Register as a monumental sculptor** to carry out works in Dublin Cemeteries Trust cemeteries, the following documentation is required:
 - a) Please confirm that that you have appropriate and up-to-date Safety Statement
 - b) Code of Practice – to be signed by owner and all employees
 - c) Method Statement for all works (erecting headstone, renovation, sandblasting (use of Silica Sand) & additional inscriptions etc.) specific to our Lawn cemeteries (Palmerstown, Newlands Cross & Dardistown) using the Construction Industry Federation “Safe System of Work Plan (SSWP) – Working in Graveyards and Cemeteries”. To be produced on request.
Email: publications@cif.ie
Phone Number: (01) 406 6000
 - d) Method Statement for all works (erecting headstone, renovation, sandblasting (use of Silica Sand) & additional inscriptions etc.) specific to our Victorian Garden Cemeteries; Glasnevin & Goldenbridge using the Construction Industry Federation “Safe System of Work Plan (SSWP) – Working in Graveyards and Cemeteries”. To be produced on request.
Email: publications@cif.ie
Phone Number: (01) 406 6000
 - e) Photocopy of valid Safe Pass certificates for all monumental sculptors & contractors / crew members, All Monumental Sculptor Company team members must have completed a FAS safe pass programme.
 - f) A list of Licence Plates for all vehicles requiring access to Dublin Cemeteries Trust locations and copy of each vehicle’s Motor Insurance Certificate, or Fleet Insurance Certificate confirming cover for “any vehicle belonging to, on loan to or leased by the Insured” is also acceptable. Certificate of insurance must unambiguously confirm that each vehicle is insured for “Business Use”.
 - g) All staff employed by the applicant should be registered with the Trust; changes in staff should also be communicated to Dublin Cemeteries Trust by letter or email.

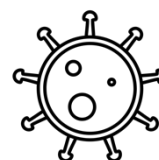
h) Confirmation of Liability insurance details.

The Liability insurance details MUST include:

- Title of Insured
- Name of reputable insurer
- Policy Number
- Period of Insurance
- Business description (i.e. Stonemason, Monument Sculptor, Erector of monuments/headstones)
- Limits of Indemnity which must be no lower than €13,000,000 in respect of Employers Liability and €6,500,000 in respect of Public & Products Liability
- Details of any Warranties & Conditions precedent contained within the insurance policy
- Specific indemnity to **Dublin Cemeteries Trust** must also be noted.

Covid-19 Requirements

Work Safely Protocol - Checklist No. 8 (Contact Tracing Policy) must be completed & signed each time you enter our sites by your driver. If more than one person in the van this must be answered for all. This can be submitted by email in advance.



2. To submit an application for approval for any monumental works in Dublin Cemeteries Trust cemeteries, the following is required:
 - a) Details requested on the **mandatory application forms DCC1** and **DCC2** should be completed in full and submitted online.
 - b) A sketch of the proposed monument (showing dimensions) and for inscriptions (including additional) the full wording should be included on **mandatory form DCC3** and signed by applicant and uploaded online.
 - c) The sculptor should ensure that the applicant is the owner (or next of kin) of the plot in question. Proof of purchase must be provided, if requested.
3. If you are not registered to process Applications online, Application forms (DCC1, DCC2 and DCC3) can be emailed to the relevant cemetery:
Glasnevin: glasnevinpermit@dctrust.ie
Palmerstown: palmerstownpermit@dctrust.ie
Goldenbridge: goldenbridgepermit@dctrust.ie
Newlands Cross: newlandscrosspermit@dctrust.ie
Dardistown: dardistownpermit@dctrust.ie

4. Permits will be issued once the Application is approved and the foundation(s) are inspected/built. The relevant Cemetery office will contact you when the foundation has been built. Any issues with the Application will need to be resolved prior to permit being issued.

Please Note: Glasnevin Cemetery (certain sections) and Goldenbridge are considered conservation areas, and as such have specific requirements on the type of works that are allowed. Specifically:

- Limestone / Granite (unpolished only)
- **No kerbing or covering stones allowed**

5. You will then need to contact the relevant cemetery official:

- Glasnevin Cemetery & Goldenbridge (Jimmy Whelan)
(Ph: 01-8826500, Mobile: 086-0441965)
- Dardistown Cemetery (Derek Donohoe)
(Ph: 01-8424677, Mobile: 086-3038346)
- Newlands Cross & Palmerstown Cemetery (David Thompson)
(Ph: 01-4592288, Mobile: 087-2077283)

Please notify the relevant cemetery official by 12 noon the day before to notify them of the list of all works planned for the following day(s).

6. Once work has been completed, the cemetery official will again inspect the stone to ensure that all Rules and Regulations have been adhered to and that the condition of the grave and surrounding areas have not been impacted by the works carried out. If any issues arise, the applicant will be notified within 48 Hours requesting that the issues raised be addressed.

Access to Dublin Cemeteries Trust locations:

- Glasnevin Cemetery between 8.00am – 12.30am
- All other Cemeteries between 9.30am – 12.30pm to facilitate funeral services.
- You must have all works completed by 3.00pm Monday – Friday.
- No works are permitted on Saturdays, Sundays or Bank Holidays.
- Check in with the relevant office / staff on Arrival AND Departure for ALL sites. Present all permits for inspection prior to entry (Access will only be allowed with valid Permits).
- Enter Glasnevin Cemetery through Gate 2 ONLY, and Exit through either Gate 4 or Gate 6 – please do not leave the site without checking with relevant Manager/Staff.
- Please ring Jimmy when you arrive for clearance to enter St. Paul's Section.

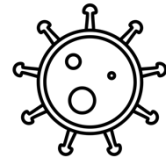
Sculptors who do not adhere to any of Dublin Cemeteries Trusts policies and procedures as outlined in this document and online at dctrust.ie/funeral-services-headstones/help-and-questions and Section 15 in dctrust.ie/footer/who-we-are/terms shall be liable for the cost of remedial works, and further permits shall not be issued to them for future works at any Trust cemeteries and you will be removed from our approved list of monument sculptors.

1. Kerbing not allowed in Dardistown/Palmerstown and Newlands Cross Cemeteries or single (8ft (2.44m) x2ft (0.61m)) graves in Glasnevin Cemetery.
2. If kerbing/surrounds are placed on single graves they will be removed and you will be charged for their removal.
3. **Headstones must have the monument sculptors name, plot number carved on them (in a location where it can be easily seen) before they are erected.**
4. Kerbing / Covering stones – facilitate burials / additional costs may be incurred / not responsible for damage caused when removing.
5. In conservation areas in Glasnevin and Goldenbridge only limestone and non-polished granite can be used. Cleaning and restoration works are only allowed using the Doff Integra Works System must be used.

Note:

Dublin Cemeteries Trust will not accept liability for any accident involving members of the public or employees resulting from sculptor's activities in Trust cemeteries. Permits are issued subject to the Rules & Regulations of Dublin Cemeteries Trust, and are at the discretion of the Trust without consultation or notice to Monumental Sculptors.

Work Safely Protocol - Checklist No. 8 Contractors / Visitors



This checklist has been developed to help inform Contactors and Visitors about what they need to do to help prevent the spread of Covid-19 in our sites. Dublin Cemeteries Trust and Contractors/Visitors must work together to protect everyone at the workplace.

In order to comply with our contact tracing policy please complete the following:

Name: _____

Company : _____

Mobile No. _____

Task: _____

| Control | Yes / No | Action needed |
|---|----------|---------------|
| 1 Have you visited any countries outside Ireland excluding Northern Ireland since March 2020? | | |
| 2 Are you suffering any symptoms of Covid-19 i.e cough, high temperature or difficulty breathing? | | |
| 3 Did you consult a Doctor or medical practitioner? | | |
| 4 Have you been in contact with someone who have Covid-19 within the past 14 days? | | |

Note: When on site, you must adhere to all Government guidelines, Return to Work Safely Protocols, our Contractors Code of Practice and standard processes/procedures regarding infection controls when interacting with our staff:

- Social distancing – maintain a 2 metre gap between yourself and our employees. In the offices keep on the customer side of the perspex screens.
- Hand washing / hand sanitizing and general coughing / sneezing etiquette

Name: _____ Signature: _____

Date: _____