



**LAOIS COUNTY COUNCIL
COMHAIRLE CHONTAE LAOISE**

**APPLICATION FOR CERTIFICATE OF PERMISSION
FOR A MONUMENT (Ref Section 22.1 of the Cemetery
Bye Laws 2022)**

**Please refer to the guidelines on page 5 of this document
before completing this application.**

1. Name, Address & Tel. No. of Applicant¹: _____

2. Name of Deceased: _____

3. Burial Ground: _____

4. Name, Address & Tel. No. of Headstone Installer²: _____

5. Grave space number in burial ground³: _____ Section: _____

For Office Use Only:

Cemetery Registrar to confirm that the grave space number and section referenced at 5 above is correct:

YES / NO

¹ If the applicant is not the registered owner of the plot, the declaration at item 6 must be completed.

² The Monument Installer (Sculptor/Stonemason) must be on Laois County Council's *Register of Independent Cemetery Contractors*. **Contractors who are not on this register are prohibited from undertaking work in cemeteries managed by Laois County Council.** This register is available to view at

www.laois.ie/departments/community/cemeteries

³ The applicant shall confirm with the cemetery registrar, the correct grave space number (plot number). On receipt of this application, Laois County Council will then contact the cemetery registrar to confirm that the grave space number referenced in this application form is correct.

**APPLICATION FOR CERTIFICATE OF PERMISSION FOR A
MONUMENT**

For Office Use Only:

Is the grave space located in a section of the cemetery which is operating as a Lawn Cemetery?

YES / NO

6. Where this application is being made by a headstone supplier on behalf of the registered owner of the plot, the following declaration is required.

I, _____, confirm that I am the registered owner of the plot which is the subject of this application. I hereby authorise either

(a) the stonemason/sculptor named at item 4 on page one of this application,

or

(b) Name: _____

Address: _____

Telephone No: _____

Relationship to Plot Owner: _____

to apply on my behalf, for permission from Laois County Council to erect the headstone as described at item 7 below. I declare these details to be correct:

Signed: _____
(Registered Owner of Plot)

Date: _____

7. Details of the proposed Monument:

Dimensions of the monument/headstone	
Height	
Width	
Thickness	
Material	

Foundation: _____

Please provide a brief description of the monument/headstone to be erected:

Inscription: _____

Are kerbstones proposed as part of the monument? YES / NO

Date work is expected to commence:

NOTE: Only Sculptors/stonemasons who are listed on Laois County Council's Register of Independent Cemetery Contractors are authorised to undertake work in cemeteries under the control and management of Laois County Council. Contractors who fail to comply with Cemetery Bye-Laws or who contravene procedures or who fail to complete the works in accordance with the details provided in this application, shall be liable for the cost of any remedial works required. Such suppliers may also be removed from the Register of Independent Cemetery Contractors. This register can be viewed at:

www.laois.ie/departments/community/cemeterie

APPLICATION FOR THE ERECTION OF HEADSTONE

Provide sketch of headstone/monument to be erected. Please show any associated works i.e. carvings, statues , kerbstones etc. Kerbstones are not permitted in cemeteries which operate as Lawn Cemeteries.

A list of Lawn Cemeteries is available at
[:https://laois.ie/departments/community/cemeteries/](https://laois.ie/departments/community/cemeteries/)

HEADSTONE APPLICATION - GUIDELINES FOR APPLICANTS

1. Only Stonemasons / monument providers who are listed on Laois County Council's Register of Independent Cemetery Contractors are authorised to undertake work in cemeteries under the control of Laois County Council.

Contractors who are not on the register are prohibited from undertaking work in Laois County Council cemeteries.

Details of the authorised Independent Cemetery Contractors can be found by following the Link Below

<https://laois.ie/wp-content/uploads/REGISTER-OF-APPROVED-INDEPENDENT-CEMETERY-CONTRATORS-1.pdf>

2. The Monument Contractor shall confirm with the cemetery registrar, the correct grave space number and section of the cemetery and shall enter these details at Item 5 on page 1 of this application form.
3. The Monument Contractor shall confirm with the cemetery registrar if the grave space which is the subject of this application, is located in a cemetery (or section of a cemetery) which operates as a lawn cemetery. Kerbstones are not permitted in lawn cemeteries.
4. The completed application form must be returned to Laois County Council: cemeteries@laoiscoco.ie or by registered post to:

Community Department
Laois County Council
Áras an Chontae,
James Fintan Lalor Ave,
Kylekiproe, Portlaoise,
Co. Laois,
R32 EHP9

5. Monument installation may not commence without the written authorisation of Laois County Council in the form of a Certificate of Permission for a Monument.

6. Where the applicant is not the legal owner of the plot, the declaration at item 6 must be completed.
7. Following the issuing of a Certificate of Permission for a Monument, at least two weeks notice must be given to Laois County Council and the cemetery registrar prior to the erection of the monument/headstone.
8. Applicants should provide a contact telephone number in case of queries and in order to minimise delays with this application.

**Certificate of Permission for a Monument (ref Section 22.1 of
Laois County Council Cemetery Bye Laws 2022)**

Name of Cemetery: _____

Nr. of Grace Space (Plot) in burial ground: _____

Is the grave space located in a lawn cemetery: YES / NO

Name of Independent Cemetery Contractor: _____

Signature of Authorised Person: _____

Date: _____