



As the creation of war memorials has traditionally been organised locally, with there being no central government directives or funding, the question of who is or is not commemorated and the form in which their details are recorded is usually held to be a local matter.

Please note that there are no definitive 'rules' about the names and inscriptions on war memorials. Different criteria for inclusion were used by different communities and so who is commemorated, which conflicts are commemorated and the style in which these details appear varies from memorial to memorial. This is why some war memorials only include those who fought and died, whilst other also include those who fought and survived, and why some include civilian as well as service casualties.

Points for consideration

- **Establish 'ownership'**

Use local sources to establish if there is a formal transfer of 'ownership' to a community body (e.g. parish council, local trust, etc) in order to obtain permission for adding names (or conflicts). If this cannot be established, then the War Memorials (Local Authorities' Powers) Act of 1923 and subsequent amendments allow a local authority to add names (or conflicts) to a war memorial within its area whether it 'owns' it or not and you may need to obtain permission from them. The Trust would suggest contacting your local Conservation Officer (normally based in the conservation or planning departments) for further advice. If the memorial is located in a place of worship or in its grounds then you may need to obtain permission from the relevant religious authority to add names (or conflicts).

- **Research the history of the war memorial**

Use local sources (e.g. parish records, local archives at libraries or museums, local newspaper archives) to establish the history of the memorial. You might want to check if there were specific criteria for inclusion on the war memorial and that there are no legal requirements/legacies attached to the site of the war memorial which might affect any proposed additions. Please note that criteria for inclusion can be adapted if the local community feel this is appropriate, but it might be useful to know what they were originally so that the proposed additions do not compromise the original intentions of the community or the memorial's design.

- **Research the names**

Before adding any names to the war memorial, you should research all the names, dates, facts and details - make sure these are correct, especially spellings. Useful sources for research include local and regional libraries (including contemporary press reports), local and regional archives, appeals for information and material in local press, regimental bodies and their records, the Commonwealth War Graves Commission (2 Marlow Road, Maidenhead, Berkshire SL6 7DX, T: 01628 507200/634221, W: www.cwgc.org), The National Archives (The

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National Archives, Kew, Richmond, Surrey TW9 4DU, T: 020 8876 3444, W: www.nationalarchives.gov.uk) and the Ministry of Defence (Veterans Agency, Norcross, Thornton Cleveleys, Lancashire FY5 3WP, T: 0800 169 2277, W: www.mod.uk).

- **Record the war memorial**

Take photographs and make a record of the memorial in its current condition, paying particular attention to the inscriptions, before any work begins in case it is damaged.

- **Check the listed status**

Check with the Conservation Officer at your local planning authority if the war memorial is listed or attached to a listed building. If it is then you will need listed building consent from the local planning authority before any changes can be made to the memorial.

- **Notify the community**

The Trust strongly recommends that the local community is made aware of the additions to the existing memorial **before** any work begins (via a local newspaper, newsletter, notice board, etc).

- **Employ an experienced professional**

Always use a suitably qualified conservation/restoration practice to advise about the practicalities of making additions and to establish the costs of works. See War Memorials Trust's 'Conservation contacts' helpsheet for further information. The Trust recommends that you obtain more than one quote for the works and that additions are **always** made in a style which matches the original design of the memorial.

- **Establish a programme of works**

Before any work begins, clearly set out the steps of your project in order to avoid starting a project which cannot be finished. These should include: carefully planning the additions in a style which matches the original design; drawing up a detailed schedule of works; identifying any restoration work which maybe needed at the same time; establishing that your contractor has the experience to complete the project; and making plans for the future.

After the addition of names

- **Plan for the future**

As work has been carried out to the war memorial, it would be an excellent time to establish a maintenance plan and consider insuring it. Please see War Memorials Trust's 'Advice on the maintenance of war memorials' and 'Insurance for war memorials' helpsheets.

- **Inform the Imperial War Museums' War Memorials Register**

The Archive aims to compile a comprehensive record of all the war memorials in the UK. They should be informed of any changes to an existing war memorial once the work is completed (c/o Imperial War Museum, Lambeth Road, London SE1 6HZ, E: memorials@iwm.org.uk, W: www.iwm.org.uk/memorials/search).