



NORTHLEACH CEMETERY REGULATIONS

Introduction

These rules and regulations for the proper control and management of the cemetery are made under the provisions of the Local Authorities Cemeteries Order 1977 and replace all previous rules and regulations.

Northleach with Eastington Town Council is the Burial Authority and reserves the right to amend any of these rules and regulations at any time.

The regulations are not exhaustive and where matters arise that are not specifically covered, the Council is authorised to make such decisions as it considers reasonable and necessary for the day to day management and control of the cemetery. Should any difference or dispute arise as to the real intent, meaning or interpretation of these regulations, the decision of the Council shall be final.

This document is also available on our website: www.northleach.gov.uk

Or by contacting the council during office hours.

Phone 01451 861499 or email: admin@northleach.gov.uk

These regulations were last updated on 25 July 2022.

1. VISITORS

- 1.1. Northleach Cemetery is open to visitors every day of the year and is accessed through the churchyard. Council reserves the right to close the cemetery should the need arise.
- 1.2. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors.
- 1.3. No games, sports, riding of bicycles, skateboards, rollerblades or similar are allowed in the Cemetery. No consumption of alcohol or drugs may take place within the grounds, and anybody under the effects of such substances may be asked to leave.
- 1.4. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the Cemetery immediately and may be the subject of subsequent legal action.
- 1.5. Children are welcome in the Cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the Cemetery.
- 1.6. Dogs are permitted in the Cemetery but must be kept on a short lead. Dog owners must clean up after their dog and dispose of any dog waste responsibly.

2. CEMETERY FEES

- 2.1. The correct fees for rights of burial, interments or permits for memorial works must be paid in full to the Council in advance.
- 2.2. The Council will publish a scale of fees and charges on the noticeboard at the cemetery entrance and on our website. Fees and changes are reviewed annually.
- 2.3. Residents will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of the parish, or who lived in the parish for over five (5) years and moved away for health or welfare reasons, such as moving into a care home, and in the case of a stillborn child when one of the parents is such an inhabitant. This applies to fees for interment and purchase of the Exclusive Right of Burial.

3. EXCLUSIVE RIGHT OF BURIAL

- 3.1. When a new grave is purchased, it is not the ownership of the land itself that is purchased, but the rights to have burials take place in that grave. The Exclusive Right of Burial is sold, or to be more correct 'granted', together with the rights to erect a memorial on the grave in accordance with the rules and regulations of the cemetery. The owner of these rights is referred to as the grave owner.
- 3.2. The Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved, although the Council reserves the right to grant permission in exceptional circumstances.

3.3. The Exclusive Right of Burial can be purchased for a period of up to 99 years. Where a burial right has expired, it can be extended on payment of the appropriate fee.

3.4. There are three types of graves in the cemetery: Traditional Graves, Lawn Graves and Cremation Plots.

Traditional Graves are found in the older parts of the cemetery. These graves were built with kerbs and allowed for a more substantial memorial.

The types of grave available to purchase are Lawn Graves and Cremation Plots.

The Lawn Grave was designed to have only a memorial of limited size at the head of the grave with the rest of the grave laid to lawn. This makes best use of the limited space available for burials and minimises ongoing maintenance. Lawn graves are sold on the understanding that only appropriate lawn style memorials are erected.

Cremation Plots are for the burial of cremated human remains only.

3.5. Cremated remains may be interred into cremation plots or within pre-existing main grave spaces subject to available space. Cremated remains placed in a grave space occupy an interment space and as such will be charged as a full adult interment, as detailed in the published fees and charges.

3.6. The allocation of grave spaces shall be on a next in line basis and at the final discretion of the Council.

3.7. The Exclusive Right of Burial is an important document and should be kept in a safe place. We do not issue duplicate deeds if the original deed has been lost.

3.8. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the Council. Please contact the office for further information.

4. BOOKING OF INTERMENTS

4.1. A provisional booking for a funeral should be made to the Council via the Funeral Director.

4.2. The provisional booking will be followed up by the submission of a completed Notice of Interment by the Funeral Director to the Council offices at least 7 days in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Interment form will act as confirmation of the booking.

4.3. In respect of new graves, the deed of grant for the Exclusive Right of Burial will be registered in the name of the applicant(s) for the burial indicated on the notice of interment and signed by that person, regardless of who has paid.

4.4. If the grave is previously purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.

- 4.5. It is the responsibility of the Funeral Director to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the time of the funeral.
- 4.6. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices prior to the funeral.

5. INTERMENTS

- 5.1. Funerals will normally be permitted Monday to Friday 09.30 – 16.00. No interments are permitted on Sundays, Bank or other Public Holidays. Please contact the Burial Authority if a time outside of the permitted hours is required.
- 5.2. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 5.3. All graves will be excavated and prepared for interment by the Funeral Director's appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery, except with the express permission of the Council. The depth of each grave will be determined by the Funeral Directors' contractors in accordance with the provisions of Schedule 2 of the Local Authorities Cemeteries Order 1977.
- 5.4. Cremated remains may be interred into cremated remains plots within specific areas of the cemetery or within main grave spaces subject to available space. Cremated remains interments within a main grave space will be charged as a full adult interment fee, as detailed in the published fees and charges.
- 5.5. When a second burial takes place in an existing grave, the soil removed during grave digging will need to be temporarily stored immediately next to the grave being dug. Where this affects an adjacent grave, a tarpaulin or similar will be used to protect the grave. This is unavoidable and will be dealt with as quickly as possible.
- 5.6. All bodies brought to the cemetery for interment are to be contained within a sealed container such as a coffin or ashes casket. Such containers are to bear the identity of the person contained therein. Coffins and ashes caskets for burial should be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo or cardboard whenever possible.
- 5.7. Following an interment, the grave will be mounded by the Funeral Director's appointed contractor. Any graves that appear sunken over time may be topped up by the contractor as necessary.
- 5.8. Any floral tributes from the funeral will be placed on top of the grave following backfilling and may remain in situ for up to one month before being cleared.
- 5.9. Memorials must not be erected until 12 months has passed since the burial to enable the ground to settle. Memorials must conform to the regulations in the next section.

6. MEMORIALS

- 6.1. No memorial is to be erected, altered or maintained without prior permission of the Council as the Burial Authority.
- 6.2. An application to erect a memorial must be made to the Council. Memorials will only be permitted on purchased graves, following payment of the appropriate fee.
- 6.3. Where the burial is of the registered grave owner, the Exclusive Right of Burial must be transferred to a living person before a memorial can be erected.
- 6.4. Only competent and insured memorial masons are permitted to work in the cemetery. This regulation applies not just to the installation of new memorials but also to any work carried out on existing memorials.
- 6.5. The style of memorial must be appropriate for the grave. One upright headstone is permitted on a Lawn Grave and one flat or sloping tablet for further inscriptions.
- 6.6. Kerbstones and grave surrounds are not permitted in the lawn section. The rest of the grave will be grassed over once settled.
- 6.7. Gravel or chippings are only permitted on pre-existing traditional graves having a kerb. They are not permitted in the lawn section. Chippings must be made of natural stone or polished glass and the kerb set must not be overfilled.
- 6.8. Memorials must be constructed of natural quarried stone and have the plot number discretely engraved on the reverse.
- 6.9. A drawing showing the proposed dimensions and description of the memorial must be forwarded to the Council's Officer on or with the application form. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 6.10. The design of the memorial will not be altered before it is erected. If a memorial is placed which does not comply with the application submitted and permission granted, those placing the memorial will be liable for the cost of its removal.
- 6.11. Memorials must be securely anchored to the foundation with rods and constructed to comply with British Standard BS8415:2018 and/or BRAMM Code of Working Practice. If a memorial is dismantled for any reason, then it must be re-fixed to the latest specification. An approved construction diagram is available.
- 6.12. The maximum dimensions for new memorials are as follows:
 - Graves - Headstone height 3ft above ground including base (min. of 3" thick)
 - Ashes Plots - Flat/sloping tablet - size varies depending on location
- 6.13. A copy of every proposed inscription must be submitted for approval. The reason for this is to ensure that no inscription could cause offence to others.
- 6.14. A space of 12" (305mm) deep in front of the memorial ONLY may be cultivated and planted with seasonal flowers. Planting of trees or shrubs on graves is not permitted.
- 6.15. Approved flower vases must be securely fixed. If the vase does not form an integral part of the memorial then separate permission is required.

7. CARE OF GRAVES AND MEMORIALS

- 7.1. All memorials are erected at the sole responsibility of the rights holder. The Council shall not be held responsible for any damage to or caused by the memorial or other property left within the grave space, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave.
- 7.2. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any works necessary to make the memorial safe. The grave owner will be given a period of 12 weeks from the date of the letter to arrange for works to be carried out, and 6 months from the date of the letter to complete the repairs.
- 7.3. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. This may include laying down a headstone.
- 7.4. If the grave owner does not arrange for the repairs to be made in a reasonable timeframe, the Council may repair or remove the memorial and will seek to recover expenses from the registered owner.
- 7.5. Grave spaces must be kept in a neat and tidy condition, and all litter removed from the site. Dead or faded flowers and other forms of decoration that have perished must be removed and disposed of in the bins provided or taken off site. All rubbish must be placed in the correct bin. Plastic items and wrapping must not be placed in the compost heap.
- 7.6. No loose glass, metal or ceramic objects, candles, solar or battery powered lights are to be left within the grave space. Safety of visitors and maintenance workers is paramount, and these items can become hazardous when mowers are being used. The Council may remove and discard without notice any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site.
- 7.7. Plot owners are asked to maintain their plot in such a way as not to encroach on neighbouring plots or to interfere with the maintenance of the burial ground. The Council reserves the right to require plot owners to tidy graves when necessary. If owners cannot be traced, the Council will arrange for plots to be cleared.

8. RECORD KEEPING

- 8.1. A Register of Burials is kept by the Council as the Burial Authority.
- 8.2. Searches may be made and certified extract obtained on payment of the prescribed fee. Contact: admin@northleach.gov.uk.
- 8.3. It is the responsibility of the grave owner to notify the Council of any subsequent changes in name or address.
- 8.4. The Council will not accept responsibility for the consequences arising from the loss or delay of any Notice, Order or other documents sent by post.