

LOVE LANE CEMETERY RULES AND REGULATIONS

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PLEASE KEEP THIS FOR YOUR FUTURE INFORMATION

1. Introduction

The Council by virtue of its powers under the Local Authorities Cemeteries Order 1977 adopted the ensuing Rules and Regulations. These Rules and regulations will be applied and enforced by the Town Clerk with the support of the Council.

2. Interments

Notice of Interment and appropriate supporting documentation (e.g. certificate of burial,) must be given to the Town Council on the prescribed form and no later than 4 working days prior to the interment. Responsibility for errors on the completed form will lie with the person giving notice.

Interments will normally be held between 10.00 -15.00 hrs Monday to Friday. Interments outside of normal hours, Saturdays, Bank or Public Holidays will be by special prior permission. The Certificate of Burial must be handed to the Town Council prior to the interment.

The person having charge of the funeral shall make all arrangements with the officiating clergyman, minister or representative. The Council undertakes no responsibility in this matter.

The Town Clerk's decision shall be final as to the selection and allocation of a grave space.

No burial shall take place, no cremated human remains shall be interred, no headstone or other memorial shall be placed in the Cemetery and no additional inscription shall be made on any headstone or other memorial without the written permission of the Council and after the appropriate fees have been paid.

3. Depth of Graves

No grave will be made deeper than 6' 6" (1.98 metres) but the Council, if they find it impracticable (owing to drainage or other cause) to dig as deep as 6' 6" (1.98 metres) in a particular grave space, reserve the right to specify the maximum depth which can be excavated. All coffins or other receptacles shall be buried in accordance with the requirements of Part 1 of Schedule 2 of the Local Authorities' Order 1977. A 6' 6" grave allows for two earth burials.

In addition, up to six sets of cremated remains are permitted per full burial plot.

Triple depth plots are not allowed at the Cemetery.

Brick Graves/Vaults

No burial in any brick grave or vault is permitted unless the coffin is separately entombed in an airtight manner by properly cemented stone or brickwork which shall never be disturbed.

Proposals for brick graves and vaults require consultation with the Town Council before any permission can be granted and subsequent interments allowed. The Council reserves the right to refuse brick graves and vaults.

Brick Graves and Vaults must be kept in perfect order.

4. Exclusive Right of Burial

Any person may purchase the exclusive right of burial for a period of 50 Years. The Grant of an Exclusive Right of Burial does not purchase the plot of land. Only the right to use that plot exclusively for the burial of remains or ashes for a period of up to 50 years.

The owner of the exclusive right of burial will not have the right (except by Will or Statutory Declaration) of transferring or otherwise parting with the right of burial in any such grave except with the consent of the Town Council.

So far as it is practicable no grave in which the exclusive right of burial has been purchased will be reopened without production of the deed of Grant or written consent of the owner or his or her legal representative.

It is advisable that once an owner of an Exclusive Right of Burial has been interred themselves within the grave plot, then arrangements be made for a Transfer of Ownership. No further burials, interments of cremated remains, additional inscriptions or installation of new memorials will be permitted until the Transfer of Ownership has been established.

No transfer of an Exclusive Right of Burial for any grave shall be deemed valid unless and until the same is verified and registered with the Town Clerk or Responsible Officer.

5. Memorials

ONLY the owner of the exclusive right of burial may apply for installation of, or changes to, a memorial.

Written permission must be obtained from the Town Council before any memorial is erected or removed.

A person before proceeding to erect or fix any such memorial, headstone, tablet or make any inscription thereon or place any such vase bearing an inscription, shall provide the Council with a description and measurements of every such memorial, headstone, tablet, vase, along with copies of the proposed inscription thereon, together with a specification of the materials and dimensions to be used.

All installations must be in accordance with the current British Standard 8415.

Subject to the written consent of the Council and the payment of the prescribed fee, a Memorial may be placed on the grave in a position required by the Council. The Memorial shall become the property of the Council at the expiry date of the period of the Grant of Exclusive Right of Burial for the grave.

The number of the grave (obtainable from the Council) must be cut into the back of the Memorial in letters no less than 10mm in height.

Memorial Dimensions

- No memorials in their entirety shall exceed *3 feet 6 inches (107cm) in height*
- The headstone base must not to exceed 3 feet (91.44cm) in width and 24 inches (60.96cm) in depth.
- A foundation stone of 2 feet (60.96cm) by 3 feet (91.44cm) is permitted.

- The headstone itself not to exceed 4 inches (10cm) in depth and two fixed flower vases up to a maximum height of 12" are permitted within the headstone base.

Inscriptions

All inscriptions must be approved prior to permission being given. The Town Council reserves the right to refuse inscriptions if deemed to be inappropriate.

Grave Adornments

The Council has declared its intention to maintain the Burial Ground as a LAWN CEMETERY to facilitate maintenance. As well as a headstones only **one small moveable ornamental vase not exceeding 8 inches (20cm) high, 8 inches (20cm) deep, 8 inches (20cm) wide on a base no larger than 10 inches (25.4cm) square will be permitted on the grave as long as it remains within 10 inches of the base of the headstone.** Any other form of decoration **MUST** be contained on the headstone and footprint of the base. Any form of Decoration beyond that area is **NOT** permitted. The Town Council reserves the right to remove any items in breach of this.

All items placed on the grave must be kept in good repair at the expense of the owner of the Exclusive Right of Burial. No items must be placed behind headstones. The Council reserves the right to remove any item which in its opinion, has become unsafe, dilapidated or unsightly or is not kept in good repair.

Rails, kerbs, slabs, gravel and other adornments will not be allowed. Similarly after the subsidence period has elapsed no mounding of soil on graves will be permitted.

The planting of bulbs, plants, shrubs, and trees (however small) is not permitted on any grave.

Floral Tributes

The Council reserves the right to remove any receptacle, which it considers unsuitable or unsightly, without notice. The use of **Glass, china or other easily breakable pots and bottles are potentially dangerous and are not permitted in the Cemetery.**

The Council shall remove all dead floral tributes from graves within a reasonable time following a burial if the grave owner fails to do so.

Special Christmas tributes will be removed after 31st January each year.

Unauthorised Items

The Council will remove, without prior notice, any unauthorized memorials, kerbs, railings, ornamentation or horticultural decoration. The Council may recover the cost of removal of those items from the holder of the Grant of Exclusive Right of Burial to that grave, in accordance with the powers and procedures set out in Article 14 of The Local Authorities Cemeteries Order 1977. Where possible the Council will endeavour to notify the owner of the Exclusive Right of Burial when items have been removed and will advise that they are held and available for collection for at least 4 weeks

Wooden Memorials

A wooden memorial (e.g. a cross) may be erected at any grave to which the Exclusive Right of Burial has been purchased and prior consent has been given by the Council. The Council will remove any wooden memorial for which prior consent has not been obtained. Such wooden memorials shall be of hardwood or good quality softwood; the surfaces shall be dressed to a smooth finish. Any inscription on the memorial shall be properly carved into the face of the memorial or be by means of an inscribed brass plate affixed to the face of the wooden memorial.

6. Maintenance

As soon as practicable after the interment of a body or cremated remains, the Council shall sow grass seed over the whole of the grave. Thereafter no person other than the duly authorized Officers or Servants of the Council shall interfere with or alter the areas of the grave except for the purpose of a further interment therein.

The Council shall keep the lawned areas mown at its own expense but will not undertake to keep clean or maintain memorials, which matter shall be the responsibility of the owner(s).

Memorial Testing

A programme of regular memorial safety testing is in operation, as defined in the separate Memorial Safety Policy available from the Town Clerk.

Repairs to Graves and Memorials

The owner(s) must keep all headstones, tablets, or other memorials in good repair. All repairs and re-installations must be in accordance with the current British Standard 8415. In the event of any such memorial becoming dangerous, defective or illegible from want of repair or neglect, the Council may, in accordance with the powers and procedures set out in Article 16(2) and Schedule 3 of the Local Authorities' Cemeteries Order 1977, give notice to the owner(s), requiring them to repair or remove any such monument etc. If, after the expiration of such notice, the owner(s) have failed to repair or remove any such defective or dangerous memorial or if the Council is unable to trace the owner(s) after taking such reasonable steps as it may consider necessary for that purpose, then the Council may remove the same without any rights of the owner(s) to any compensation for doing so.

Surplus Soil

The surplus soil excavated from any grave is to be deposited on such part of the Cemetery as the Council may determine. Due to burial arrangements it may be necessary to temporarily cover grave plots on some occasions to enable the excavation of adjoining plots. Plots will not be covered any longer than is absolutely necessary whilst safe excavation work takes place. All remedial works will be carried out immediately after interment is completed.

Damage

If any damage is done to the Council's premises by bringing in any materials, headstones or memorials, or from any other cause, the person or persons doing such damage will be held responsible for the same and the Council may recover the cost of repairing such damage from

such person or persons and in addition take proceedings under Article 18 of the Local Authorities' Cemeteries Order 1977.

7. Conduct

- a. Visitors to the Cemetery are asked to conduct themselves in such a way as to respect the privacy of other visitors in order that a quiet and peaceful environment may be maintained for the benefit of all.
- b. The driving or parking of unauthorised motor vehicles/cycles are not permitted within Cemetery bounds.
- c. Dogs must be kept on leads when within the bounds of the Cemetery and any clearing-up required is the responsibility of the handler.
- d. Playing ball, or any other games, sport or music within the cemetery is strictly prohibited, in Accordance with Article 18 (1) (e) of The Local Authorities' Cemeteries Order 1977.

8. Gratuities

No person shall offer any gratuity to Town Council officers or councillors.

9. Payment of Fees and Charges

- a. All charges and fees payable for actions in connection with the Cemetery shall be paid to the Council before any work commences or an interment takes place.
- b. The Town Council reviews fees and charges annually.

10. Official Plan

A detailed plan of the Cemetery, showing the position of every grave, is kept by the Town Council and may be inspected by arrangement without charge.