

**Cyngor Cymuned
Cwmilynfell
Community Council**



**Cemetery Rules and Regulations
2017**

Cemetery Rules and Regulations Content

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Introduction

These rules and regulations have been made by Cwmllynfell Community Council in relation to the cemetery service it provides in exercise of the powers and duties conferred in them by the Local Government Act 1972, relevant public / private statutes and of all other powers and duties regarding management, regulation and control of the cemeteries provided by the Council. The Council reserves the right to make alterations to the document as required.

Regulations are necessary for the successful management of the cemetery service. The regulations aim to provide an acceptable balance between provision of a sensitive service with the varying need to maintain dignity and sanctity of the cemetery and for proper health and safety of visitors. The Council understands and recognises the varying needs of the bereaved and is committed to providing the highest standard in its cemetery services within available resources.

All persons admitted to the cemetery and using the cemetery service will be subject to the Rules and Regulations set out in this document. The Council reserves the right to remove from the cemetery any person infringing the regulations.

Should anyone have any queries in relation to the Rules and Regulations, they should, in the first instance, contact the Clerk on 07714788429 or email cwmllynfellcc@gmail.com.

Cwmllynfell Community Council

Regulations made by the Council for the management of Cwmllynfell Cemetery, Bryn Road, Cwmllynfell, Swansea SA9 2FJ.

1. Notice of Internment

- Times and Places for Delivery

Following notification to the Cemetery Register Officer by telephone, the Written Forms of Notice of Interment to be delivered Monday to Friday between the hours of 9.00am to 4.00pm at: 23 Railway Terrace, Cwmllynfell, Swansea SA9 2GP.

These must be received at least **48 hours** prior to interment.

Notices shall be accompanied by any required legal documents and payment in full of all fees and charges due to the Council in respect of interments.

Failure to comply with the procedure may result in delaying interments.

- Form of Notice

The Notice shall be given on the form provided by the Council and contain:

The name, address, date of death and age of deceased.

The day, date and time of the arrival of the funeral.

The coffin size and grave space intended to be occupied.

Whether in an unbricked grave, bricked grave or vault.

Religious denomination.

Whether the exclusive right of burial has been purchased and the signature of the owner obtained.

Whether a headstone is on the grave requiring temporary removal.

Whether cremated remains are in an urn or casket.

Effecting a legally sound transfer of ownership where appropriate.

2. Orders or Instruction by Telephone / Post

Any orders or instructions given by telephone will be received at the sole risk of any person giving such orders or instructions, and the Council shall not be responsible for a misunderstanding, which may arise about orders or instructions given by telephone.

Orders or instructions given by telephone must be immediately confirmed in writing to the Council by written notice to the Cemetery Register Officer.

Orders accompanied by remittances will be accepted if sent by post but the Council will not accept responsibility for any loss or delay which may occur if orders do not reach the Cemetery Register Officer in time.

3. Times and Days for Burials

- Normal Work Days – Monday to Friday

The time stated for a funeral shall be that at which the procession is to arrive at the cemetery.

Unless otherwise mutually arranged with the Cemetery Register Officer, the time for burial during the British Summer Time period must be between 10.00am and 3.00pm Monday to Friday inclusive.

During the Winter (Greenwich Mean Time period) the last burial is to take place at 2.00pm.

Where two burials are requested on the same site, but not in the same grave, a minimum of two hours is to be allowed between the times of the burials, except after the burial of cremated remains where one hour will be allowed.

- Saturdays

On Saturdays, burial shall be available between 10.00am and 12.00 noon only.

- Sundays and Public Holidays

No burials shall be allowed on Sundays, Bank Holidays, Christmas Day or Good Friday or any other public holidays except in cases of emergency and by permission of the Clerk. Increased fees may be payable for such burials.

- Cemetery Hours of Opening to the Public

The gates of the cemetery will remain open at all reasonable times as determined by the Council. The main entrance gates will be opened for funerals and otherwise normally open for the entry and exit of Memorial Mason vehicles, private vehicles or the like during the hours of 8.00am and 3.30pm, Mondays to Fridays or such other times as the Council shall determine. Every person (except the officers and servants of the Council) shall leave the cemetery when requested to do so by the person in charge.

4. Reservation of Graves and Cremation Plots

Cremation Plots and graves intended for coffins cannot be reserved.

5. Fees

Cemetery fees are payable to the Council in respect of a burial, scattering of ashes, the installation of a memorial, an additional inscription on a memorial and any other matter in connection with the cemetery service which has been approved by the Council.

A single fee for burial will be charged in all cases of two or more burials of coffins or cremated remains taking place in the same grave or plot on the same day. A schedule of such fees is available on request from the Clerk and from the Council websites <http://www.cwmillynfell.cc/> and <http://www.community-council.org.uk/cyngorcymunedcwmillynfell/>.

6. Funeral Arrangements

- Appointment of Persons Officiating at Funerals

For all burial services, the relatives or friends of the deceased appoint the officiating person. The person having charge of the funeral must

make all the arrangements with the person intended to officiate. The Council undertakes no responsibility whatsoever on this account.

- Time of Arrival at Cemetery

The time appointed for the funeral is that at which the procession is to arrive at the cemetery.

Funerals must be at the cemetery punctually at the times fixed by the Council.

- Funeral Processions

No funeral processions shall be allowed to enter the cemetery or car park within the cemetery except by permission of the Council, who may, on the occasion of any such funeral, exclude from the cemetery or car park within the cemetery, any person or persons not being mourners or directly connected with such funeral or any other funeral taking place at or about the same time.

- Certificates for Disposal

The production of the Registrar for Deaths Certificate for Disposal, Cremation Certificate, Notice of Interment of a Stillborn Baby or a Coroner's Order for the Burial must be made to the Cemetery Register Officer prior to burial. No interment will be allowed except on the production of required certificates. If a certificate is not available at the time of burial, the Declaration Form 18 of the Births & Deaths Registration Act 1926 Section (1) has to be completed by the Funeral Director or person conducting the funeral at the cemetery for the funeral to proceed.

7. Coffins and Cremated Remains Containers

A body will not be accepted for burial at the cemetery unless it is enclosed within a suitable secured coffin. Cardboard, willow and homemade coffins are acceptable. Cremated remains must be held in a container designed for the purpose of burial.

All coffins and cremated remains containers entering a cemetery must bear a nameplate or other suitable form of identification which must contain the name of the deceased.

It is the responsibility of the Funeral Director or other persons conducting the funeral to ensure that enough people are available to transfer the coffin to the graveside and lower it into the grave.

8. Vehicles

- General Matters

Vehicles shall not be allowed entry to the cemetery unless permitted by the Council. Vehicles shall park only in the designated car park within the bounds of the cemetery.

All vehicles which are not part of a funeral procession of a burial which is taking place at or about the same time, shall park in the area designated as the car park within the bounds of the cemetery always provided and only if there is a space for so doing without interfering with the said funeral procession.

The Council reserves the right to remove any vehicle wheresoever found within the cemetery bounds if such vehicle is impeding or likely to impede the progress of the funeral procession taking place, or about to take place.

The Council shall be empowered at all times to bar the use of the car park by any vehicle.

Vehicles shall not be parked in such a way as to cause a nuisance, annoyance or inconvenience to other cemetery users or persons entering or leaving the cemetery or users of the public highway.

- Speed Limit

A speed limit of 10 miles an hour applies in the cemetery.

- Vehicles Not to Ply for Hire

The owner or person in charge of any vehicle shall not ply for hire within the cemetery or its designated car parks or use any part thereof as a standing area, whether such vehicle is so licensed to ply for hire within the Council's district or not.

- Trade Goods

No vehicle shall take any trade goods or other unseemly or improper parcel into the cemetery or be parked within the cemetery in such a manner as is intended or is likely to be taken as being intended for the purpose of promoting the firm or the business or the proprietor of any goods or materials sold or services being provided, or by way of any agency carried out by him, or by way of any agency carried out by him for the advantage of gain of himself, any other person or firm whatsoever.

- Carriages, Vehicles and Trailers not to be on Turf

No person other than an Officer of the Council or a person or a servant of a person employed by the Council in or about any work in connection with the cemetery shall draw, drive or wheel any carriage, vehicle or trailer on to the turf of the cemetery.

- Prams, Push Chairs, Disability Chairs and Scooters

Prams, push chairs, disability chairs and scooters will be allowed within the cemetery, including the turfed areas thereof in order to facilitate access to grave sides for persons who need to use the same, but the Council will not be responsible, under any circumstances, for loss or damage howsoever occasioned by the use of such prams, push chairs, disability chairs and scooters.

The Council shall have the right to bar access to any persons who by using this facility afforded to them, either intentionally, negligently or persistently, causes or allows damage to be caused to graves, monuments, stones or the turfed areas of the cemetery, or to the kerbs, paved areas etc, within the cemetery.

Nothing herein shall in such circumstances prevent the Council from pursuing (by legal action if necessary) the reimbursement of the cost of any damage above caused.

- Pedal Cycles

No person shall ride any pedal cycle of any description in the cemetery or any part thereof.

- Skates, Skateboards and Go-Carts

No person shall skate on rollers, wheels or ride skateboards and go-carts or other mechanical contrivances within the cemetery or any part thereof.

9. Admission to the Cemetery

- Admission to Cemetery

No person, other than an Officer of the Council or a person employed by the Council in or about any work in connection with the cemetery shall enter or remain in the cemetery at any hour during which the cemetery is closed to the public.

All persons admitted to the cemetery will be subject to the directions by the Council.

All persons visiting the cemetery must conduct themselves in a quiet and orderly manner, and must keep to the access roads, paths and designated car park and not tread upon the turfed areas of the cemetery proper unless actuated by the visiting of a grave or graves.

The Council reserves the right to exclude from any area, part or section of the cemetery any persons not being mourners or persons directly connected with a funeral at the cemetery.

All persons in the cemetery shall take all reasonable care to protect their own physical safety and property.

- Means of Entry or Exit

A person shall not enter or leave, or seek to enter or leave, the cemetery otherwise than through one of the gates or entrances constructed and provided and kept open by the Council for that purpose.

10. Offences in the Cemetery

No person shall: -

Intentionally create any disturbance in the cemetery.

Commit any nuisance in the cemetery.

Intentionally interfere with any burial taking place in the cemetery.

Intentionally interfere with any grave, any tombstone or other memorial, or any flowers or plants which he or she is not authorised to tend.

Play any game or sport in the cemetery.

No person shall intentionally obstruct, disturb or interrupt any other person on lawful or usual business within the cemetery. Neither shall any person intentionally, carelessly or negligently throw or discharge any stone or other missile into or within the cemetery.

No person shall discharge a firearm within the cemetery.

No person shall carry any weapon, ammunition or any object which may be used as a weapon or projectile in the cemetery.

No person shall sit, stand or climb upon or over any grave, gravestone, headstone, monument, tree, gate or fence within the cemetery.

No person shall use any indecent or obscene language to the annoyance of any person or indulge in indecent behaviour in the cemetery.

No person other than an Officer of the Council (or a person or a servant of a person employed by the Council in or about any work in connection with the cemetery) shall pluck out or otherwise interfere with any bud, blossom, flower, or leaf of any tree, sapling, shrub, underwood, gorse, furze, fern or plant in the cemetery, except for the purpose of properly tending any grave which he or she is authorised to tend.

No person, other than an Officer of the Council or a person acting in pursuance of an authorisation given by the Council to perform any work in connection with a monument or tombstone, shall in any part of the cemetery, post any bills or placards, or write, stamp, cut, print, draw or mark in any manner, any word or character, or a representation of any object on any building, erection, monument, tombstone, railing, tree, lamp post, walk, pavement, turf or seat, or elsewhere in the cemetery, or on any wall, gatepost, fence or other thing belonging thereto.

No person shall carelessly or negligently throw, or place, or allow to fall upon any part of the cemetery, any lightened match, fuse or other substance likely to set fire to or damage anything either growing in/on or being upon any part of the cemetery.

No person shall sell, or offer, or expose for sale in the cemetery any article, commodity or thing of any kind whatsoever.

No person shall solicit any orders or distribute any tracts, business cards, circulars, bills or article of the like nature within the cemetery.

No demonstration of any kind shall be held within the cemetery.

No religious service shall be held within the cemetery other than the service at the time of a funeral except by prior arrangement with the Council.

If any damage is caused to cemetery land, walls or premises by any cause whatsoever, the person or persons committing such damage will be held responsible by the Council.

11. Dogs

Dogs shall at all times be held on a lead and shall be under full control of its handler within the cemetery.

12. Filming and Photographing

The filming or photographing of any funeral procession, grave or headstone shall not be allowed within the cemetery without prior written consent of the Council. Neither shall any camera, video camera nor other device designed for recording still or moving images be used for the purposes of filming or photographing be allowed in the cemetery without prior written consent of the Council.

13. Playing Music

The playing of all forms of music, including music occasioned by the reproduction of recorded sound of whatever means, shall cease on arrival at the cemetery unless prior written permission has been obtained from the Council.

14. Use of Water Tap

The water tap provided for the use of the public to enable the watering of cut flowers, shrubs, plants etc., shall be used with due care and users shall ensure that the same is turned off immediately after use. This facility may be withdrawn from anyone abusing it and, in any event, its provision shall be dependent upon any directions issued relative to drought or other emergency.

15. Prohibition of Private Work by Council Officers

Council officers shall not be allowed to execute any private work whatsoever within the cemetery.

No gratuity whatsoever shall be given to or received by Council officers. The receipt or demand for a gratuity, fee or unauthorised charge by any officer or servant of the Council may be treated as a disciplinary matter by the Council.

Any complaints as to the incivility or inattention on the part of the Council officers should be made to the Council.

16. Register, Records and Plans

- Register of Burials. Searches

A Register of Burials shall be kept by the Council officers where searches may be made by appointment during office hours. A charge may apply for this service.

- Plans of Graves

Plans showing grave spaces shall be kept by the Council and shall be open for inspection by appointment, free of charge.

- Allocation of Graves

The selection of spaces or graves shall be determined by the Cemetery Register Officer.

17. Deeds of Grants of Exclusive Right of Burial

- Deed of Grant

On the purchase of the Exclusive Right of Burial in a grave, a Deed of Grant shall be issued to the person by whom or on whose behalf the said exclusive right of burial is purchased and any such person shall be registered in the books of the Council as the owner of the same.

A Deed of Grant is the legally binding agreement issued to a person(s) (grant holder(s)) for the Exclusive Right of Burial in a grave which is currently for a period not exceeding 100 years. This is an important document and should be kept in a safe place by the grantee for future reference.

A Deed of Grant gives the grant holder the legal right of burial to a specified grave space for the period stated. The Deed of Grant does not constitute any ownership of land. The grave remains in the ownership of the Council. The Deed of Grant gives the holder the exclusive right to:

- a) Be buried in that grave if sufficient space is available within the grave space
- b) Authorise further burials in that grave, where space is available, or the burial in, or scattering of cremated remains over that grave
- c) Place a memorial on that grave, subject to the Council's Rules and Regulations
- d) Have an inscription or additional inscriptions placed on a memorial on that grave, subject to these regulations

- Transfer of Burial Rights

An Exclusive Right of Burial to a grave space may be transferred by deed or bequeathed by Will. Any transfer of the Exclusive Rights of Burial shall not be deemed valid unless such a transfer has been registered with the Council.

Where the grant holder is still alive and wishes to transfer a Grant of Exclusive Right of Burial to another person or persons, a Form of Assignment have to be completed. The new holder shall own the right until the said Grant of Exclusive Right of Burial expires.

Where the grant holder is deceased, and provided that the Grant of Exclusive Right of Burial has not been specifically left to another person,

then upon production of a Grant of Probate or Letters of Administration, the right may be legally transferred to the Executors or Administrators of the deceased's estate.

Where the grant holder is deceased and there is no Grant of Probate or Letters of Administration, the Exclusive Right of Burial may not be transferred to another person except on completion of a Statutory Declaration or Form of Renunciation ensuring that any other person equally entitled counter signs the Statutory Declaration or Form of Renunciation. A Statutory Declaration must be witnessed by a Solicitor or Commissioner for Oaths.

The Council may re-purchase an unused grave on request from the registered grant holder at the current purchase price charged for issuing a Grant.

The Council may re-sell Grants of Exclusive Rights of Burial which have expired.

- Opening of Grave

No grave in which the right of burial has been purchased shall be opened without the production of the requisite legal documentation or the written consent of the owner together with the notice of interment, and there shall be no right to inter therein any person except the owner or an immediate relation of such owner, without the consent of the Council.

- Burials in Public Graves

The interment charge for a grave where the Exclusive Right of Burial has not been purchased does not include any right or privilege relating to the grave space. Unrelated burials may take place in the same grave and no headstones or other forms of memorialisation will be permitted to be erected/placed on these graves.

18. Graves

- Length and Width of Graves

Graves will be made sufficiently wide and long to admit coffins up to 700mm (28") wide at a point 500mm (19") from the head, and 2000mm

(79") in length being lowered therein. If any coffin exceeds these measurements, notice thereof must be given at the time of giving notice of interment and the size of the coffin shall be given on the Notice of Interment.

- Depth of Graves

The depth of a grave will vary and be dependent upon the location and the ground condition at the time of burial or purchase.

Purchasers must specify the number of interments required when booking a burial. Where the remaining unutilised depth of a grave is not known, a test dig may be undertaken.

A minimum depth of soil of 610mm (24") must be allowed from the top of the coffin to the surrounding ground level.

Where the depth of soil is less than 610mm (24") the interment will not be allowed

Brick graves, at the time of the first interment, shall be constructed to within 305mm (12") from the level of ground with walls not less than one brick thick in English Bond to BS.3921. Each coffin in such graves must be covered with a stone slab not less than 50mm (2") thick and entombed in an airtight manner. The remaining depth of the grave shall be back filled with soil from the top of the slab to the surrounding level of the ground.

The cost of providing a vault, chamber or bricked grave will be borne by the person requesting the works or his or her representative.

All grave preparation except bricking of graves will be carried out by staff who are trained to a recognised and credited standard unless prior approval is granted from the Council.

- Scattering of Cremated Remains

Scattering of cremated remains shall be permitted within the area of a grave space on lawn plots subject to delivery of a written request, copy of the Cremation Certificate and payment of a fee to the Council.

Scattering of cremated remains shall only be undertaken on a day and time appointed with the Council. No person shall scatter cremated remains within any part of the cemetery whatsoever without permission of the Cemetery Register Officer.

19. Muslim Graves and Burials

Graves will be dug to accommodate one interment.

Where it is practicable to do so, but without guarantee and subject to the variations contained in Section 1, Notice of Interment above, the Council may accommodate a burial within 24 hours of the date of death.

There will be no washing of bodies allowed at the grave side.

A body will not be accepted for burial at the cemetery unless it is enclosed within a suitable secured coffin approved by the Council.

Mounding of graves will not be permitted.

All memorials must be erected in accordance with the Council's Rules and Regulations.

Back filling of graves by mourners will be permitted with prior notice to the Council.

20. Directions for Memorial Masons

Only Memorial Masons and Fixers registered with the British Register of Accredited Memorial Masons (BRAMM) may submit an application to undertake any memorial works in the cemetery.

All work to memorials shall be carried out to BS:8415.

The Council shall be informed of dates and times of intention to carry out all works on memorials.

Trough foundations will not be permitted in the cemetery.

All monuments, kerbs, headstones etc. must be completely worked before they are admitted to the cemetery and no labour of any kind beyond that of affixing will be allowed upon them within the cemetery, unless at the discretion of the Council.

The permit or receipt authorising any work to be done shall be produced to the Council whenever demanded during the progress of any such work.

All vehicles conveying monuments, kerbs, headstones or other material to the cemetery shall proceed by the main road only to the nearest point to that where the work is to be executed and a truck with wheels not less than 100mm (4") in width shall afterwards be used for the transit of these items.

Permission to use gantries in the cemetery will be granted to holders of a valid qualification acceptable to the Council.

Masons and others shall use such means as directed by the Council for the protection of the turf and paths during the progress of the work in connection with the erection of any monuments, kerbs, headstones etc.

Masons employed in affixing monuments, kerbs, headstones etc. will be required to remove all spare soil or other material and to leave the ground to the satisfaction of the Council. They will be held responsible for any damage done by them or their workforce either to the ground or to headstones etc. Masons must provide their own tools, planks and materials.

Where a memorial is removed to facilitate a burial, the Mason must remove it and the ancillary base, kerbs, plinth, etc. off site for storage.

No monument, kerb, headstone etc. shall be removed from the cemetery without the consent of the Council.

No Mason or other person is to solicit orders within the cemetery.

The work of affixing must cease each day within the ordinary working hours of the cemetery and no work shall be allowed on Saturdays, Sundays, Christmas Day, Good Friday or on any public holiday, except at the discretion of the Council.

Work of every description must be carried out continuously and completed with due dispatch.

Memorial Masons visiting the cemetery must show respect to others, especially at the time of a funeral. They must cease work if it will cause distress or upset to mourners.

Erections of memorials not covered by or included in the before-mentioned regulations shall be subject to special agreement entered into with the Council.

- Stability Guarantee Period

From the date of installation in the cemetery, all memorials must be subject to a guarantee of conformity granted by the Mason. The guarantee confirms that the memorial has been fixed to BS: 8415. Failure to comply with these requirements may lead to a Mason being denied future access to the cemetery.

21. Memorials

Monuments, kerbs, headstones, crosses and plaques are only allowed to be erected on a private grave.

The ownership, upkeep, maintenance and all repairs, including those required following stability tests carried out by the Council, of a memorial remain the responsibility of the rights holder for the grave. Headstones, crosses, plaques, kerb sets or other structures shall be kept in good order and repair to the satisfaction of the Council and at the expense of the grave owner. In default of their being so kept, the Council may carry out the necessary work and recover the cost from such owners, or remove the same.

No memorial is to be installed or structural or restorative works carried out to an existing memorial in the cemetery unless a permit has been granted by the Council.

An application for a permit to carry out memorial works may be made by the owner of a Grant of Exclusive Right of Burial or any person who can satisfy the Council that he or she is a relative of a person buried in the grave or is acting at the request of such a relative and that it is impracticable for him or her or such relative to trace the owner of the said right.

Only Memorial Masons registered with the British Register of Accredited Memorial Masons (BRAMM) may submit an application to undertake any

memorial works in the cemetery. Persons wishing to carry out any memorial works must satisfy themselves that the Memorial Masons they engage are BRAMM registered.

The BRAMM registration scheme is intended to:-

- Protect the interests of memorial owners in respect of unsatisfactory workmanship
- Standardise the quality of fabrication and installation methods
- Ensure Memorial Masons comply with the Council's Health and Safety Regulations
- Ensure minimum levels of public liability and employer's liability insurance cover are held by all Memorial Masons
- Ensure that any memorial installed or repaired will pass a future stability test

An application for a permit by a BRAMM registered Mason can only be approved if submitted on behalf of:

- the owner of the Grant of Exclusive Right of Burial
- any person who can satisfy the Council that he or she is a relative of a person buried in the grave or is acting at the request of such a relative and that it is impracticable to trace the Grant owner.

All applications for memorial works from the chosen Memorial Mason must be accompanied by identity of the grave, details and dimensions of the proposed works and the appropriate fee.

The Council reserves the right by Notice to require any person who places any memorial or vase in the cemetery without prior permission or who places a memorial or vase which exceeds any of the dimensions referred to in the preceding rules to remove the memorial or vase from the cemetery.

No headstone shall be placed at the head of a newly opened or re-opened grave until a period of at least six weeks has elapsed since the last burial or such longer period as the Council may in individual circumstances determine.

Notwithstanding the provisions contained below, nothing therein contained shall be taken to prohibit the placing of a wooden cross no more than 610mm (24") wide or plaque no more than 60mm (2.5") x 230mm (9"). Crosses and plaques to measure no more than 900mm (36") above ground level of a design approved by the Council.

All monuments, kerbs, headstones, etc of whatever description admitted into the cemetery or permitted to be erected therein shall be so erected and remain at the sole risk of the owner thereof, and the Council shall not be held responsible for any damage or breakage which may occur to the same, howsoever caused.

No person shall exert any force whatsoever to any memorial except persons authorised by the Council to erect and repair memorials, carry out stability tests and make memorials safe.

- Lawn Section Memorial

Headstones or vases are only permitted to be placed at the head of purchased graves and subject to the Rules and Regulations. The positioning of the headstones and vases shall be as directed by the Council.

Before any headstone or vase is placed in the cemetery, drawings thereof, showing the dimensions and the inscriptions to be placed thereon, shall be delivered to the Cemetery Register Officer for approval, together with the form of application and signed by the appropriate applicant.

Memorials shall be of natural quarried stone only, with the exception of wooden crosses or plaques.

Memorial fixings shall be as specified in BS:8415.

The Council reserves the right to refuse or to require the removal of any inscription on any memorial which is considered improper or undesirable.

The Council may carry out a check or test of a memorial, including all extensions and inscriptions, to verify compliance with the submitted application form. The Memorial Mason will be requested to immediately take whatever action is necessary to ensure compliance should any failings be identified.

The Council reserves the right to remove anything erected without written consent or which varies from a written consent and to charge for the cost of removal.

No memorial shall be altered or interfered with after it has been erected in the cemetery according to the design submitted, nor shall any additional inscriptions be cut thereon without prior approval of the Council. A copy of every such additional inscriptions arranged exactly as intended to be executed, must be submitted to the designated Council officer.

The types and sizes of memorials permitted will depend on the sections of the cemetery and may alter from time to time. All information relating to the types and sizes available can be obtained a registered local Memorial Mason. Kerb sets are not permitted on lawn plots.

In the case of there being a memorial on the grave which is required to be opened for an additional burial, the memorial may have to be removed for health and safety reasons before the grave digging operations can commence. The applicant shall be responsible for all related costs. The removal of a memorial may not be required for the burial of cremated remains in a lawn grave.

No wood, soft stone, terracotta tiles, concrete or any other materials liable to perish or become unsightly shall be used in the construction of any permanent headstone but the whole of the materials used shall be of the best quality.

Only headstones of the sizes specified below shall be permitted in the cemetery and will be erected on concrete foundations between 990mm (39") and 1070mm (42") in length, 460mm (18") wide and 100mm (4") in and upon an optional natural hewn stone plinths, which shall not be more than 914mm (36") in length and be 380mm (15") in width and have a thickness of not less than 75mm (3").

Headstones not to exceed 900mm (36") in height and 610mm (24") in width and a minimum of 75mm (3") in thickness and a maximum of 150mm (6") in thickness.

Memorials are permitted to a maximum overall height of 1100mm (44") from ground level.

An enclosed planting area of the same material as the memorial not exceeding 305mm (12") is permitted at the front of a lawn headstone for flowers and small plants only.

Each headstone shall be engraved with the grave and plot reference number. This is to be at the back lower section of the headstone. Memorial Masons shall inscribe their firm's name and symbol denoting use of a ground anchor at the base side of the monument. This must not, however, exceed 150mm (6") x 50mm (2") in size.

- Kerb Section Memorials

All kerb sets shall measure 2130mm (84") x 900mm (36")

No chippings will be permitted on any grave that is not enclosed with permitted kerbs or edgings.

- Additional Memorials

An extension in the form of a tablet is permitted on existing headstones and should extend 305mm (12") out from the existing foundation base into the grave area.

The foundation used for the extended base shall be of the same material and width as the base used for the original headstone.

The additional memorial shall be of the same material as the initial memorial in colouring, lettering and other features.

The width of the added memorial tablet shall not exceed the width of the headstone.

The new memorial tablet shall be adequately fixed to the base.

The new base shall be lower than the original base and the new tablet shall slope back onto the existing base of the headstone.

- Memorial Safety Testing

All memorials in the cemetery will be subject to periodic testing. Any memorials failing a safety test will be made safe which may include being sunk into the ground vertically, laid flat, cordoned off, stake and banded or other suitable support and the placement of a warning marker. The Council will endeavour to inform the rights holder to the grave or last known contact or any person who can satisfy the Council that he or she is a relative of the person buried in the grave or is acting

at the request of such a relative, of safety measures undertaken. The rights holder or other person granted a permit by the Council is responsible for authorising repairs by a BRAMM accredited Mason.

Where necessary, the Council may remove from the cemetery any memorial which it reasonable considers to be dangerous or where no person has arranged repairs in a reasonable time period.

22. Decoration and Planting of Graves

Cut flowers may be placed in cases in the headstone if desired. As an alternative, permission will be granted for one plant only to be placed in a receptacle on or alongside the headstone. Flower vases are not to exceed 450mm (18") in height. The type of receptacle, plant and size, to be given prior approval as shall be deemed appropriate by the Council.

The person responsible for tending the grave shall be responsible for the good husbandry of any plant or shrub so approved and provided. However, notwithstanding same, the Council shall have the right without notice to prune, cut down or dig up, and remove any shrubs, plants or flowers, at any time when the same have become unsightly or overgrown, or when necessary for the purpose of reopening a grave or carrying out work to a memorial.

Cut flowers and wreaths maybe placed on graves at the time of burial and the same shall be allowed to remain in situ for 10 days following the burial unless during the shorter period as shall be in the opinion of the Council, until they be deemed unsightly upon which occurrence they will be immediately removed by the Council.

Only a limited number of flowers or wreaths to be placed on a cremation plot and any another land or adjoining cremation plot.

The Council shall have the right of causing any of these articles to be removed from any grave if considers the removal is necessary or advisable for any reason whatsoever.

No flowers, flower pots, artificial wreaths or any other articles shall be removed from or taken out of the cemetery without the permission of the Council. Dead flowers, wreaths, weeds and other matter taken off graves must be deposited only in the refuse bins, which are provided by the Council for such purposes.

The Council may remove any unauthorised memorabilia or other items from the cemetery.

A planting area not exceeding 305mm (12") is permitted at the front of a lawn headstone for flowers and small plants only.

Christmas wreaths shall be removed from the cemetery immediately after 14th February annually unless otherwise so instructed by the Council.

In the circumstance where permission is required for the purpose of this part of the regulations, then permission will not be given for anything which in the reasonable opinion of the Council will be calculated to disfigure the cemetery.

23. Cremated Remains Plots

Each plot shall normally accommodate the interment of 4 cremated remains.

Cremated remains must be held in a container designed for the purpose of burial and approved by the Council. The container must have the full name of the deceased clearly visible.

No person shall scatter cremated remains within any part of the cemetery without the permission of the Council.

Memorials placed on cremated remains plots shall be constructed on the following basis:

A foundation of only grey paviour measuring 914mm (36") x 610mm (24") shall be placed over the plot by the Council.

That any memorial be a black granite sloping polished tablet measuring 510mm (20") x 510mm (20") x 100mm (4") x 50mm (2") and placed upon the foundation in a position determined by the Council.

Any flower containers are to be positioned at the top of the tablet.

All freestanding ornaments shall be confined to the grey paviour.

- Etchings, Lettering and Photographs

Lettering shall be gold and inscribed on the sloping face only. Photographs can be incorporated at either side of the flower container only. Etchings are permitted either side of the flower pot and on the sloping face. Photographs and etchings are to be no more than 90mm (3½") in height and 65mm (2½") wide.

No further inscriptions will be allowed on the edges of the memorials other than on the back facing side of the memorial which shall be inscribed with the Memorial Mason's name and plot and grave number in discrete lettering no more than 25mm (1") in height.

24. Memorial Seats

The donation of a seat will be subject to the availability of a suitable location and the approval of the Council. The Council shall be responsible for the future maintenance of seats. The Council reserves the right to not carry out repairs caused by vandalism and to remove any bench from the cemetery.

25. Reservation of Community Council Powers

For the avoidance of doubt, nothing herein contained shall prejudice or affect the Council's rights, powers, duties and obligations in the exercise of its functions as a Community Council and the rights, powers, duties and obligations of the Council under all public and private statutes, byelaws, orders or regulations may be as fully and effectually exercised in relation to the cemetery and any building or structure for the time being erected or in the course of erection therein as if it were not the owner of the cemetery and these regulations had not been made by it.

26. Production of Consents, Permissions etc.

All written permission, consents or other documentation issued under the provisions of these regulations must be produced to the Council whenever demanded.

27. Provisions of Copies of Regulations

One copy of these regulations will be issued to local Funeral Directors and Memorial Masons on the BRAMM approved list and posted on the Council's website.

28. Removal of Persons Infringing Regulations

The Council may remove from the cemetery any person or persons infringing these regulations or otherwise misconducting themselves.

29. Prohibition of Entry into Cemetery

Any person or persons offending against these regulations may at the pleasure of the Council, be prohibited from entering or working within the cemetery, and for such period as may in each instance from time to time reasonably determine.

30. Alterations to Regulations

The Council reserves the right to make alterations as it deems necessary in these regulations consistent with the Burial Acts and all other statutory provisions for the time being in force.