

WESTCOTT PARISH COUNCIL BURIAL GROUND

Application to Install, Replace or Amend a Memorial

Note – These Regulations are in addition to the provision of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

1. General

- 1.1 The Westcott Burial Ground is owned and maintained by Westcott Parish Council. It is divided into the main burial ground and an area for the interment of cremated remains. All enquiries should be made to the Clerk to the Parish Council, who is the officer responsible for the administration of the Cemetery.
- 1.2 The fees for burial are set by and payable to Westcott Parish Council. Payments are to be sent to the Clerk in advance of an interment or memorial works.
- 1.3 The deceased must have been a resident of the Parish at the time of death as determined by the electoral roll, or the child of such resident provided the child is less than 18 years of age. Residents of the Parish who may have left to go into full time care or other care because of infirmity are considered residents at time of death. A previous long-term resident who may have left for other reasons or a close relative of a deceased person already interred in the Cemetery may be considered eligible for burial in the Westcott Burial Ground, but each case will be judged on its merits by the Council at the time of application.
- 1.4 The Council reserves the right to amend these regulations and to deal with any circumstances provided for in the regulations as necessary.

2. Conditions of Admission to the Cemetery

- 2.1 The Cemetery is a place of peace and quiet reflection.
- 2.2 The Cemetery is open all year round.
- 2.3 Visitors must not stand, sit or lean on any memorial or otherwise act in such a way as to cause damage to Cemetery facilities or property, or offence to Cemetery visitors.
- 2.4 Dogs are not routinely allowed in the Cemetery. However, registered guide dogs and those with the Clerk's permission may accompany visitors if they are always kept on the lead. Owners are to remove from the Cemetery their dog's faeces immediately.
- 2.5 No games of any kind are allowed in the Cemetery.
- 2.6 No skateboards or scooters are allowed in the Cemetery.
- 2.7 The whole of the grounds in the Cemetery, together with all the growing trees, shrubs and flowers (once placed on an interment site) are under the care of the Clerk or other authorised officer.

3. Purchasing of Exclusive Right of Burial

- 3.1 All requests for interments should be directed to the Clerk.
- 3.2 The choice of a single or double plot purchase should be considered carefully as a single plot cannot subsequently be converted to a double plot.
- 3.3 The current interment fees are available from the Clerk. The fees do not include charges for the undertaker, grave digger or religious person officiating at the interment.
- 3.4 The Exclusive Right of Burial may be purchased using the appropriate form. The purchaser must ensure that arrangements are made for the transfer of ownership in the event of their death. No subsequent interment in that plot can take place unless written authority is given by the rightful owner. Therefore, a failure to transfer ownership will result in forfeiture of ownership and the right of further interment(s) on that plot. An Exclusive Right of Burial can only be held in one name. If the Right is willed to another person, there is no charge for Transfer of Ownership.

WESTCOTT PARISH COUNCIL BURIAL GROUND

Application to Install, Replace or Amend a Memorial

- 3.5 The purchase of the Exclusive Right of Burial shall be for a period of 99 years, after which all rights shall revert to the Council. Transfer of an Exclusive Right of Burial will be for the remaining period of the original Right.
- 3.6 On payment of the prescribed fee, the purchaser of the Exclusive Right of Burial will be given a Deed of Grant.
- 3.7 The Deed of Grant must be produced to the Clerk with the Notice of Interment.
- 3.8 The written consent of the owner will always be required before an interment can be authorised.
- 3.9 In the event of the owner being deceased and the Deed of Grant not being available, a statutory declaration must be made by their rightful successor before interment can be authorised. A form is available from the Clerk for this process.
- 3.10 Any request to transfer grave ownership should be reviewed and actioned by the council.

4. Interments

- 4.1 No interment shall take place without the prior permission of the Clerk.
- 4.2 The Notice of Interment must be given to the Clerk at least 3 working days prior to the interment although a provisional booking may be made by telephone prior to completing the Notice of Interment.
- 4.3 A properly completed Notice of Interment must be submitted on the Council's printed form. Responsibility for any errors or inaccuracies rests with the person giving the Notice. The owner of the plot must sign the Notice.
- 4.4 Interments shall normally take place on Mondays to Fridays inclusive.
- 4.5 The Registrar's or Coroner's Certificate for the disposal shall be posted or emailed to the Parish Clerk at least one day prior to the interment.
- 4.6 Where an Exclusive Right of Burial has been purchased and the plot is to be re-opened for a further interment, the written permission of the registered grave owner must be given. Where the burial is that of the registered plot owner, a transfer of ownership must take place, a new Deed of Grant issued, and written consent obtained from the new owner. A form is available from the Clerk for this process.
- 4.7 It is the responsibility of the person making the funeral arrangements to ensure that any existing memorial on the grave is removed from it at least 72 hours before the interment.
- 4.8 For the burial of a still born child, the Certificate of the Registrar of Births and Deaths that he or she has registered the stillbirth or has received official notice of the stillbirth or a Coroner's Order for Burial must be delivered to the Clerk at least one day prior to the interment.

5. Plots

- 5.1 The burial plot will be allocated by the Clerk.
- 5.2 Standard burial plots are 760mm (2'6") wide x 2134mm (7') long. Larger size plots can be arranged but special conditions will apply.
- 5.3 The Council does not undertake the digging of plots. Responsibility for this task rests with the undertaker. Grave diggers must adhere to the Code of Practice for Grave Digging. No plot shall be dug in the Cemetery without consultation with the Clerk.
- 5.4 The depths of plots shall be subject, from time to time, to the regulation, supervision and direction of the Council; no plot will be allowed to be deepened after first interment
- 5.5 A settlement period of at least nine months of a full burial will be enforced ahead of any memorial work taking place.
- 5.6 Reinstatement includes the requirement that, after a period of nine months to allow for settlement, all plots must then be levelled and grass reinstated to a minimum of 4 inches (10cm) of topsoil. In the absence of such reinstatement the Council will complete the work, without notice, and the cost shall be repaid to the Council by the undertakers.

WESTCOTT PARISH COUNCIL BURIAL GROUND

Application to Install, Replace or Amend a Memorial

6. Coffins

- 6.1 Coffins, caskets and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, cardboard, bamboo etc. The Council also permits shroud burial.

7. Cremated Remains

- 7.1 Cremated remains may be interred in a 2 x 2ft (0.6 x 0.6 metres) plot within the designated Cremated Remains Area or in otherwise full-size plots subject to the provisions of the Local Authorities Cemeteries Order 1977 relating to the opening of such plots.
- 7.2 The cremated remains plot will be allocated by the Clerk.
- 7.3 No interment of cremated remains shall take place without the prior permission of the Clerk.
- 7.4 Cremated remains must be interred either in a biodegradable container or directly into a single, poured, definable location in the ground.
- 7.5 Cremated remains may not be scattered in the Cemetery.
- 7.6 A maximum of 2 cremated remains may be interred in a 2 x 2ft plot; a maximum of 6 cremated remains may be interred in a full-size plot.
- 7.7 The Clerk is responsible for maintaining a diagrammatic record of casket or poured remains' positions within a plot.
- 7.8 Section 4 of these Regulations shall apply to the interment or disposal of cremated remains.
- 7.9 Before digging an area on an existing plot, Grave diggers must obtain from the Clerk the casket location chart to determine where previous remains have been interred. Grave diggers are to take care so as not to expose or disturb previous interments.

8. Fees

- 8.1 The current fees can be found on the Council's website or by contacting the Clerk.
- 8.2 All fees for interments shall be paid in advance.
- 8.3 All fees for memorials shall be paid prior to their erection.

9. Memorials and Inscriptions:

- 9.1 All memorials fixed in the Cemetery must comply with British Standard 8415 and the BRAMM Blue Book. Installation guidance is available from the Clerk.
- 9.2 The Clerk must be notified of any memorial works prior to work commencing.
- 9.3 The Council reserves to itself the right to approve proposed headstones. A drawing of the memorial showing details of the dimensions and inscription must be submitted to the Council for approval. The plot owner must sign the form to give their permission for the proposed memorial works.
- 9.4 Headstones must bear the plot number engraved on the top right-hand corner of the reverse of the headstone. The inclusion of the Masons trade name is optional.
- 9.5 Headstones must be grey, black, red or white in stone or marble. Headstones are not to exceed 1000mm above ground level.
- 9.6 A shoe fitting method is required with one third of the height of the stone underground for safety reasons.
- 9.7 Fences or other open lattice structures around plots are not permitted.
- 9.8 All memorials erected within the Cemetery shall be kept in good repair by and at the expense of the owner.

WESTCOTT PARISH COUNCIL BURIAL GROUND

Application to Install, Replace or Amend a Memorial

- 9.9 The Council has a duty to ensure memorials within the Cemetery are safe, for the safety of the public. The Council reserves the right to remove any memorial which is allowed to fall into disrepair or becomes dangerous.
- 9.10 The Council may remove any memorials, which have been placed within the Cemetery without the required permission.
- 9.11 Memorial masons must leave the area in a tidy condition following any work carried out. It is not possible for memorials to be stored in the Cemetery prior to installation nor following a funeral.

10. Maintenance of Plots and Disposal of Rubbish

- 10.1 No trees or shrubs shall be planted within the Cemetery without the Clerk's permission.
- 10.2 The Council reserves the right to prune, cut down or remove any overgrown plants, trees or shrubs.
- 10.3 No dressing of the plots or headstones is permitted. This includes scarves, ribbons, soft toys and other objects considered by the Council as being inappropriate. The Council reserves the right to remove any inappropriate objects.
- 10.4 Floral tributes are to be removed before they deteriorate. Floral tributes that are considered to have deteriorated to an unsightly condition will be removed by the Council.
- 10.5 Plot mounds which have been unattended for a period of 12 months may be levelled in order to facilitate maintenance of the grounds at the undertaker's cost.
- 10.6 All rubbish must be placed in the bin provided.

11. Memorials

- 11.1 Full burial plots can accommodate a headstone and base up to 2'6" high by 2'0" wide by 1'0" deep. No memorial shall exceed 2'6" high from ground level. Material thickness can range between 3" to 6".
- 11.2 Any Headstone and Base must be fixed to an appropriately sized foundation using an approved ground support system (as detailed in the National Association of Memorial Mason Code of Working Practice (or as subsequently updated)).
- 11.3 For a memorial tablet to be placed in the Cemetery where there has been no interment all requests should be directed to the Clerk.
- 11.4 Ashes burial plots can accommodate a flat landscape tablet up to 3" by 14" by 12", to be positioned flush with the ground. No concrete foundation is required.
- 11.5 The Council reserves the right to approve the proposed memorial tablet and wording for the inscription.