



## **Burial Ground Regulations**



#### **4. General Regulations**

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the West Hoe Cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for interments or memorial works must be paid in full to the Council in advance.
- 4.4. The Council will publish a scale of fees and charges annually. Residents of the parishes of Bishop's Waltham and Swanmore will qualify for reduced fees compared to non-residents.
- 4.5. Residential restrictions:
  - a) Only residents of the parishes of Bishop's Waltham and Swanmore may have their body or cremated remains interred in the West Hoe cemetery. For the purposes of this regulation, a "resident" is defined as a person who was on the electoral register in Bishop's Waltham or Swanmore at any time during the ten years prior to death, and this definition includes a minor whose parent or guardian satisfies the above criteria.
  - b) The Cemetery Committee may at its discretion consider exemption from this regulation and allow an interment if it can be proven to the Committee's satisfaction that the deceased had a long and known connection with Bishop's Waltham or Swanmore. The Committee has absolute discretion on applying any such exemption.
- 4.6. Non-parishioners may be interred in the cemetery at a fee to be determined from time to time and reviewed annually.
- 4.7. When an interment occurs, or when a memorial is erected, the next of kin will be required to sign the relevant forms showing agreement with and undertaking to abide by the cemetery regulations.
- 4.8. The Committee reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

#### **5. Graves**

- 5.1. Graves are available in the West Hoe Cemetery. Graves will be allocated on a next available basis, at the discretion of the Committee.
- 5.2. The Exclusive Right of Burial for a grave is purchased for a period of 75 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave, subject to the Council's memorial regulations.
- 5.3. No graves may be pre-purchased or reserved.
- 5.4. The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.
- 5.5. The types of graves available are Lawn Graves and Cremated Remains Graves. Lawn Graves are laid to lawn and a headstone is allowed. Cremated Remains graves are for the burial of cremated remains only, and may be marked with a small memorial (see 9.9).
- 5.6. All graves will be excavated and prepared for interment by Committee approved contractors only. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Clerk to the Committee. The depth of each grave will be determined by the Committee in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.7. Following the interment the Committee will arrange for the grave to be levelled and either re-turf or topsoil and seed it as appropriate to the season.

## **6. Coffins**

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

## **7. Booking of Interments**

- 7.1. A provisional booking for an interment may be made by telephone to the Clerk to the Committee.
- 7.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by Bishop's Waltham Parish Council) to the Clerk to the Committee at least 48 working hours in advance of the intended date and time of the interment. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3. As much information relating to the interment as possible must be given to the Committee in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, piper etc.
- 7.4. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner or next of kin must be given.
- 7.5. It is the responsibility of the person making the interment arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.
- 7.6. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Bishop's Waltham Parish Council Offices prior to the funeral.
- 7.7. The Council will determine the appropriate fees to be paid for the interment, which must be paid fully in advance.

## **8. Interments**

- 8.1. Funerals will normally only be permitted Monday to Friday 09.30 – 15.30 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to an additional cost. Please contact the Clerk to the Committee if a time outside of the permitted hours is required.
- 8.2. All interments will be subject to the control of the Council's delegated representative, who will meet the cortege and direct it to the grave as appropriate.
- 8.3. The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service.
- 8.4. It is the responsibility of the person making the interment arrangements to organise a Minister or Officiate for the funeral if one is required.
- 8.5. Following an interment the surface of the grave will be covered with turf within an appropriate period, weather permitting. Graves will be re-turfed as required within the first year. No mound will be allowed. The Committee's contractor will undertake the turfing.
- 8.6. Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days, maximum of 30 days before being cleared by designated Council staff (unless family have already removed them).

## 9. Memorials

- 9.1. The Committee follows a regime dealing with memorial installations, safety inspections and making safe unstable memorials.
- 9.2. Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the West Hoe Cemetery. Fixers who do not yet hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence. All stonemasons wishing to erect memorials shall register with the Management Committee and submit full method statements of working practice.
- 9.3. Memorials in lawn and cremated remains sections other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined by planting or any other method. No planting is allowed in the cemetery or on any grave space.
- 9.4. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk to the Committee on the appropriate form supplied by the Committee and the relevant fees paid. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Committee a permit will be issued to the responsible Memorial Mason.
- 9.5. No Memorial will exceed three feet in height, measured from ground level. Nor will it be more than two feet wide and it should have a thickness of not less than three inches, but not more than six inches. A flat stone slab will be no more than two feet square.
- 9.6. Each Memorial will be of monolithic construction and fixing, with at least one-third of the headstone being below ground.
- 9.7. Headstones or slabs shall be constructed of Marble, Granite, Purbeck, Nabresina and Portland stone only.
- 9.8. The memorial mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number on the reverse of the memorial in letters not exceeding 1" high.
- 9.9. Within the Cremated Remains area all plaques or any other similarly designated area will be flat and of a standard size, that being 18 inches by 14 inches.
- 9.10. A single flower holder may be incorporated with the plaque and should be made from the same material as the plaque.
- 9.11. Memorial masons must remove all arisings from the cemetery at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.
- 9.12. No Memorial is to be removed from the Cemetery except with the express permission of the Clerk to the Committee.
- 9.13. The Management Committee cannot accept responsibility for damage to any Memorials unless a person acting on behalf of the Committee causes such damage.
- 9.14. Temporary grave markers are allowed for a maximum period of twelve months.
- 9.15. If no Headstone incorporating a vase is erected in areas 'A' and 'B', one flower vase will be allowed above ground level in the normal headstone position. No vases, flower holders or other items are permitted elsewhere in the grave space; any item so placed will be removed and the deed holder advised.
- 9.16. Where application is made in respect of existing urns, permission may be granted for these to remain on the grave or as part of the headstone or adjacent to it. Responsibility for these remains with the next of kin, but they may be moved by the grounds contractor to facilitate maintenance of the area.

- 9.17. In area 'C' one flower container will be permitted provided it is made from the same material as the headstone and positioned immediately in front of it.
- 9.18. Artificial flowers are permitted. However, the Management Committee reserves the right to ask for the removal of any flowers deemed inappropriate or no longer in good condition.
- 9.19. Windmills, trinkets, toys or other non-floral decorations are not allowed at any time.
- 9.20. Netting is not permitted on any memorial or grave to conform to health and safety legislation.
- 9.21. The Exclusive Grant for the installation of a memorial is purchased for a period of 75 years.

## **10. Care of Graves and Memorials**

- 10.1. All memorials are erected at the sole responsibility of the owner and the Committee shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Committee reserves the right to repair or make safe any memorial which becomes unsafe or falls in to disrepair, and to recover any expenses from the registered owner. The Committee will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Committee reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Committee may repair or remove the memorial at the owner's expense.
- 10.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 10.3. All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' risk and the Committee cannot be held responsible for any damage to them howsoever caused. The Committee may remove 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 Committee's maintenance of the site.