



Burial Ground Regulations

Please note, by purchasing a cremation or burial plot at the Cemetery, or by applying to scatter ashes of a loved one on site, you are agreeing to abide by these regulations.

Please retain a copy of this document for your records. In addition to general information about West Hoe Cemetery, it contains important information that will be required when applying for permission to install items such as memorial headstones or plaques.

1. Introduction.

- 1.1.** These regulations apply to the West Hoe Cemetery which is owned by Bishop's Waltham Parish Council.
- 1.2.** The West Hoe Cemetery Management Committee is responsible for the management of the cemetery and lays down the Cemetery Regulations. The Management Committee is formed of Councillors from both Bishop's Waltham and Swanmore Parish Councils, with co-opted ex-officio advisors and assisted by the Clerk to the Committee. The Clerk has the authority to act for and on behalf of the Committee. All correspondence should be addressed to the Clerk.

2. Contact Details.

- 2.1.** All interment bookings, general enquiries and comments regarding the West Hoe Cemetery should be directed to:
The Clerk to the Committee - Telephone: 01489 892323, Email: westhoe@bishopswaltham-pc.gov.uk
- 2.2.** These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds.

- 3.1.** The West Hoe Cemetery is open for visitors every day of the year during the following times:

April to September	09.00 to 20.00
October to March	09.00 to 17:00

No person is permitted to be in the Cemetery outside of the published opening hours without the express permission of the Clerk to the Committee.

- 3.2.** West Hoe 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. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the burial ground, and anybody under the effects of such substances will not be admitted.
- 3.3.** 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.
- 3.4.** Children under the age of 14 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.
- 3.5.** No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Clerk to the Committee.
- 3.6.** Visitors to the cemetery or attending funerals in vehicles may park in the adjacent car park. No cars, other than funeral vehicles (hearse and limousines) may enter the cemetery. Memorial masons or other contractors who may require vehicular access should contact the Clerk to the Committee.
- 3.7.** Visitors with disabilities or other special requirements should contact the Clerk to the Committee who will be pleased to assist.

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 Committee in advance (see section 7 for further information).
- 4.4.** The Committee 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 with non-residents.
- 4.5. Residential qualification.**
- a) 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 Management Committee may, at its discretion, consider regarding "non-residents" as "residents" for the purposes of assessing interment fees 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 in applying any such exemption.
 - c) Non-residents with no connection to either Bishop's Waltham or Swanmore may be interred in the cemetery at a fee to be determined and reviewed annually.
- 4.6.** Before 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 the cemetery regulations.
- 4.7.** 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. No graves may be pre-purchased or reserved
- 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 approval being obtained from the Management Committee (see 9.4).
- 5.3.** 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.
- 5.4.** The types of graves available are Lawn Graves and Cremated Remains Graves. Lawn Graves are laid to lawn, and a headstone is allowed. Stone ledgers are also permitted subject to approval from the Management Committee (see 9.7g). Cremated remains graves are for the burial of cremated remains only and may be marked with a plaque (see 9.8).
- 5.5.** 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 in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.6.** After an appropriate amount of time has passed following the interment, the Committee will arrange for the grave to be levelled and either re-turf or top-soil and seeded as appropriate to the season. Graves will be turfed and re-turfed as required within the first year. No mound will be allowed. The Committee's contractor will undertake the turfing.

6 Graves.

- 6.1** Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.
- 6.2** Coffins that are wider than 28 inches, or American style caskets, will incur an additional 50% charge.

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** 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. As much information as possible relating to the interment 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 a grave is to be reopened for a further interment, the written permission must be given by the registered grave owner or next of kin (in the case where the deed holder is deceased and are themselves being interred).
- 7.5** In the event of a plot being reopened, 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.

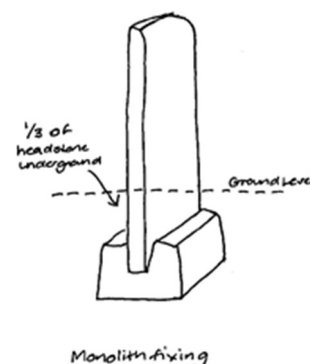
8 Interments.

- 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 Committee's delegated representative, or approved funeral director, 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 Committee 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** Any floral tributes from the funeral will be placed on top of the grave following the backfilling and are permitted to remain in situ for a minimum of 14 days and a maximum of 30 days before being cleared by designated Committee staff when such items are no longer in good condition, (unless already removed by the bereaved).

9 Memorials.

- 9.1 The Committee follows a defined process for memorial installations, safety inspections and making safe unstable memorials.
- 9.2 Only those memorial masons' businesses that are BRAMM or NAMM 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 or NAMM 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 A thirteen-month grace period will be permitted following interments, where floral tributes or other items will be permitted on the grave. At the end of this grace period, any such items must be removed by the plot owner. After this period the Committee reserves the right to remove these items.
- 9.6 Artificial flowers are permitted. Windmills, trinkets, toys or other non-floral decorations are discouraged. Please see Regulation 9.5 for information about the initial grace period. The Management Committee reserves the right to remove any items no longer in good condition. The West Hoe Cemetery is a rural cemetery and aims to coexist with the range of local wildlife. To protect the animals who are frequent visitors to the site, all plastic wrapping must be removed from flowers placed at the cemetery.
- 9.7 Memorials in burial areas.

- a) Memorial headstones are permitted up to a height of 42 inches (as measured from ground level). Headstones taller than 42 inches will not be permitted. Should any headstone not comply with the Cemetery Regulations, the stone mason involved will be required to rectify the problem. Headstones may range in width up to 26 inches and should have a thickness of not less than three inches, but no more than six inches. An adjacent matching flat stone slab, which may contain one or two flower vases, and may be no more than 30 inches wide by 12 inches (front to back) is permitted.
- b) Memorials will be of monolithic construction and fixing, with at least one-third of the headstone being below ground.
- c) Headstones and slabs in areas 'A', 'B' and 'C' shall be constructed of marble, granite, slate, Purbeck, Nabresina and Portland stone only.
- d) In areas A and B, if no headstone is installed, or a headstone is installed without a flower vase, one flower vase will be allowed above ground level in the normal headstone position. Stone vases are preferred due to their weight. Plastic vases are advised against because they are susceptible to damage during routine cemetery maintenance. No vases, flower holders or other items are permitted elsewhere in the grave space; any item so placed will be moved where practicable, or removed, and the deed holder advised.
- e) In area 'C' if there is no adjacent slab incorporating a flower vase, then one freestanding flower vase will be permitted provided it is positioned immediately in front of the headstone. Stone vases are preferred due to their weight. Plastic vases are advised against because they are susceptible to damage during routine cemetery maintenance.



- f) The memorial mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1 inch 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 inch high.
- g) Whilst not encouraged, the Cemetery Committee does permit applications for the installation of stone ledgers (a minimum of 36 months after interment) on burial plots. Before any ledger may be installed or works undertaken to an existing ledger, 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.

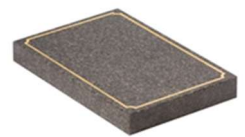
The top surface of any ledger must be flush with the soil level (not grass level). No items may be affixed or placed on top of the ledger. Any inscriptions to be located on the ledger must be specified in the application form. The maximum permitted size of ledgers is 36 inches wide by 75 inches long. Ledgers must be of a minimum thickness of 2 inches.

Heavy machinery is used in the Cemetery both for maintenance and to open and reopen plots. It is likely that damage could be caused to ledgers during these tasks. Therefore, any ledgers installed are done so at the owner's risk and the Committee cannot be held responsible for any damage to them howsoever caused. Plots covered by ledgers must be maintained by the plot owner and will not be maintained by the Management Committee. Any plot owner installing a ledger will be required to sign a waiver acknowledging these risks. If a ledger sinks due to the plot settling, the plot owner will be required to rectify this issue, at their own cost.

To discuss this matter further, please contact that Clerk to the Committee.

9.8 Memorials in cremated remains areas.

Within the Cremated Remains area, all plaques will be flat and of a standard size, that being 18 inches by 14 inches. A single flower holder may be incorporated with the plaque and should be made from the same material as the plaque.



(Typical plaque for use in cremated remains area.)

- 9.9 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 appointed memorial mason prior to the grave being excavated.
- 9.10 No Memorial is to be removed from the Cemetery except with the express permission of the Clerk to the Committee.
- 9.11 The Management Committee cannot accept responsibility for damage to any memorials.
- 9.12 Netting is not permitted on any memorial or grave.
- 9.13 The Right to Erect a Memorial, which may be granted by the Management Committee to any memorial application received (see 9.4) is valid for the term of the Exclusive Right of Burial.

10 Care of Graves and Memorials.

- 10.1 Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 10.2 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 visitors to the cemetery or which interfere with the Committee's maintenance of the site.

11 Natural area for the interment of cremated remains.

- 11.1** Plots measuring 50cm x 50cm can be issued for those wishing to inter ashes in the ground. Alternatively, ashes may be scattered in this area.
- 11.2** Ashes being interred must be placed in a biodegradable container.
- 11.3** Native bulbs may be planted on the plot. A list of approved bulbs will be provided by the Committee, and planting will be undertaken by Committee staff.
- 11.4** A Deed of Grant for 75 years will be issued for each plot where ashes are interred, no Deed of Grant is issued if ashes are scattered in the cemetery.

12 Memorial trees and benches.

Some memorial trees and benches are located at West Hoe Cemetery. Permission for these items must be obtained from the West Hoe Cemetery Management Committee. For more information about such items, please see the West Hoe Cemetery Memorial Tree and Bench Policy available from the Clerk.