

NORTH WALSHAM TOWN COUNCIL

CEMETERIES - RULES and REGULATIONS

Adopted by the council at its meeting held on 19.12.17

In accordance with - The Local Authorities' Cemeteries Order 1977
<https://www.legislation.gov.uk/cy/uksi/1977/204>

Chapel Cemetery - Mundesley Road **North and South Side Cemeteries & Garden of Remembrance - Bacton Road**

1. **General Cemetery Regulations** *(These regulations are intended to keep the burial grounds in clean and well-ordered condition – the best mark of respect).*
 - 1.1 The Cemeteries will be open: April – September 7:30 – 20:00, October – March 8:00 – 16:00
The Council may temporarily close the Cemeteries at any time should they consider it necessary for special reasons or in connection with the maintenance of the Cemeteries.
 - 1.2 The Council is responsible for the upkeep of all grassed and planted areas, walls, paths, fences and buildings.
 - 1.3 It is the responsibility of the next of kin to ensure that memorials are kept in good order and that mowers and other machinery are not obstructed by incorrectly positioned tributes.
 - 1.4 Children under twelve years will not be admitted, except under the care of a responsible person.
 - 1.5 Anyone caught damaging a building, wall, fence or seat belonging to the Cemetery, or damaging or removing any tree, plant, tribute, tablet, or headstone, shall be liable for prosecution.
 - 1.6 Anyone caught playing games or sport, or discharging firearms, (save at a military funeral, in the Cemetery) or causing disruption to any person or committing any nuisance within the Cemetery, shall be liable for prosecution.
 - 1.7 The consumption of alcohol within the Cemetery is strictly prohibited.
 - 1.8 Dogs are permitted but must be on a lead and fully under control at all times.
 - 1.9 The riding of bicycles, scooters, skateboards etc. across the grassed areas of the Cemetery is strictly forbidden.
 - 1.10 A Register of all Burials, is kept at the Town Council Office in Kings Arms Street and searches may be made by appointment, between 9.30 a.m. and 12.30 p.m. Monday to Friday.
 - 1.11 A plan of the Cemeteries, showing the situation of the graves and interments is kept at the Town Council Office in Kings Arms Street and may be seen, by appointment, between 9.30 a.m. and 12.30 p.m. Monday to Friday.
 - 1.12 Any issues not mentioned in these terms and conditions must be addressed to the Town Council at The Council Offices, 18 Kings Arms Street, North Walsham NR28 9JX.
 - 1.13 Annual Cemetery inspections will take place to ensure all rules and regulations are being adhered to.

2 Interments

- 2.1 Interments may take place at the Cemetery
- 1st April - 30th September between 10.00 a.m. and 2.00 p.m. Monday to Fridays.
 - 1st October - 31st March between 10.00 a.m. and 12.30 p.m. Monday to Fridays
- 2.2 All fees and charges must be paid, and notices given to the Town Council before the grave is dug or before the memorial/headstone is erected.
- 2.3 Double fees are payable for Saturday, Sunday and statutory holiday interments. No interment will take place on these days after 12 noon, except with notification of the certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary.
- 2.4 At least three clear working days' notice is to be given between 9.30 a.m. and 1.00 p.m. Monday to Friday at the Town Council Office, 18 Kings Arms Street, North Walsham previous to any earthen grave interment, and four clear working days' notice if a vault or brick grave is required. This rule will not apply to any religion that requires immediate burial or, in the case of death from epidemic or endemic disease upon medical certification.
- 2.5 The time fixed for the funeral refers to that at which the procession is at the Cemetery.
- 2.6 All graves are to be dug and excavated by the person appointed by the Town Council or under its supervision and, except in the case of children's graves and graves for the interment of cremated remains, are to be dug at least 6 feet deep.
- 2.7 The brickwork of every brick grave must be carried up to within twelve inches of the surface and may be executed by any person appointed by the purchaser, subject to the Regulations of the Council.
- 2.8 Cremated remains may be interred:-
- In a plot 2' x 2' in the space set aside for the purpose and two interments will be permitted.
 - In a plot 3' x 3' in the space set aside for the purpose and up to six interments will be permitted.
 - In a grave in which burials have already taken place and where exclusive rights of burial have been granted
- 2.9 All caskets must be made of wood
- 2.10 Before any interments can proceed, the correct certification must be presented to the Town Council.

3 Memorials and Monuments

- 3.1 No brick grave or vault may be constructed, no monument/memorial, including a headstone, tablet, or tribute of any description erected or placed on a grave or plot, unless the exclusive right of burial has been purchased. The plot letter and grave number shall be inscribed thereon.
- 3.2 No bodies shall be buried in any vault or walled grave unless the coffin is separately entombed in an airtight manner; that is, by properly cemented stone or brickwork.
- 3.3 Wooden markers will be removed after six months.
- 3.4 All foundations of monuments/memorials, the removal of or re-fixing of monuments/memorials and other work connected therewith must be done under the supervision of the Town Council. Upon completion of the work, materials not used, or deposited on the site must be cleared away to the

satisfaction of the Town Council. Any damage done in carrying out and completing any of the above works shall be the responsibility of those undertaking the work.

- 3.5 All monuments/memorials (including wooden crosses) and inscriptions are to be subject to the approval of the Council and a drawing, showing the form and dimensions of every monument/memorial to be erected including the inscription or additional inscription to be placed on the monument/memorial, must be submitted to the Town Council for approval. All fees must be paid in advance.
- 3.6 Only headstones not exceeding 2'6 height will be allowed.
 - Dowling pins on monuments/memorials should be stainless steel and not copper. Ground anchors must be fitted.
 - Book memorials must be pinned to the supports.
 - Wooden crosses should be 2½" wide by 1"-2" thick and no more than 2'6" high and secured in the ground by a metapost, with any void to be filled in.
- 3.7 All monuments/memorials should, after erection, be kept in good repair by the owner and unless this is done the Council reserves the right to have them repaired or removed at the owner's expense.
- 3.8 If any monument/memorial is erected in violation of the Regulations of the Council, it may be removed by the Council without prior notice, but we will endeavour to give one months notice.
- 3.9 The Council reserves the right to lay down any monument/memorial found to be unsafe, without prior notice.
- 3.10 Approved monuments/memorials must be placed at the head of the grave to facilitate ground maintenance
 - No kerb or other form of enclosure (including digging out of gullies and fencing of any sort) of the grave will be permitted.
 - Up to two items of tribute may be incorporated at the foot of the headstone
 - No additional tributes will be permitted.
 - The letter/number of the grave space, corresponding with the register must be placed on the headstone/tablet.
- 3.11 Up to two items of tribute may be placed on the table/memorial marking the burial of ashes
- 3.12 The Town Council shall not be held responsible for any theft or damage.

4 Tributes

- 4.1 Only **two** items of tribute are allowed per grave space, provided they are incorporated within or on the memorial base. If the memorial is not yet in situ, the items may rest at the foot of the temporary cross.
- 4.2 Only **two** items of tribute are allowed per ashes plot, provided they are placed on the memorial base.
- 4.3 Funeral flowers will be removed automatically after one month.
- 4.4 Extra flowers and wreaths will be permitted on anniversary dates and at Christmas, and will be automatically removed within one month.
- 4.5 Any tribute deemed inappropriate, will receive written notice asking that the tribute be removed within 30 days, or it will be removed by our Groundsmen.

- 4.6 No shrubs, plants or flowers may be planted within the Cemetery or on any grave therein. The Council reserves the right to cut down or dig up and remove any shrub, plant or flower planted without authorisation.
- 4.7 No plastic or breakable items such as glass or ceramics are permitted for health and safety reasons. No LED, solar lights, artificial coverings or animated tributes of any sort are permitted within the Cemetery. All these will be removed immediately and stored in a secure place.
- 4.8 Any tribute deemed hazardous, detrimental or causing obstruction, will be removed immediately.
- 4.9 In all cases of immediate removal, tributes will be securely stored and notification will be sent to the relevant Grave Rights owner. Items not collected within 90 days will be disposed of.

5 Additional Regulations relating to Children's Area (under 5's)

- 5.1 A soft toy can be secured at the head of the grave space, at the parents own risk.
- 5.2 Memorials may contain a photograph (not glass/ceramic) of the child or an engraving of the child's favourite toy/character.
- 5.3 Graves may have a perimeter fence of no more than 30cms high, providing the fence and grave are kept attended. Failure to do this will result in receiving notice that the fence needs to be removed within 30 days, or it will be removed by our Groundsmen.

6 Exclusive Rights of Burial

- 6.1 Exclusive Rights of Burial are purchased for a period of 75 years, in accordance with the council's scale of charges. This entitles the purchaser to determine who else shall be interred in the grave up to a maximum of two bodies (buried or cremated) and permits the holder of the rights to erect a memorial.
- 6.2 It should be noted that the grant of 'Exclusive Rights of Burial' does not confer on the owner any right of title to the land, the grave itself remaining at all times the property of the council.
- 6.3 A Deed of Exclusive Rights will be sent to the purchaser of the grave or Ashes Plot.
- 6.4 Change of contact details - it is the responsibility of the Exclusive Rights holder to notify the Town Council to ensure the Deeds are kept up-to-date.

Disclaimer.

The Council reserves the right to make alterations or additions to the foregoing Rules and Regulations consistent with the Burial Acts. The Regulations of Her Majesty's Secretary of State, under the Burial Acts 1977, and applicable to the Cemetery must be considered as incorporated herewith.

Further information may be obtained from the Town Council Offices, 18 Kings Arms Street, North Walsham NR28 9JX or Telephone 01692 404114.