

## **REGULATIONS IN RESPECT OF INTERMENTS AND ERECTIONS OF MEMORIALS IN AYLSHAM CEMETERY NORWICH ROAD**

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force.

The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

### **Private Work**

No private work shall be undertaken by visitors to the Cemetery other than general grave or plot tidying.

No employee of the Town Council is to be engaged to execute any private work in the Cemetery.

### **Exclusion or Removal of Persons from the Cemetery**

The Town Council may at any time, remove and exclude any person from the Cemetery, who shall be guilty of any breach of the regulations being in force at that time.

### **Production of Grant or Deed required before re-opening**

No grave in which the Exclusive Right of Burial has been purchased can be re-opened without the production of the written consent of the owner or their personal representative, and the Grant.

### **Times of Notice of Interment**

Notice of interment shall be given at the Town Council office at least two clear working days in advance of the day of interment, excluding weekends, Good Fridays, Christmas Day or Bank holidays. This regulation shall not apply upon production of a medical certificate stating that an early interment is necessary or when exceptional religious reasons exist.

### **Fees and Charges for Interments**

The fees and charges payable to the Town Council in respect of interments in the Cemetery, or grave and plot spaces, or memorials or otherwise in connection with the Cemetery, shall be those detailed in the Table of Fees and Charges, which will be subject to regular review. The Table of Fees and Charges applies to all inhabitants of Aylsham or those persons residing outside the town at the time of death, in sheltered, care or nursing homes and hospitals, if within 24 months (or a longer period can be considered on application to the Town Clerk) prior to their removal thereto. A separate scale of fees and charges are payable by all other persons.

### **Glass Items in the Cemetery**

No glass item of any description is allowed to be left on or near a grave.

### **Selecting Grave Plots**

Pre-purchase of specific graves or plots is not permitted except for plots immediately adjacent to existing graves. Graves and plots will be allocated in sequence unless exceptional circumstances apply when the decision of the Clerk on behalf of the Town Council shall be final.

### **Arrival of Funerals at the Cemetery**

The time of any proposed interment arranged by the Funeral Director should be confirmed with the Town Council prior to detailed arrangements taking place. The time agreed shall be that at which the funeral is to be at the Cemetery. All interments shall take place on Mondays to Fridays between the hours of 0900 and 1600. Any interment outside these times will be considered and permission will not be unreasonably withheld.

### **Graves sold subject to Regulations**

All graves and cremation plots will be sold subject to the regulations currently relating to the Cemetery.

### **Exclusive Right of Burial**

The Exclusive Right of Burial in any grave shall be entered in the Register of Grants of Right kept by the Town Council. After the interment of the owner of the grave or plot, the personal representative shall produce to the Town Council the Grant of Probate or Letters of Administration so that proof of change in ownership may be duly registered. Until satisfactory proof of ownership is given, the grave or plot cannot be opened or interfered with and no memorial or tablet or other article may be installed or work carried out on the existing memorial, including additional inscriptions. The Exclusive Right shall last for a period of 30 years at the expiry of which time it shall either be renewed for a further 10-year period, at the appropriate fee or ownership shall revert to the Town Council. The owner will be responsible for contacting the Town Council to renew the grant.

### **Digging of Graves and Cremation Plots**

The Town Council appoints a designated gravedigger and all graves must be dug by the appointed person.

### **Certificate of Disposal**

A legal certificate or the Registry of Death, or in the case of an inquest, the Coroner's order, must be delivered to the Town Council before the burial takes place. A certificate or cremation must be delivered to the Town Council in the case of cremated human remains.

### **Death from Infectious diseases**

In all cases of death from infectious diseases the body shall be taken direct from the hearse to the grave.

### **Admission of Dogs**

The admission of dogs, unless on a lead, is prohibited. Dogs must not be allowed to foul within the Cemetery.

### **State of Repair**

Every grave and memorial must be kept in good repair by the owner. On default by the said owner notice in writing has been sent to the registered owner at his registered address, the Town Council reserves the right to take over the maintenance of the grave or plot and have it and any memorial on it put in good and safe order at the expense of the grave owner. If payment for work is not forthcoming, the debt will be attached to the grave or plot and no further burials or works will be allowed until the debt is cleared. Memorial maintenance work shall only be undertaken by suitably qualified masons and to the satisfaction of the Town Council.

### **Grave Mounds**

All grave mounds will be removed after the expiry of six months from the date of interment.

### **Graves Enclosures**

The purchaser of any grave or cremation plot shall, when erecting any memorial, place such memorial in the position determined by the Town Council. **No form of grave enclosure is allowed and this includes railings, chains, wooden edging of any description and glass wreath cases.** The Council reserves the right to remove any such unauthorised items and hold them for collection by the owner within 28 days of notification or disposed of if the owner does not collect them within the state time.

### **Trees, Shrubs, Plants and Flowers**

Dwarf trees, shrubs, plants and flowers may not be planted upon graves and cremation plots. The Town Council reserves the right to remove, prune and cut down any trees, shrubs, plants or flowers, previously planted which in its opinion have become unsightly, overgrown or dangerous. Persons tending graves or plots shall be required to dispose of any rubbish removed from the grave or plot.

If any tree, plant or shrub should be planted in any other part of the Cemetery without the prior permission of the Town Council, the Council reserves the right to remove it. To assist in maintaining the Cemetery in a neat and tidy condition, the Town Council will cause all neglected mounds to be levelled.

### **Personal Effects**

The Cemetery is an area for quiet reflection for many persons and unusual adornments such as balloon, plastic attractions or personal effects, placed upon the grave or plot of a deceased may cause upset or offence. Consequently, such items are to be discouraged and the Town Council reserves the right to remove any items which in its opinion may cause offence in any way. Similarly, lighted candles, including those within a glazed container, and any breakable items, particularly glass items, are not allowed because of the possible fire risk and attendant safety dangers to grounds maintenance staff, others visiting the Cemetery, and to animals. Such items removed by the Town Council will be placed near the shed for collection by the owner within 28 days of notification or be disposed of if the owner does not collect them within the stated time.

### **Seats**

Families may apply to the Town Council for the erection of a seat in memory of a deceased. The Town Council has a Memorial Bench Policy and any seat must be requested with reference to this policy. The Town Council will determine the location of any seat.

### **Removal of Memorials**

The Town Council reserves the right to re-fix, realign or remove any memorial as may be required. Any such work shall only be carried out by an approved stonemason. Broken cement beds for chippings shall be removed and the closed turfed over. Where the owner of the Rights of Burial cannot be traced at the time of carrying out the work, the cost shall be borne by the Town Council and attached to the grave or plot and no further burials or works shall be allowed until the debt is cleared.

### **Regulations for the Erection of Memorials**

Memorials can only be erected upon issue of the necessary permit from the Town Council and with the written consent of the owner of the Grant of Exclusive Rights of Burial for the grave or plot concerned. Regulations for the erection of memorials are at Annex A and shall be complied with by all memorial masons executing work on memorials.

### **Holly Wreaths and Christmas Memorials**

At Christmas many holly wreaths are left on graves. These will be removed 5-6 weeks after Christmas.

### **Theft**

Expensive fresh and silk flower arrangements are occasionally stolen or removed and placed on other graves. The Town Council accept no responsibility for any tributes left at graves but do request that they are informed of any theft.

**Clauses**

In cases where any question or controversy arises from the foregoing clauses, or anything omitted there from, the decision of the Burial Authority (Aylsham Town Council) shall be final and binding. The Town Council reserves the right from time to time to make alterations or additions to these rules and regulations consistent with the Burial Acts.

Approved by Aylsham Town Council March 2016

Annex A

**REGULATIONS FOR THE ERECTION OF MEMORIALS AND FOR WORK TO BE CARRIED OUT ON AN EXISTING MEMORIAL IN AYLSHAM CEMETERY**

- 1 Memorials may only be erected upon issue of the necessary permit from the Town Council and with the written consent of the owner of the Grant of exclusive Rights of Burial for the grave or plot concerned. Any work carried out on an existing memorial will also require a Town Council permit and the written consent of the owner of the Grant of Exclusive rights of burial for the grave or plot concerned.

The Town Council must be notified of the date prior to the erection of the memorial.

- 2 If no memorial is erected on the grave or cremation plot, 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. No glass item of any description is allowed.
- 3 All new memorials and memorial maintenance work shall only be undertaken by suitably qualified masons and to the satisfaction of the Town Council.
- 4 All memorials shall be erected and remain the sole risk of the owner. A sketch of each proposed memorial giving full details and dimensions, together with the owner's consent, is to be submitted to the Town Council on the application form supplied. No memorial may be erected in the Cemetery without the written consent of the Town Council. No memorial shall be removed or altered without the written consent of the owner and the Town Council except as otherwise provided (for example on health and safety reasons).
- 5 All memorials are to be of natural or reconstituted stone and no Bath, Caen, or other soft stone shall be allowed in the construction of any memorial. All monumental work shall be finished prior to the erection of any memorial, excepting the execution of a second inscription for which permission must be obtained. Wooden crosses may be installed temporarily pending erection of a stone memorial on a grave.

The maximum measurements, above ground level, for memorials erected within Aylsham Cemetery are 3ft high and 2ft wide (90cm x 60cm)

- 6 Second bases shall be securely fastened to the bottom by dowels or other approved methods and be within the permitted measurement if above ground level.
- 7 Memorial masons and others, prior to fixing memorials, must furnish themselves with all the tools and necessary appliances.
- 8 Memorial masons and others employed on any kind of work in connection with memorials in the Cemetery are to leave the ground clean after completing their work and each grave is to be re-turfed to an acceptable standard. Memorial masons will be held responsible for any damage caused by them either on the ground or the memorials erected thereon.
- 9 All memorials to be laid firm, level and square. The Town Council reserves the right to reject applications for memorials with stones of uneven thickness.
- 10 The top surface of every foundation stone shall be at least 5 cms (2") below the level of the highest point of the surrounding turf.

- 11 All work on memorials shall be completed during the hours of 0800 and 1700 on weekdays excepting Saturdays when work must cease at 1200 noon. No work shall be undertaken during an interment or on Public Holidays.
- 12 The erection of memorials will not be allowed during unsuitable weather or whilst the ground is in an unfit state.
- 13 No rails, wooden edging, chains of any description or glass wreath case will be allowed as part of any memorial.
- 14 No advertising boards, tablets or cards shall be placed on or around any monumental erection nor shall any form of advertisement be displayed in any part of the cemetery
- 15 Any memorial temporarily removed when a grave is opened for an interment shall be replaced and fixed within six months from the date of the re-opening of the grave.
- 16 The memorial mason shall mark the reverse of the memorial in the lower right corner with the plot number in letters no higher than 5 cm (2 inches). The memorial mason may also inscribe the name of the company on the reverse of the memorial in the lower left corner in letters no higher than 2 cm (3/4 inch).
- 17 **All memorials shall be fixed according to BS8415 and the relevant Codes of Practice or Guidance that are fully compliant with this standard. All memorial masons undertaking work in the Cemetery shall be suitably qualified and licensed through BRAMM or the RQMF.**