



# **CEMETERY RULES & REGULATIONS**

**Updated July 2018**



## **BURIAL AUTHORITY**

Stow on the Wold Town Council is the Burial Authority and is located at Stow Youth Centre, Fosseway, Stow on the Wold, Gloucestershire GL54 1DW. Contact the Clerk on 01451 832585 or by email [info@stowonthewold-tc.gov.uk](mailto:info@stowonthewold-tc.gov.uk). Office is open to the public on Tuesday, Wednesday and Thursday between 10.00 am and 1.00 pm – any other time by appointment only.

None of the following can take place without specific permission of the council:

- Burials or exhumations
- Burial of ashes
- Erection or fixing of a memorial
- Inscription on a memorial
- Renovation of a memorial
- Removal and/or replacement of a memorial

## **CEMETERY REGULATIONS**

The rules and regulations for the control and proper management of the cemetery are made under the provision of the Local Authorities Cemeteries Order 1977 and replace all previous rules and regulations.

The council reserves the right to alter, add or to amend the regulations from time to time as necessary.

All personnel other than council officials working in the cemetery do so at their own risk. The funeral director, staff and grave digger must have adequate public liability insurance, a copy of which must be lodged at the council's office.

As the cemetery is open to the public the council will not accept any liability for damage to memorial stones.

## **CEMETERY OPENING TIMES**

The cemetery is open at all times as the gates are not locked.

## **CONDUCT IN THE CEMETERY**

All visitors must conduct themselves in a quiet and orderly way.

No person is to wilfully destroy or damage any grave, memorial, wall, fence, tree, plant or shrub in the cemetery.

A person shall not allow any dog belonging to them or in their charge to enter the cemetery unless it is on a lead. Persons visiting the cemetery with dogs must ensure the dog is kept under strict control at all times and on a short lead. Dog faeces must be removed and deposited in an appropriate and responsible manner by the dog owner.

Children under the age of 12 are not admitted unless under the supervision of an adult.

No person is to enter, leave, seek to enter or seek to leave the cemetery other than through the main entrance or the pedestrian gates.

No person is to mark, disfigure or damage any memorial, wall or fence in the cemetery or put up any printed paper, handbill or sign.

Under the Local Authorities Cemeteries Order 1977, it is an offence for anyone to wilfully:

- create any disturbance in a cemetery
- commit any nuisance in a cemetery
- interfere with any burial taking place in a cemetery
- interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants in any such manner

## **INTERMENTS**

All interment requests must be made on the council's Notice of Interment form. The details provided on the form must be clear and complete. The Notice of Interment must be delivered to the Clerk at least **three** clear working days prior to the time of the burial is due to take place, excluding Saturday, Sunday, Bank and Public Holidays. This completed form must be accompanied by the Certificate for Burial or Cremation from the Registrar of Births & Deaths, or an Order for Burial from the Coroner, or a Certificate of Cremations from a Crematorium, as appropriate. All fees must be paid in advance.

Interments can take place Monday to Friday from 10.00am to 2.00pm. No interments will be allowed on a Saturday, Sunday, Christmas Day, Good Friday or Bank or Public Holidays. In cases of emergency where the burial must take place on one of these days a medical certificate must be produced to confirm that the immediate burial is necessary on the grounds of public health.

### **ALTERATIONS TO FUNERAL ARRANGEMENTS**

When a Notice of Interment has been accepted no alteration is permitted except in regard to the time of the burial. In this case written notice must be provided no later than two working days (48 hours) before the interment is due to take place.

The council will not be responsible for any misunderstandings, which may rise as a result of a telephone instruction only. Any requests made on the telephone must be immediately confirmed in writing.

### **MINISTERS AND CLERGYMEN**

A burial can take place with or without a religious service. It is the responsibility of the funeral director or bereaved family to arrange for a Minister or other persons authorised to officiate at a burial.

### **BURIAL EXCAVATION PROCEDURE & GRAVE DIMENSIONS (including the interment of ashes)**

Excavation of all graves is the responsibility of the funeral director in line with the council's cemetery rules and regulations.

All bodies for interment must be contained within a suitable container, such as a wooden coffin, wrapping or casket for cremated remains and be made of biodegradable material. Such containers are to bear the full name, age and date of death. Once the earth on the grave has settled and council recommend a minimum of at **least 6 months**, the deed holder may seek permission from the council to erect a memorial by completing the appropriate form and payment of appropriate fees. Grave spaces will be 9ft x 5ft (2.7m x 1.5m) except in exceptional circumstances. Council policy is to excavate graves to the maximum depth available and must be dug to at least the minimum

legal depth of 3ft 6in (1.07m) and central to the space (maximum 7ft x 3ft (2.1m x 0.9m)).

In graves 7ft (2.1m) or deeper a maximum of two burials will be allowed. The council cannot be held responsible if, due to factors outside its control, the grave cannot hold the full number of interments.

The council, on behalf of the funeral director, reserves the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. Such covering may comprise of boxed platform, or similar, onto which excavated soil may be placed prior to a burial in an adjacent grave. Council also reserve the right to move memorials to allow access to a grave. The memorials will be returned to their original positions and any disturbed neighbouring graves made tidy as soon as possible after the burial.

No body shall be buried in a grave in such a manner that any part of the coffin is less than 3ft (91cm) below the level of any ground adjoining the grave. The coffins in the grave must be separated by means of a layer of earth not less than 6in (15cm) in thickness. When a grave is reopened for the purpose of making another burial, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.

All materials and equipment must be conveyed in the cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or waste material must be removed in a like manner. Mats, boards or canvas must be used to achieve this end. If a grave is to be left open for any length of time the grave digger must cover it with stout boards in order to reduce the risks to public safety. No equipment is to be kept in the cemetery area except during use.

After digging and before use, graves must be protected by a covering of sufficient strength to withstand a weight of 100kg. This must be secured to the ground and must overlap the grave by a minimum of 10in (25cm) in all directions.

All spoil is to be removed and properly disposed of, according to legal requirements for disposal. No mound more than 3in (9cm) in height is to be left on the grave after burial.

The council may level graves after 1 year. No further notice will be given.

Cremated remains in the Garden of Remembrance should not exceed 21in<sup>2</sup> (53.3cm<sup>2</sup>) and dug to a depth of 18in (46cm) to accommodate two interments if required.

Cremated remains in existing grave spaces. The casket shall be positioned at the head of the grave.

Scattering of cremated remains in the cemetery is forbidden.

### **ORNAMENTS, FLOWERS & MAINTENANCE**

**ONLY** cut flowers without ribbons and wrappings are permitted. Council will remove and dispose of flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly without notice.

**NO** trees, shrubs, plants, flowers or seeds shall be planted or sown in the cemetery. Any such planting will be removed by the council without notice.

**NO** ornaments should be placed on any grave in the cemetery. The council reserves the right to remove (and dispose of) any ornaments after a period of 8 weeks after the interment.

When attending graves visitors may dispose of their rubbish in the green bin located next to the Bier House. This does not however apply to funeral directors/grave diggers who must take away all spoils and dispose of via their own means. The council reserve the right to employ a contractor to remove any spoils left by a funeral director/grave digger and invoice them for the cost.

There is a water tap located by the Bier House and also one adjacent to green container located in the car park. Please do not

leave plastic water containers in the cemetery as they are unsightly and will be removed.

## **HEADSTONES & MEMORIALS**

In order to erect a headstone or memorial on a grave you must have purchased the Exclusive Right of Burial (see separate leaflet for details).

To allow time for the ground to settle no memorial is to be erected on any grave until at least 6 months has passed after the burial.

All memorials must be clearly but discreetly engraved with the plot number.

Materials that may be used are Yorkstone, nabresina, granite, marble, slate or other suitable material of durable and sound quality for memorials. Synthetic stone or any type of plastic is not permitted.

Masons must notify the council of intent to work in the cemetery at least 24 hours before arrival at the cemetery. No work will be permitted outside of the normal working hours or at weekends unless specifically approved by the council.

Any person removing a memorial to permit a further interment may only do so after informing the council. A memorial application form must be completed and sent to the council for approval clearly stating any changes being made.

No work must be carried out without being in receipt of a signed, approved copy of the relevant form and all fees paid.

Depending on where the grave is located in the cemetery there are different rules and regulations for the size and type of memorial that can be erected.

In all sections of the cemetery the following rules must be adhered to:-

- No kerb stones
- No gravel or loose chippings
- No loose glass objects including vases



- No trees or shrubs to be planted on the plot
- No other grave furniture

### **MILLENNIUM CEMETERY (FROM PLOT 2001 TO 2043)**

Upright memorials are permitted to the following specification. Height between 20in to 2ft 6in (51cm to 76cm) above ground including base. Width between 1ft to 2ft 3in (30cm to 69cm). Depth between 3in to 4in (7.6cm - 10cm)

### **LAWN SECTION (MILLENNIUM CEMETERY FROM PLOT 2044)**

Memorials must be laid flat and to the following specification. Height must not exceed 4in (10cm) above ground and to be positioned at the head of the grave. Memorials must be 18in (46cm) square.

### **NEW CEMETERY**

Upright or flat memorials are permitted as follows.

**Upright memorials** - Height between 1ft 8in to 2ft 6in (51cm to 76cm) above ground including base. Width between 1ft to 2ft 3in (30cm to 69cm). Depth between 3in and 4in (7.6cm and 10cm).

**Flat memorials** - Memorials must be laid flat. Height must not exceed 4in (10cm) above ground and must be positioned at the head of the grave and 18in (46cm) square.

### **GARDEN OF REMEMBRANCE (Cremated Remains)**

Memorials must be flush to the ground and no greater than 15in (38 cm) square and positioned centrally on the plot. **No** raised tablets are allowed.

### **FIXINGS**

All memorial mason companies who work within the cemetery must be registered with the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Mason's (NAMM). Fixing teams will contain at least one mason in possession of a BRAMM or NAMM fixer's licence.

All memorials must be erected in accordance with BS8415 and the NAMM or BRAMM regulations current at the time of installation.

Any person removing a memorial to permit a further interment may only do so after informing the council. Upon reinstallation of such

memorials they shall be refixed in accordance with BS8415 and the NAMM or BRAMM regulations, this must include the installation of new dowels between the base and headstone plate.

### **MEMORIAL TESTING**

The memorial owner is responsible for keeping the memorial in a good and safe condition. The council reserves the right to test all headstones for safety and will make safe any memorial that fails the test. The council is permitted to remove any memorial that becomes unsafe or is otherwise dilapidated. The council will make every attempt to contact the memorial owner to advise of the problem and to request that the memorial is repaired as soon as possible.

## NOTES

Stow on the Wold Town Council  
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Telephone: 01451 832585  
Email: [info@stowonthewold-tc.gov.uk](mailto:info@stowonthewold-tc.gov.uk)  
[www.stowonthewold-tc.gov.uk](http://www.stowonthewold-tc.gov.uk)

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