

OLLERTON & BOUGHTON TOWN COUNCIL BURIAL AUTHORITY

RULES and REGULATIONS **for** **THE FOREST ROAD CEMETERY**

GENERAL RULES

The O & BTC Burial Authority (*hereinafter referred to as "The Council"*) welcomes all visitors to the cemetery and they are asked to respect the peace, dignity and reverence of the facility.

The cemetery is managed and operated in accordance with the Local Authorities' Cemeteries order 1977, as amended by the Local Authorities' (Amendment) Order 1986 and such other regulations as may be made by the Secretary of State for the Home Office.

All persons entering the Cemetery do so at their own risk and the Council will not accept any liability for injuries or damage sustained, howsoever caused.

The cemetery will be open to the public daily between the hours of 9.00am and 4.00pm.

Children under the age of 16 are not permitted in the cemetery except under the care and supervision of a responsible adult.

Any person using a motor vehicle in the cemetery shall only do so on a carriageway suited to the purpose, except with the consent of the Council, and shall abide by the speed limit in force.

All visitors to the cemetery must keep to the footpaths or roads provided for that purpose, except whilst visiting a grave, and refrain from touching the trees, shrubs, plants or flowers.

No person shall drop, throw or otherwise deposit and leave in the cemetery any wastepaper or refuse of any kind, except in the litterbins provided.

No person shall operate any sound reproducing equipment or play any musical instrument in the cemetery without the prior consent of the Council.

No person shall:

- willfully create any disturbance in the cemetery.
- commit any nuisance in the cemetery.
- willfully interfere with any burial taking place in the cemetery.
- willfully interfere with any grave, tombstone or other memorial, or any flowers or plants on any such grave.
- play at any game or sport in the cemetery.
- enter the cemetery other than during opening hours.
- take dogs into the grounds unless on a leash and only in the company of a person attending the cemetery on other business than to exercise the dog.
- sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit for orders from the same, within the cemetery.

All enquiries, complaints and requests by members of the public must be made to the Burial Clerk at Ollerton Town Hall and not to Cemetery staff.

A plan of the Cemetery showing the situation of each grave, with the Register of Burials, is kept at the office of the Burial Clerk.

EXCLUSIVE RIGHT OF BURIAL

The Exclusive Right of Burial in a grave may be purchased on payment of the appropriate fee and completion of the relevant application form including the signature of the proposed owner.

The Purchaser of a grave space is given a Deed of Grant of Right. This shows that the Purchaser has the exclusive Right of Burial in such space, but does not confer any other rights.

INTERMENTS & FEES

The Cemetery is for the Parish of Ollerton and Boughton. Non-parishioners are charged extra fees for interments. In determining whether fees will be chargeable at the Parishioner or Non-Parishioner rate, the last permanent address of the deceased will be used.

If a long term resident of Ollerton & Boughton has been accommodated in a residential care/nursing home outside the area, the Parishioner rate will apply so long as the deceased has had a permanent address in Ollerton & Boughton within the year immediately prior to the date of death.

Interments may only take place in accordance with these rules and regulations and between the hours of 9.00 and 3.30pm. Interments at any time on Saturdays or Sundays are charged double fees.

No burial shall take place without the prior consent of the Council.

Applications for interment must contain full details of the deceased, the proposed interment, the grave to be used and the signature of the owner of the exclusive right of burial, if applicable. This should be accompanied by the appropriate fee for interment and presented to the Burial Clerk at least two clear days before the intended date.

The Certificate of the Death of the person to be buried or the Coroner's Certificate (when an inquest has been held) must be delivered to the Burial Clerk on or before the day of the burial.

Every body brought into the cemetery for interment shall be contained in a suitable coffin or shroud. No coffin or shroud shall be accepted unless it bears adequate particulars of the identity of the deceased person therein.

The responsibility for providing sufficient bearers to carry the coffin from the hearse to the chapel and/or grave whether mourners are present or not rests with the Funeral Director or person arranging the funeral.

All graves will be prepared by persons approved by the Council. All new graves will be dug to the standard depth for the interment of two remains (*New for two*), the measurements being no less than 6ft. (1.8m) deep.

When any grave is re-opened all existing headstones, kerbstones etc. must be removed from the Cemetery immediately by the undertaker or his approved stonemason until it is resited in position.

The scattering of cremated remains is prohibited in any part of the cemetery. Cremated remains may be interred, in caskets or other approved containers, in the Garden of Remembrance or in a conventional grave in the Cemetery for which the "Exclusive Right" has been purchased.

Any form of religious/non-secular service may be used but any other ceremony is subject to the approval of the Council. The undertaker or other person having charge of the funeral is required to arrange with the officiating Minister, or authorised person, to be present to perform any religious service. However, interments may take place with or without the services of the Clergy or Minister of Religion.

GARDEN OF REMEMBRANCE

Part of the cemetery is set aside for the interment of cremated remains (Garden of Remembrance). Plots purchased for the interment of cremated remains shall be 600mm (24") by 600mm (24") in size. These may be dug to a suitable depth to accommodate two interments.

A 300mm (12") walkway will be left between plots in all four directions.

The purchase of a plot for memorial purposes only may be allowed subject to the approval of the Council. This will not be allowed where a permanent memorial already exists elsewhere in this cemetery.

The placement of a memorial on any such plot will be subject to the same rules as those plots where an interment of ashes has taken place.

MEMORIALS & HEADSTONES

All headstones, memorials and inscriptions are to be subject to the approval of the Council.

Application for the approval to place a new memorial or kerbset in the Cemetery, alter or add to any inscription, or replace, add to or remove from the cemetery any memorial or kerbset, must be submitted to the Council on the appropriate Memorial Application Form.

Such notice must be submitted, along with the appropriate fees, at least 2 weeks in advance of the proposed date of erection.

All memorials or kerbsets shall be constructed of granite, marble, slate or other materials of durable and sound quality and must include: -

The grave number and name of the deceased, and the stonemason's name on the reverse;

In the case of a new memorial, a drawing of the proposed memorial and its specification, including the type, colour and finish of the material to be used;
all dimensions, including those of the kerbset (if appropriate) and the foundation slab;
the text of the any inscription to be inscribed on the monument, or any text to be altered or added to any existing monument, and the method of lettering

All monuments shall be erected in accordance with the National Association of Monumental Mason's (NAMM) Code of Practice and must not

- detract from the appearance of the Cemetery; or
- impede the satisfactory maintenance of the Cemetery; or
- represent a safety hazard to visitors or staff; or
- contain any item or planting which does not comply with these regulations;

No work should be undertaken until the written consent of the Council has been issued. Any such consent is issued on the understanding that the work undertaken will fully comply with the details specified within the Application Form.

The headstone shall not exceed 3'0" in height and 2'6" in width. Where required, the base shall not be more than 3'0" wide and 1'0" deep and be constructed of a single piece of stone.

Memorials in the Garden of Remembrance must not exceed 450mm (18") in height and 600mm (24") at the base.

No ornament other than those approved by the Council shall be permitted on any plot & no more than 3 approved items including a headstone may be displayed and must be kept within the confines of the grave space and one only per plot in the Garden of Remembrance.

No headstone or memorial can be erected over a grave that has not been purchased.

The Council must be informed of the removal of any monument from the Cemetery.

Any memorial erected in the Cemetery remains the property and responsibility of the grave owner or their personal representative and therefore, remains in the Cemetery at the sole risk of, and must be kept in a good state of repair by, the said owner or personal representative.

The Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.

In accordance with Article 14 Local Authority Cemeteries Order 1977 the Council reserves the right to:
Remove any memorial which has been installed without the appropriate authorisation,
Remove any memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.
Exclude or remove from the Cemetery any memorial not executed in a workmanlike manner, or from sound materials, or which would, in the opinion of the Council disfigure the Cemetery or offend public decency.

The Council may require the owner of any monument, gravestone or other structure which in their opinion has become unsafe, to remove it. If the owner fails to comply with any such requirement within 14 days, or if in the opinion of the Council removal should be effected immediately, then the Council may carry out the work without incurring any liability for any damage arising and the costs thereof shall be recoverable from the owner.

Temporary crosses will be allowed on new graves but must be removed within 12 months of interment.

Seats for the purpose of commemoration may be purchased from approved suppliers and donated to the cemetery for public use subject to the advance approval of the Council. The siting of such seats will be at the discretion of the Burial Clerk.

MAINTENANCE AND UPKEEP

It is the responsibility of the grave owner to keep the grave space free from weeds and in a tidy condition

Small annual bedding plants or bulbs may be planted on a grave, subject to the approval in the first instance from the Burial Clerk, who will liaise with Cemetery maintenance staff as to their suitability. The planting of perennials, shrubs and trees is not permitted.

All dead flowers, wreaths, weeds, rubbish and other unsightly disfigurements shall be moved from graves and disposed of accordingly. Christmas wreaths will be removed as from 15th February.

All previous burial rules and regulations made by Ollerton & Boughton Town Council are hereby revoked.

The Council are empowered to alter or amend the foregoing regulations at any time; to introduce further regulations, as they consider necessary; to waive any of the foregoing regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these regulations.

The foregoing regulations are made by the Council subject to the provisions of the local Authorities' cemeteries Order 1977, for the proper management, regulation and control of the Cemetery.