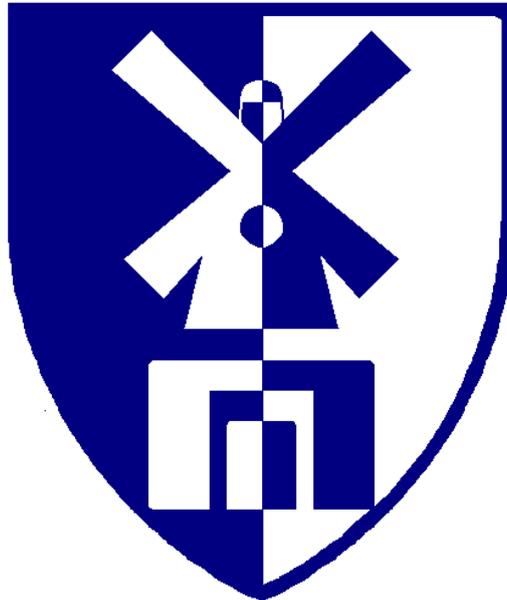


Keyworth Parish Council



Burial Ground

Regulations

1. Introduction

1.1 These regulations apply to the Wysall Lane Burial Ground which is a lawned cemetery owned and managed by the Parish Council.

1.2 The Burial Ground is administered by the Clerk to the Council under the general direction of the Parish Council and its Burial Ground Working Party.

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

1.4 All funeral arrangements must be made through a recognised funeral director. The Council does not permit burials arranged privately.

2. Contact Details

2.1 All funeral bookings, general enquiries and comments regarding the Burial Ground should be directed to: The Clerk to the Council, Village Hall, Elm Avenue, Keyworth, Nottingham, NG12 5AN

3. Admission to the Burial Ground

3.1 The Burial Ground is open for visitors every day of the year during daylight hours.

3.2 Burial Grounds are places of peace and quiet reflection. They are also workplaces. Visitors 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 burial ground. 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 in the burial ground will be required to leave immediately and may be the subject of subsequent legal action.

3.4 Children under the age of 14 are welcome in the cemetery/burial ground but must be supervised by a responsible adult.

3.5 No dogs are permitted in the cemetery/burial ground with the exception of Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Manager/Clerk.

3.6 Vehicles, other than hearses are not permitted into the burial ground.

3.7 We believe the burial ground is accessible to visitors with disabilities or other special requirements but should you experience difficulties, please contact the Clerk who will ensure the Parish Council is made aware.

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 burial ground either in their own time or during their employed hours.

4.2 No person shall canvass or solicit business in the burial ground.

4.3 All fees for interments or memorial works must be paid in full to the Council in advance.

4.4 A Table of Fees is available from the Council Office at The Village Hall, Elm Avenue, Keyworth, Nottingham, NG12 5AN. This information is also available on the Parish Council website: www.keyworthparishcouncil.org

4.5 Only residents of the parish of Keyworth may have their body or cremated remains interred or scattered in the Wysall Lane Burial Ground. For the purposes of this regulation, a "resident" is defined as a person who was on the electoral register in Keyworth or paid council tax in respect of a Keyworth property at any time during the ten years prior to death, and this definition includes a minor whose parent or guardian satisfies the above criteria. Interment or scattering of remains of animals is not permitted.

4.6 The Parish Council may at its discretion consider exemption from this regulation and allow an interment if it can be proven to the Council's satisfaction that the deceased had a long and known connection with Keyworth. The Council has absolute discretion on applying any such exemption.

4.7 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.

5. Graves

5.1 The selection of grave spaces shall be determined by the Council.

5.2 Every interment shall take place in a private grave to which an Exclusive Right of Burial has been issued. Public graves are not available.

5.3 The Exclusive Right of Burial for a grave can be purchased for a period of 75 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.

5.4 The Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved. A certificate confirming the rights will be issued by the council.

5.5 Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 8 below.

5.6 The types of graves available are Lawn Graves and Cremated Remains Graves. Lawn Graves are laid to lawn and a headstone only is allowed at the head of the grave. Kerb, fencing or other grave surrounds will not be permitted under any circumstances. Similarly stone chippings/gravel or any other surface are not permitted on the grave. Cremated Remains Graves are for the burial of cremated remains only and a surface plaque is allowed over it.

5.7 All graves will be excavated and prepared for interment by contractors appointed by the funeral directors. The depth of each grave will be determined in accordance with the provisions of the Local Authorities Cemeteries Order 1977.

5.8 Following the interment and after allowing for a suitable period of settlement, the grave will be levelled and turfed.

6. Coffins

6.1 Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc. The council also permits shroud burial.

7. Interments

7.1. No deposition of a body¹ or of cremated remains² may commence before ten o'clock in the morning or after 30 minutes before sunset, nor at any time on a Sunday.

7.2 The purchaser of an exclusive right of burial in any grave space shall have the right to deposit no more than two inhumations within that space, and in addition may deposit no more than two sets of cremated remains (provided that for each appropriate notice is given, due payment made, and that no previously deposited remains are disturbed).

7.3 No more than two cremated remains shall be placed in a single cremation plot.

7.4 Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days before being cleared by Council staff (unless family have already removed them).

7.5 If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.

8. Memorials

8.1 All memorials fixed in the burial ground must comply with British Standard 8415 (Latest version) and the BRAMM Blue Book (Latest version).

8.2 Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (Latest version).

8.3 Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the cemetery/burial ground. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.

8.4 Memorials will only be permitted on purchased graves.

8.5 Memorials other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences, kerbstones, gravel or additional stonework cannot be placed or erected around a grave nor the space defined by any other means. No objects other than cremation plaques may be placed on the length of the grave or cremation plot.

8.6 Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk on an appropriate form. A relevant person must sign the form to give their permission for the proposed memorial/works. On approval by the Council, authorisation will be issued to the responsible Memorial Mason.

¹ "Deposition of a body", "Inhumation" means burial in a grave

² "Deposition of cremated remains" (ashes) means by scattering – distribution on the surface of the ground; by strewing – distribution beneath a layer of turf; by burial – placing in a hole in the ground.

8.7 Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.

8.8 The maximum height of lawn memorials on a grave is 3'6", the maximum width is 2' 6" and the depth is no more than 12" and not less than 3" (above ground, including any plinth).

8.9 The dimensions of a lawn memorial for a cremated remains plot shall be no more than 3' by 1' positioned in a landscape orientation. The memorial may be sloped up to 6" height above ground along the 3" interm top edge when placed in landscape orientation. These are also the dimensions for a cremated remains memorial placed on an existing grave plot.

8.10 The memorial mason may inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed.

8.11 Memorial masons must remove all arisings from the burial ground 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 burial ground prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.

9. Care of Graves and Memorials

9.1 All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.

9.2 Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site. Bins are provided and materials should be separated and placed in the appropriate bin to enable effective recycling.

9.3 All flower holders or other items left on headstone plinths and memorial plaques must be made of non-breakable material. Any items left on graves and cremation plots are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave or cremation plot that is likely to cause risk, damage or offence to other visitors to the burial ground or which interfere with the Council's maintenance of the site.

9.4. Grave owners are permitted to place personal items on headstone plinths and cremation plaques only. Grave owners are requested to adhere to this rule so as to enable maintenance of the grass areas without risk of damaging any personal items.

9.5 No trees, shrubs or flowers may be planted on graves. The Council will remove any plants that infringe on other grave spaces or interfere with the Council's maintenance work.

9.6 In order to maintain the restfulness of the Burial Ground the addition of ornaments placed on any grave should be restricted.

Specific regulations concerning memorials follows:

9.6.1 Any shrub or flowers placed on a grave or memorial plaque must be in a pot and the shrub or flowers may not exceed 30 centimetres in height or width.

9.6.2 Only one of each of the following will be permitted on each grave or memorial plaque:

- Fresh flowers.
- Small stone ornament.
- Small pot plant not exceeding 30 centimetres in height or width.
- Artificial flowers in good condition and not exceeding 30 centimetres in height or width.
- Toys, plastic ornaments, wind chimes, lights, balloons or any other temporary ornament not specifically approved by the Parish Council. These may be removed by the council after 6 months, or earlier if their condition deteriorates or detracts from the visual aspect of the Burial Ground.
- Any of the above items (conforming to these restrictions) must fit the plinth of the gravestone (if there is one) or be placed at the head of the grave or, in the case of cremation, within the area of the memorial plaque.

9.7 The Parish Council will take any reasonable steps to make good any deficiency including, if necessary, the removal of any memorial or other object if any owners fail to fulfil the obligations imposed by this regulation.

10. Memorial Garden

10.1 There is a Memorial Garden area in the burial ground which has been designed to provide an area for the scattering of cremated remains bounded by kerbstones upon which memorial plaques can be fixed. This is the only area of the burial ground where ashes can be scattered.

10.2 Adhesive Acrylic Commemorative Plaques 200mm x 50mm, black with up to four lines of white text (approved by the council) can be installed on the Memorial Garden kerbstones by the council for a period of ten years on payment of the fee due. Renewals are available on payment of the standard fee prior to expiry of the term, otherwise removed on expiry.

11. Memorial trees, shrubs and benches

11.1 No unauthorised trees, shrubs or flowers may be planted within the burial ground. The Parish Council reserves the right to remove and dispose of any unauthorised plantings. Any new requests for memorial trees or shrubs will only be considered in the new phase 4 extension.

11.2 The provision and placement of commemorative benches will be considered on a case-by-case basis as space permits. Any person wishing to provide such an item should contact the Clerk to the Parish Council in the first instance. Only requests for commemorative benches in the phase 4 extension will be considered.

12. Exhumations

12.1 A full body or ashes or possibly both where there is to be a subsequent cremation cannot be disturbed without lawful authority, which would be an exhumation licence from the Ministry of Justice or a Faculty from the local Diocese if the grave is in a consecrated section of the burial ground. All burials, whether full body or ashes, are protected against disturbance under Section 25 of the Burial Act 1857.

12.2 In the event that an exhumation is required, all arrangements shall be made through a recognised funeral director.

12.3 Written permission of the registered grave owner and next of kin of the deceased must be given unless the exhumation is by order of the coroner.

12.4 No exhumation of a body or of cremated remains may commence before two o'clock in the morning or after 30 minutes before sunrise, nor at any time on a Sunday.

12.5 Please see the list of Fees and Charges for exhumation fees. Excessive disturbance and costs of reinstating the area may be charged in addition to the fees listed. Exhumation is a very expensive process requiring application for a licence and the attendance of an officer of the Parish Council, the Environmental Health Officer and possibly several other contractors.

12.6 Keyworth Parish Council reserves the right to refuse permission for an exhumation.

12.7 Please also see <https://www.gov.uk/apply-for-an-exhumation-licence> for further information or contact the Parish Council office if you do not have access to the internet.