



Cemetery Regulations

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2 Definition of Terms

Application	A request made on the Council's prescribed form
The Council	Rugby Borough Council
Cemeteries	Whinfield Cemetery, Watts Lane, Croop Hill, Clifton Road Cemetery and Rainsbrook Cemetery
Cemeteries Service or Office	The Council department responsible for administering and maintaining the Cemetery for full burials and the interment of ashes
Cemeteries Representative	Is any member of staff appointed by Rugby Borough Council to carry out Cemeteries administration or supervision work on behalf of the Council.
Exclusive Right of Burial (EROB)	The legal document which is a lease agreement between the Council and the elected owner's specifying a particular grave, a set period for the lease and a unique reference number
Owner(s)	The named person(s) on an Exclusive Right of Burial and the only person(s) who can approve the opening of a grave for an interment
Transfer of the Exclusive Right of Burial	The act of transferring the Exclusive Right of Burial for the remaining years on the Deed of Grant, when the owner is deceased.
Assignment of the Exclusive Right of Burial	The act of the owner transferring the Exclusive Right of Burial for the remaining years on the Deed of Grant.
Statutory Declaration	A Statutory Declaration is a written statement of fact that is signed before a Commissioner for Oaths.
Interment	The act of burying within a burial or cremated remains plot
Family organised Interment	A burial or cremated remains interment organised by the family directly with the Cemeteries office – the services of a Funeral Director are not required.
Children's Funeral Fund for England	A Government scheme to provide funding for the fees charged for a cremation or burial of a child between the ages of 24 week gestation and 17 years.
Interment plot	An interment plot is a space assigned for cremated remains only (Cremated Remains plot).
Burial plot	A burial plot is assigned for full burials, (Lawn Section Graves and Kerbstone Section graves). Ashes may only be interred in a burial plot where at least one full burial has taken place.

Common Grave	A common grave is a burial plot which has not been purchased and is owned by Rugby Borough Council. No memorial may be placed on this grave.
Memorial Safety Inspection	All memorials will be tested to assess their safety and risk level. The testing will be carried out by an inspector qualified in accordance with NAMM requirements and in line with the recommendations stated in Article 16.1 of The Local Authorities' Cemeteries Order 1977
Stonemasons and Funeral directors Registration Scheme	Stonemasons and Funeral Directors who are Registered with the Council permitting them to undertake works within the Cemeteries after approval. A list of approved Stonemasons and Funeral Directors can be viewed on the Rainsbrook website www.rainsbrookcrematorium.co.uk
Memorial	A memorial is a fixed structure with names of the deceased persons interred in that grave. All memorial installations are subject to an application and approval before installation.
Memorial Application	A request to install a memorial at one of our cemeteries, made on the Council's prescribed application form and received with full non-refundable payment.
Memorabilia	Memorabilia is portable commemorative objects which are not fixed to the main interment plot's memorial. Only authorised memorabilia is permitted in accordance with current our Terms and Conditions.
Selection Fee	A selection fee applies to any newly purchased grave that is not the next in line plot and where the selected grave is positioned where a burial is possible. This cannot be positioned in the middle of an unused row and must have concrete borders already in place.
BRAMM	British Register of Accredited Memorial Masons Scheme
NAMM	National Association of Memorial Masons
Winter times	1 st October to 31 st March
Summer times	1 st April to 30 th September
Open phased area	The section or part of the section of the cemetery that has been opened for burials
Backfill	The backfill of the soil after the placing of the coffin in the grave.
Family backfill	The backfill of the soil is completed by hand by a maximum of four family members after the placing of the coffin in the grave

3. Introduction

3.1 General

3.1.1 The following Cemetery Regulations apply to all burial grounds owned and managed by Rugby Borough Council and include the following sites:

- Rainsbrook Cemetery
- Whinfield Cemetery
- Croop Hill Cemetery
- Watts Lane Cemetery
- Clifton Road Cemetery

3.1.2 The Cemetery Regulations have been formulated to ensure the Cemeteries remain well maintained, pose no safety risk to either visitors or operatives and are environmentally friendly. The Regulations should, therefore, be observed at all times.

3.1.3 The Bereavement Service Manager's decision shall be final in all matters relating to the management of the Cemeteries.

3.1.4 Members of Rugby Borough Council staff and cemetery representatives have the right to work and carry out their duties in an environment free from violence, threatening or abusive behaviour. Any form of abuse, including, but not limited to, verbal, physical and electronic, on any grounds, such as gender, sexual orientation, race, religion or belief, age or disability, will not be tolerated under any circumstances. Should any such behaviour be displayed by any person, they will be required to leave the premises immediately and reported to the police.

3.1.5 Please be aware that these regulations do not apply to Rainsbrook Crematorium and Rainsbrook Gardens of Remembrance. For details of those regulations please refer to Rainsbrook Rules and Regulations, these regulations apply to Rainsbrook Crematorium and Gardens of Remembrance, including the scattering bank, all memorials areas and the ashes section.

3.2 Contact Details

All funeral bookings, general enquiries and comments regarding the Cemeteries should be made by email to rainsbrook@rugby.gov.uk, by telephone on 01788 533715, or by writing to:-

Rainsbrook Cemetery and Crematorium
Ashlawn Road
Rugby
Warwickshire
CV22 5QQ

3.2.1 The Cemeteries Office will be open Monday to Friday 9am to 4.30pm. Any alterations to these times will be published on our website www.rainsbrookcrematorium.co.uk.

3.2.2 The office at Rainsbrook is not open on Saturdays, Sundays or any Public Bank Holidays.

3.3 Opening Times

The Cemeteries are open for visitors every day of the year, 24 hours a day, however, Rugby Borough Council reserves the right to temporarily close public access to the Cemeteries or any part of a cemetery at any time without notice.

4. General Regulations

4.1 General

4.1.1 These regulations are in addition to the provisions presented in the Local Authorities Cemeteries Order 1977, Local Government Act 1972 and any other appropriate law and regulations currently in force.

4.1.2 These regulations supersede any previous regulations in place.

4.1.3 The Cemeteries are places of peace and quiet reflection and visitors to the sites are welcome, but please respect the nature of the sites, the needs of other users and safety factors. No games, sports, riding of bicycles, skateboards, roller blades, scooters or similar are allowed in the burial grounds. No consumption of alcohol or drugs may take place within the burial grounds and anybody under the effects of such substances will not be admitted.

4.1.4 Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.

4.1.5 Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments, trees or other items within the cemetery.

4.1.6 The planting of trees and shrubs, the erection of fences, railings or ornaments and the placing of gravel or glass items is not permitted in any part of the cemetery, including placing items on trees within the cemetery and all items will be removed immediately.

4.1.7 In accordance with the Local Authorities Cemetery Order 1977 the following can only take place after a written application has been received and approval has been given by Bereavement Services:

- Burials
- Interment of ashes
- Strewing of ashes
- Exhumations
- Installation or fixing of a memorial, kerb edges or benches*
- Adding an inscription to a memorial*
- Renovation of a memorial*
- Removal and/or replacement of a memorial*
- Building of walled graves or vaults

4.1.8 The scattering of ashes in any of our cemeteries is not permitted.

4.1.9 *Please note: please see Section 8 for scheme relating to memorials.

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.

4.2 Resident Fees

4.2.1 A copy of the current Fees and Charges is available from Rainsbrook Cemetery and Crematorium Offices, Ashlawn Road, Rugby, CV22 5QQ. They are also published on our website www.rainsbrookcrematorium.co.uk or are available by emailing rainsbrook@rugby.gov.uk.

Fees and charges will be determined by the Council annually and will take effect from 1st April each year. The date of burial will determine the fees applicable.

4.2.2 Fees and charges are payable in advance and the Council does not provide a payment plan service.

4.2.3 There are currently no fees payable by families of children aged from 24 week gestation up to, but not including, 18 years of age. The payment for any burials in this age category will be claimed from the Children's Funeral Fund by the Council.

4.2.4 Where a payment is made by cheque, the cheque should be made payable to Rugby Borough Council.

4.3 Non-residents fees

4.3.1 There are no restrictions on who can be interred within Rugby Borough Council Cemeteries, however, there are additional fees applied for any deceased whose permanent residence is outside the Borough of Rugby.

4.3.2 This policy is justified by the following objective criteria as required by Regulation 30 (3) of The Provision of Service Regulations 2009

- 1) Residents of Rugby are contributing towards the cost of local services and are therefore making a financial contribution towards the cost of the Cemetery Service. Non-residents are not making a contribution in this respect.
- 2) As a Local Authority, Rugby Borough Council must ensure that it can continue to provide a basic level of service to local residents. The additional charge applied to individuals from outside the local area ensures that the Council can continue to maintain appropriate capacity to provide the services required by its own residents.

4.3.3 A resident is defined as somebody who, immediately prior to their death, was a resident of the area, or who lived in the area for over ten years and moved out of the area less than 12 months before their death.

4.3.4 Proof of residency may be requested to support any resident fee claims and where the proof is not provided the non-resident fee will be incurred. All decisions will be final and at the discretion of the Bereavement Services Manager.

4.4 Dogs

4.4.1 Dogs are permitted in all cemeteries when held on a lead. It is the responsibility of the person in control of the dog to ensure that any mess is removed from site. No dogs, other than assistance dogs are permitted in the chapels.

4.4.2 Please respect the area you are visiting and ensure that dogs are not permitted to urinate against any headstones. There is a Public Spaces Protection Order (PSPO) in place in all our cemeteries and failure to comply may result in a Penalty Charge Notice being issued.

4.5 Times

4.5.1 Funerals will normally be permitted on the following days and times:-

Winter: Monday to Friday 9.30am to 2.30pm

Summer: Monday to Friday 9.30am to 3.00pm

Excluding all Public Bank Holidays.

4.5.2 It may be possible to arrange funerals outside of these times subject to additional cost and staff availability. Please contact the Cemeteries office if a time outside of the permitted hours is required.

4.6 Vehicles

4.6.1 Vehicle access is restricted to blue badge holders only at the following cemeteries and a valid blue badge must be displayed in the vehicle at all times whilst parked in the cemetery.

- Rainsbrook Cemetery
- Croop Hill Cemetery
- Watts Lane Cemetery

4.6.2 Vehicles must park in the allocated spaces ONLY.

4.6.3 At all cemeteries vehicles should park in the adjacent car park, where provided. Vehicles should be driven and parked with due consideration for other users. Vehicles are not permitted to drive, or park on the access roads, footpaths, grass or over any planted areas, under any circumstances. Such action will be deemed a nuisance and will be dealt with under the powers of the Local Authorities Cemeteries Order Articles 18 and 19 as cited above.

4.6.4 The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the Cemetery and vehicles are parked at the owner's risk.

5. Burials

5.1 General

5.1.1 All bookings for a full burial, strewing of cremated remains must be made through the Cemeteries Office.

5.1.2 For Whinfield, Watts Lane, Clifton Road and Croop Hill, each section is divided in accordance with the denomination of the deceased. The majority of the sections at these cemeteries are laid to lawn and no items may be placed on the lawn sections (please see Section 4. Cemeteries for further details.)

5.1.3 Rainsbrook Cemetery grave plots denomination will be determined at the point of burial.

5.1.4 There are some areas available in selected cemeteries for a traditional grave, please ensure your Funeral Director is aware of your requirements. It will be assumed that all burial bookings will be for a lawned grave unless specified otherwise on the Notice for Interment.

5.2 Bookings

5.2.1 The provisional booking should be followed up by the submission of a completed Rugby Borough Council Notice of Interment form by 10.30am, 2 working days in advance of the intended date and time of the funeral. Any exception to this must be agreed in writing by the Bereavement Services Manager. Receipt of the fully and correctly completed Notice of Interment, together with either a Coroners order for Burial or green certificate for Burial or Cremation and the Grant of the Exclusive Right of Burial (when a grave is to be re-opened) will act as confirmation of the provisional booking. For any ashes interment a Notice of Interment, Certificate of Cremation and the Grant of the Exclusive Right of Burial is required.

As much information relating to the funeral as possible must be given to the Council in advance, including number of mourners, motorbike hearse, horse and carriage, jazz band, piper etc.

5.2.2 It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it as least 2 working days prior to the date and time of the funeral. A Stonemason, registered with NAMM or BRAMM and part of Rugby Borough Council Registration Scheme must be used to undertake the removal of the headstone and the costs incurred are payable by the person making the funeral arrangements.

5.2.3 Failure to comply with any of the above may result in the burial being transferred to a later date when the above can be complied with.

5.2.4 The time appointed for the burial must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service. The person making the funeral arrangements will incur an additional fee for any service that arrives more than 15 minutes late.

5.2.5 A full burial interment must not exceed 60 minutes, unless the booking has been made for a graveside service or the service will take place in the cemetery chapel, in which case the service and interment must not exceed 90 minutes. Ashes interments must not exceed 30 minutes. Any service/interment that runs over these times will incur additional fees.

5.2.6 The Council advises families to contact Funeral Directors that are registered with the Council to work in their cemeteries or for those Funeral Directors who are not part of the scheme, the Funeral Director will be required to join before a booking can be taken.

5.3 Allocation of New Burial Plots

5.3.1 Each new grave will be allocated by the next available plot, within an open phased area. This will be determined by the Cemeteries office 2 working days prior to the burial.

5.3.2 If requested at the time of booking the burial, an alternative grave may be available for selection when the next in line grave is not the preferred choice. Selection may be possible only in an open phased area and is subject to approval by the Council. Payment of the selection fee will apply. Burial plots will not be available for selection in areas not currently active.

5.3.3 Reservation of a grave for future use is not possible in any of our cemeteries.

5.4 Interment

5.4.1 All graves will be excavated and prepared for interment by the Council. No other person or company will be allowed to undertake any excavation within the cemetery, except with the express permission of a Chief Officer. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities' Cemeteries Order 1977.

5.4.2 Following the interment, the Council will level the grave and re-turf in the appropriate season. Graves will be turfed between 6 to 12 months after the burial has taken place, dependent on the season, weather, and settling of the grave.

5.4.3 All funerals will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the Chapel and/or grave as appropriate.

5.4.4 Floral tributes from the funeral will be placed on top of the grave following the backfilling of the grave and will remain in situ for a maximum of 14 days before being cleared by Council Staff.

5.4.5 The Council will not be liable for any loss, damage, theft or vandalism of any item placed onto a grave however caused.

5.4.6 For any interment taking place, it is necessary to place soil or other material excavated from a newly dug grave temporarily onto the adjoining grave space, without prior notice to any other person. Adjacent graves will be fully re-instated to their original appearance once the interment has taken place and the area will be left tidy.

5.5 Size and depth of graves

5.5.1 Subject to the discretion of the Council, all graves will be of such depth to accommodate the following:-

- Burial Sections – up to two coffins and up to six ash caskets (ashes will only be buried in a burial section if at least one full burial has taken place)
- Ashes Sections – two ash caskets
- Children's Section – one coffin

5.5.2 All graves in the Burial sections will be dug to a depth of 6 foot 6 inches, unless for reasons beyond our control, this is not achievable.

5.6 Coffins

5.6.1 Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool and cardboard. Metal coffins or caskets will only be accepted if placed within a walled grave or vault.

5.6.2 All coffins must be provided with handles.

5.6.3 The exact size of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape (eg locking bar handles, casket shape, wicker coffin etc. The Council will subsequently add a suitably amount to the given size in order to determine the dimensions of grave to be excavated.

5.6.4 Incorrect measurements are the responsibility of the Funeral Director or the person completing the Notice of Interment form. Please be aware that the coffin or casket size may determine the number of all subsequent interments.

5.6.5 The maximum width of a coffin per grave is 30 inches (including handles). For a coffin that is over this size, two grave spaces must be purchased.

5.6.6 For a full burial interment, coffins needing more than one burial plot space will require the purchase of two burial plots. The decision of the Bereavement Services Manager is final in this respect.

5.6.7 Shrouds may only be used in place of coffins in designated areas and will incur additional interment fees.

5.7 Backfilling

5.7.1 Family members may, at their own risk, backfill the grave, but must adhere to instructions from cemetery staff. For any family backfill, a Declaration must be signed by the applicant for the burial and a Risk Assessment must be completed by the Funeral Director. The Declaration and the Risk Assessment must be received by the Cemeteries Office by 10.30am 2 days prior to the burial.

5.7.2 Without exception, no-one under the age of 18 years old is permitted to backfill. Unless identification is produced, the decision of the cemetery staff is final.

5.7.3 Cemetery staff will commence the backfill of a grave immediately after all mourners have left the cemetery and will be completed on the same day.

5.8 Purchase of Exclusive Right of Burial

5.8.1 Every Interment shall take place either in a purchased or public grave

5.8.2 For a purchased grave, a Grant of Exclusive Right of Burial (the Deed) will be issued to the owner as specified on the Notice of Interment form.

5.8.3 For a public grave Rugby Borough Council will retain the right to say who will be buried in the grave. No memorial rights exist for a public grave, therefore no headstone or memorial can be placed on the grave.

5.8.4 When a grave is purchased, it refers to the Purchase of the Exclusive Right of Burial in a particular grave space and is not the purchase of the land itself, which remains in the ownership of Rugby Borough Council. This means that you do not own the land but have the following rights, during the period stated on the Exclusive Right of Burial:

- Be interred into the grave, if space is available.
- Authorise further interments into the grave, where space is available.
- Apply to erect a memorial headstone (within current restrictions – please see section 8 on memorials.)
- Give permission for additional inscriptions to be made on existing memorials (please see section 8 on memorials.)

5.8.5 The Exclusive Right of Burial for a grave can be purchased for a period of 50 years.

5.8.6 Within 5 years of the lease expiring an Exclusive Right of Burial may be extended, after the relevant fees have been paid.

5.8.7 The Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved. The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.

5.8.8 The Exclusive Right of Burial can be held by a maximum of two people and any issues with the grave can only be discussed with the holder(s) of the Exclusive Right of Burial.

5.8.9 The Exclusive Right of Burial will only be issued after full payment has been received.

5.8.10 The Exclusive Right of Burial should be produced to the Council when a request is made to re-open the grave. The Council reserves the right to refuse to allow an interment into a grave space where the Deed is not produced.

5.8.11 If the Exclusive Right of Burial is lost, the person requesting that the grave be opened, must make a Statutory Declaration under oath, that they have the right to do so. Possession of a grave deed does not in itself give any person the right to have a grave opened, as that right lies only with the person named on the Deed (Please see section 10 on Transfer of Grave Ownership.)

5.9 Children's Section

5.9.1 In both Whinfield Cemetery and Rainsbrook Cemetery we have a dedicated children's section. Each grave will be excavated to a depth which will allow one interment only, however, cremated remains of a child may also be buried in these graves.

5.9.2 For any child under the age of 24 weeks gestation there will be no charge to carry out a burial in an individual plot. For a child aged from 24 week gestation to 17 years of age, any charges will be claimed from The Children's Fund.

5.9.3 Families may place items on a grave in the children's section within the boundary of their grave. No gravel may be placed or fencing erected in the children's section. The Bereavement Services Manager will have the final decision on each boundary.

5.9.4 The name plate on the coffin should display the child's full name and date of death and if applicable the age.

5.9.5 An Exclusive Right of Burial will be issued for an individual burial plot.

5.9.6 Shared graves are available for babies born up to 24 week gestation. For these graves a headstone, ornaments, glass containers, gravel or fencing, although this list is not exhaustive, cannot be placed on the grave.

5.9.7 The cost for a shared grave burial is in accordance with the current fees and charges and will include a memorial placed on the grave with the dates of burials.

6. Exhumations

6.1 No human remains (including cremated remains) may be disturbed or removed from a grave unless a licence from either the Ministry of Justice or a Faculty from the Diocese is obtained. There is no guarantee that an exhumation will be approved. A fee is not applicable for the licence, however, there will be a fee applicable for the exhumation, please enquire at Bereavement Services as detailed in Section 3.1

7. Closed Churchyards

7.1 The Council are responsible for the maintenance and inspection of the grounds, trees and boundaries and are required to undertake statutory inspections and testing of memorials. The Council are currently responsible for the following Closed churchyards:

- St Margarets Church, Wolston
- St Andrews Memorial Gardens
- St Michaels Church, Brownsover, Rugby
- St Oswalds Church, Rugby
- St Mary's Church, Clifton (please note only some of the grounds are closed)
- St John the Baptist, Brinklow, Rugby

8. Memorials

8.1 General

8.1.1 A memorial may only be erected on a burial or cremated remains plot by a Stonemason registered with NAMM, BRAMM and part of the Stonemasons and Funeral Directors Registration scheme and must be in accordance with the current NAMM/BRAMM standards

8.1.2 Memorials may only be erected on a purchased grave and must not exceed the maximum sizes permitted.

8.1.3 Temporary wooden crosses are permitted on a grave for one year or after a memorial has been erected. After which point the wooden cross will be removed. If a family wish to keep the wooden cross they must remove before the anniversary of the burial or prior to the installation of the headstone.

8.2 Application to install a memorial

8.2.1 The owner(s) of the Exclusive Right of Burial may apply to erect a memorial. Memorial application forms can be obtained by emailing rainsbrook@rugby.gov.uk or by calling 01788 533715. Alternatively, applications should be available from all registered Stonemasons. A non-refundable fee is payable at the point of application, please see our current fees and charges.

8.2.2 The memorial application must be signed by the owner(s) of the Exclusive Right of Burial. If the owner is deceased, a transfer of the grave ownership must be completed before a memorial can be erected.

8.2.3 It is recommended that there is a period of one year between a full burial and the erection of a headstone, where there is a bark border.

8.2.4 When the interment has taken place with a concrete border, or is for an ashes plot, a headstone may be placed immediately after the interment has taken place and the memorial application has been approved.

8.2.5 Memorial applications cannot be submitted or approved prior to an interment taking place.

8.3 Inscriptions

8.3.1 The Council reserves the right to refuse permission for a memorial where the Council consider the proposed inscription could cause offence or is deemed unsuitable.

8.4 Memorial Sizes

8.4.1 Below are the details of the maximum dimensions and types of memorials permitted to be placed onto graves where there has been an Exclusive Right of Burial granted.

Clifton Road Cemetery / Watts Lane Cemetery / Whinfield Cemetery / Croop Hill Cemetery

Main Cemetery Area

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Headstone (including any base slab)	5 feet 6 inches	3 feet	1 feet 6 inches
Vase	1 foot 3 inches	1 foot	1 foot
Plaque / Tablet	2 feet	2 feet 6 inches	1 feet 6 inches

Cloverleaf Memorial Garden

Burial space within the Cloverleaf memorial gardens vary depending on the location of the grave. No memorial will be permitted higher than 2 foot 6 inches tall.

Stonemasons wishing to carry out work on a headstone for this area will need to contact Bereavement Services for the maximum size permitted for the grave space.

Whinfield Cemetery

Cremation Sections J and L

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Plaque / Tablet	2 feet	2 feet	2 feet

Cremation Section N

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Plaque / Tablet	2 feet	2 feet	2 feet

Watts Lane Cemetery

Cremation Section P

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Plaque / Tablet	2 feet	2 feet 3 inches	2 feet

Croop Hill Cemetery

Cremation Section V

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Plaque / Tablet	1 foot 6 inches	1 foot 6 inches	3 feet

Rainsbrook Cemetery

Description	Height (maximum)	Width (maximum)	Depth (maximum)
Headstone (including any base slab)	3 feet 6 inches	3 feet	1 foot 6 inches
Vase	1 foot 3 inches	1 foot	1 foot
Plaque / Tablet	2 feet	2 feet 6 inches	1 feet 6 inches

8.5 Memorial Permit

8.5.1 A memorial permit will be issued to your Stonemason upon the memorial application being approved. The memorial permit will be valid for one year from the date of approval. If the permit has expired, a new memorial application will need to be submitted together with the correct memorial application fee.

8.6 Installation

8.6.1 After a memorial permit has been issued to the Stonemason, an appointment must be booked by the Stonemason, with the Cemeteries office prior to the installation taking place.

8.7 Removal

8.7.1 No memorial shall be removed from the Cemeteries without the permission of the Owner(s) of the grave or their representative.

8.7.2 All memorials must be removed before a second interment can take place. It is the responsibility of the owner(s) or their representative to remove the memorial and they do so at their own risk and expense. A memorial that has not been removed may result in second interment not taking place until the headstone has been removed. This may result in additional fees being charged.

8.7.3 The Council reserves the right to remove, without notice, any unauthorized monument, memorial, stone, kerb edging, tree, shrub, plant or item erected in the cemetery in contravention of these regulations or where the Council deem the items a health and safety risk.

8.7.4 The Council may remove a memorial headstone from a grave to allow for an adjacent grave to be excavated. As soon as possible after the funeral has taken place, the headstone will be fully re-instated by the Council. The Council will, where circumstances allow, make reasonable attempts to contact the owner of the Exclusive Right of Burial.

8.8 Memorial Safety

8.8.1 It is the responsibility of the owners of the Exclusive Right of Burial to maintain their memorial in a safe condition and be kept in good repair.

8.8.2 The Council will carry out memorial safety testing in all cemeteries on a rolling programme and has the right to lay down, remove or 'stake and band' any memorial it considers to be unsafe and will make every effort to contact the owners of the headstone to advise them of any action taken.

8.8.3 The owners of the Exclusive Right of Burial shall be responsible for the cost of any repair, laying down or removal of an unsafe memorial. Where possible, the owner(s) of the Exclusive Right of Burial will be contacted prior to any work taking place, however, in the event that the owner(s) cannot be traced, or the immediate work is necessary for safety reasons, work will be carried out on the unsafe memorial without contacting the owner. Families should contact Bereavement Services with any queries.

8.8.4 The Council reserves the right to take any necessary action with a memorial where notification has been sent to the owner of the Exclusive Right of Burial and no repair has taken place.

9. Items placed on a graves

9.1 The Council will not be liable for any loss, damage, theft or vandalism of any item placed onto a grave however caused.

9.2 Cemetery staff may remove articles from a grave that, in their opinion, are likely to cause risk, damage, or offence or which may interfere with the Council's maintenance of the site. Where possible, items will be kept for three months for collection, please contact Bereavement Services to arrange collection.

9.3 The following items are not allowed to be placed on graves and if found will be removed.

- Unauthorised memorials
- Unauthorised kerb edgings
- Artificial grass
- Glass items
- Stone chippings or gravel (unless placed inside an authorized fully kerbed grave)

9.4 Any memorabilia must be placed within the headstone border and not encroach onto the adjoining grave space. Items placed outside of your grave space or on any

lawned section will be removed and will be available for collection from the Cemeteries office within one month of removal.

9.5 The following memorabilia items should not be placed on any grave, although the Council reserves the right to remove other items outside of this list:

- Glass items
- Wind Chimes
- Naked flames
- Alcohol
- Solar lights
- Lanterns
- Fencing
- Gravel

9.6 Disposal of Christmas wreaths is principally the responsibility of the Owner(s) of the Exclusive Right of Burial. However, any Christmas wreaths still in place on 14th January each year will be removed as part of the routine maintenance works.

10. Transfer of Grave Ownership

10.1 The Owner(s) of the Exclusive Right of Burial may transfer or assign the ownership of a grave either during their lifetime, or after their death, to a person of at least 18 years of age and upon payment of the appropriate administration fee.

10.2 Where a grave is owned by two persons, both must sign to agree to the transfer of the ownership. Where one owner is deceased, the ownership will transfer into the ownership of the surviving owner.

10.3 A Transfer of Ownership will be necessary before a burial can take place, where the owner is deceased, unless the burial is for the deceased owner. In this case no transfer is required for the burial to take place.

10.4 The Exclusive Right of Burial forms part of the estate of the deceased owner and can be transferred for the remaining years on the Deed to the entitled person(s) upon production of a Will, Grant of Probate, Letters of Administration or the relevant Statutory Declaration, together with any supporting documentation and the appropriate fee.

11. Repeal of former regulations

11.1 Any locally agreed rules or regulations previously in force in respect of all cemeteries are hereby revoked.