



**EDLINGTON TOWN COUNCIL – BURIAL
GROUND REGULATIONS**

Introduction

1. These regulations apply to Edlington Town Council Burial Ground/Cemetery, Edlington Lane, Warmsworth, DN4 9LW:

Contact Details

2. All interment bookings, general enquiries and comments regarding the Town Council Burial Ground should be directed to:
Mark Caudwell – Cemetery Superintendent Tel 07761 813997
Email: edlingtontc@gmail.com
3. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

Admission to the Burial Grounds

4. The Cemetery is open for visitors every day of the year during the following times:
April to September 08.00 to Dusk
October to March 08.00 to 16.00
No person is permitted to be in the Cemetery outside of the published opening hours without the express permission of the Town Clerk.
5. The Edlington Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site 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.
6. 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.
7. Children 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 within the cemetery.
8. Dogs are permitted in the cemetery under the appropriate control of the owner .

9. No cars, other than funeral vehicles (hearse and limousines) may enter the cemetery other than in the designated car park. Memorial masons or other contractors who may require vehicular access should contact the Cemetery Superintendent
10. Visitors with disabilities or other special requirements should contact Cemetery staff who will be pleased to assist.

General Regulations

11. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the Edlington Cemetery either in their own time or during their employed hours.

12. No person shall canvass or solicit business in the burial grounds.

13. The Council will publish a scale of fees and charges annually. Residents of Edlington Parish will qualify for reduced fees compared to non-residents. A resident is defined as somebody who has resided in Edlington for a minimum of 10 years (or having been a resident since birth) thereby demonstrating having been a local taxpayer and having contributed towards the upkeep of Edlington Cemetery during this period of residency. In addition, a non-resident who can demonstrate that they have lived in Edlington for a minimum of 10 years during their lifetime, will also qualify for the "resident burial fee".

14. 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. There is an appeal mechanism against any decision made under the these burial ground regulations or in respect of any burial fee levied, by appealing to the Town Clerk who will determine an appeal in consultation with the Town Mayor and Deputy Mayor.

Graves

15. Graves are available in Edlington Cemetery. Graves will be allocated on a next available basis, at the discretion of the Town Council.

16. The Exclusive Right of Burial for a grave can be purchased for a period of 99 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave, subject to the councils memorial regulations.

17. When a burial is being arranged, the grave purchaser may pre-purchase the adjacent grave for future use.

18. 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.

19. Following the interment the Council will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

Booking of Interments

20. A provisional booking for an interment may be made by telephone to the Cemetery Superintendent.

21. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by Edlington Town Council) to the Cemetery Superintendent at least 72 working hours in advance of the intended date and time of the interment. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.

22. As much information relating to the interment as possible must be given to the Council in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, jazz band, piper etc.

23. 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.

24. It is the responsibility of the person making the interment arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.

25. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices prior to the funeral.

26. The Council will determine the appropriate fees to be paid for the interment, which must be paid fully in advance.

Interments

27. Funerals will normally only be permitted Monday to Friday 09.30 – 15.30 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to an additional cost. Please contact the Town Clerk if a time outside of the permitted hours is required.

28. All interments will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the grave as appropriate.

29. The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service.

30. It is the responsibility of the person making the interment arrangements to organize a Minister or Officiate for the funeral if one is required.

31. 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).

Memorials

32. Memorials in lawn and cremated remains sections other than those fixed by a BRAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined by planting or any other method. On lawn sections' planting is confined to the head of the grave and no objects must be placed on the length of the grave.

33. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Town Clerk on the appropriate form supplied by the Council, and the relevant fees paid. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible Memorial Mason.

34. 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.

35. The maximum height of lawn memorials is 4 ft, the maximum width is 3ft and the depth is 2ft. The memorial must be a minimum of 2" thick. On cremated remains graves in the Garden of Rest the memorials must be 18" x 18" square/flat and in black, grey or red.

36. The memorial mason must 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. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high.

37. Memorial masons must remove all arisings from the cemetery 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 cemetery 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.

38. Temporary Wooden Crosses are permitted and supplied by the Town Council only.

Care of Graves and Memorials

39. 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 in to 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.

40. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.

41. All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves 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 that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site.

42. No trees may be planted on graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.

Adopted by the Town Council 13/12/16

Reviewed/amended – 13/2/18