

SLEAFORD CEMETERY REGULATIONS

1st APRIL 2008 - 31st MARCH 2009



SLEAFORD TOWN COUNCIL
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BURIALS

1. **Applicants should ensure that they are fully conversant with the rules and regulations of Sleaford Cemetery, with particular attention to grave layout and memorial types, prior to any interment.**
2. All arrangements for the time and date of the burial must be made with the Town Council Office.
3. Forms of application for interments can be obtained at the Town Council Office. The forms, duly completed with the necessary particulars, must be delivered to the Town Council Office not less than three clear days before the date of the interment.
4. Arrangements for the conducting of any burial service must be made with the relevant minister and is not the responsibility of the Town Council.
5. All interments must take place between 9:30 am and 2:30 pm April to September and 9:30 am and 1:30 pm October to March. Interments will not be permitted on Saturdays, Sundays, Good Friday, Christmas Day or Bank Holidays
6. The selection of graves is at the discretion of the Town Council.
7. Burials of un-confined bodies will not be allowed.
8. No coffin will be buried in any grave within three foot of the ordinary level of the ground.
9. Large (American Style) coffins requiring a plot larger than eight foot by five foot, will incur a 50% increase in fee.
10. All wreaths and other floral tributes will be cleared from graves 21 days after interment unless alternative arrangements are agreed with the Town Council.
11. Temporary grave markers will be removed and the grave levelled after a period of six months following the interment.

CERTIFICATES

1. The registrar's certificate for burial, or the Coroner's order for burial where an inquest has been held, or the certificate of the Crematorium Authority where the interment is of cremated remains, must be delivered to the cemetery staff before burial can proceed.
2. The certificate relating to still births issued by the registrar under the provision of the Births and Deaths Registration Act 1926, or the order of the Coroner where an inquest has been held, must be delivered to the cemetery staff before the burial of a stillborn child can proceed.

3. If the person procuring the burial of a body of a deceased person in the cemetery cannot at the time of disposal produce a Registrar's certificate or a Coroner's order, the burial will proceed only if a written declaration is made by such a person in the proscribed form in pursuance to Section 1(1) of the Births and Deaths Registration Act 1926, as amended by Section 11(2) and (3) and Section 24 of the Births and Deaths Registration Act 1953, that a certificate or order in respect of the deceased has been issued; the declaration must be handed to the Cemetery Foreman with the sum of £20.00 to cover any expense the Council may be put to in subsequently obtaining such certificate or order, or a duplicate. If the certificate or order, or a duplicate, is delivered to the Council Office within 24 hours after the interment the Council will refund the deposit in full, but failing this the Council will proceed to obtain either the original or a duplicate and the deposit will be forfeited.

EXCLUSIVE RIGHT OF BURIAL

1. With existing Grants the consent in writing of the grantee, or the person in whom the right is vested, or the deed of grant must be delivered to the Council Office before a grave is opened in respect of which there is a current exclusive right of burial.
2. New exclusive rights of burial may only be purchased by a partner/spouse at the time of interment of the first partner/spouse and in an adjoining plot.
3. Assignment of Rights between a Parishioner and a Non-parishioner will be allowed only following payment of the difference in the current purchase fee. The Council may repurchase any unused grave plots from Parishioners at the same cost paid at the time of purchase.

MEMORIALS

1. Rights of Tenure for the placing of a headstone or other monument is for an initial period of **30 years**, this period may be extended after an inspection by an approved Memorial Mason hired by the memorial owner and any necessary remedial work has been carried out.
2. Applications for the right to erect or place memorials on graves must be accompanied by drawings and all necessary particulars, and no work shall be commenced before the application has been approved.
3. The Council reserves the right to refuse permission for the erection of any memorial or the placing on a memorial of any inscription that they may consider unsuitable.
4. All memorial work carried out in the cemetery must conform to the National Association of Memorial Masons (NAMM) Code of Working Practice 1994.

5. All new monuments must consist of either a single piece 'monolith' headstone or a flat tablet.
6. New memorials shall not exceed 3 foot in height and when erected or placed in any one grave space shall not exceed 2 foot 6 inches in width and must not be less than 2 inches thick. The height of all memorials shall be measured from the level of the ground surrounding the grave.
7. Memorials erected or placed to cover two grave spaces may be up to 3 foot 6 inches wide and should be placed centrally between the two graves.
8. Memorials to be placed on the plots for the burial of cremated remains shall not exceed 2 foot in height and shall not exceed 2 foot in width and must not be less than 2 inches thick.
9. The section letter/s and number of the grave space must be cut in a prominent position on all memorials erected or placed in the cemetery.
10. No memorials are permitted in the 'woodland section' of the Woodland Extension.
11. No ornamentation or planting is allowed on the grassed areas of the Woodland extension, a flower border will be created along the rows of headstones.
12. New Kerbs and Border stones are not permitted in the cemetery.
13. All brickwork, foundations for memorials, work involved in re-fixing memorials after removal, and all work not performed by employees of the Council, shall be subject to the approval of the Council.
14. Forms of application for the right to erect or place memorials on graves or to place additional inscriptions on existing memorials, can be obtained from the Town Council Office or downloaded from the Town Council Website.
15. The person whose name appears on the form of application must keep memorials in good condition and repair. The Council will remove, lay down or otherwise make safe any memorial that for reasons of neglect, vandalism or faulty design has fallen into a state of disrepair and is considered to be a danger.
16. The Council will not be held responsible for any damage to memorials or gravestones by storm, wind, lightning, subsidence, acts of third parties or any other cause not occasioned by the negligence of their employees.
17. The first inscription on a new memorial will be permitted free of charge. An inscription fee will be payable in respect of each subsequent inscription.

18. The placing of extra memorials or ornamentation on or around a grave or planting bushes or trees on a grave may only be carried out after obtaining written permission from the Council. The Council reserves the right to remove unofficial memorials, ornamentation or planting.

GENERAL INFORMATION

1. The Town Council Office will be open for orders, searches and enquiries from 09.00 a.m. to 4.30 p.m. Mondays to Thursdays and 09.00 a.m. to 04.00 p.m. Fridays. This office will not be open on Saturdays, Sundays, Good Friday, Christmas Day and Bank Holidays, or when otherwise decided by the Council.
2. A plan of the graves at the cemetery may be inspected at the Town Council Office.
3. The Cemetery will be open to the public from:
 - a. 8.00 a.m. to 7.00 p.m. April to September
 - b. 8.00 a.m. to 4.00 p.m. October to March.

The Council reserves the right to close the cemetery or to limit the entry of persons thereto at any time.

4. No servant of the Council is allowed either to take any gratuity, or to undertake privately, work of any kind in connection with the cemetery either in his time or during the Council's time.
5. No glass jar may be placed on any grave and no earthenware jar shall be placed on any grave in the cemetery unless such jar is sunk so that the top of the jar is level with the ground.
6. Dead flowers or plants and badly faded or damaged artificial flowers will be removed from the cemetery during routine maintenance.
7. All persons admitted to the cemetery shall conform to the Regulations in force and the Cemetery Foreman or other duly authorised officer of the Council may remove from the cemetery all persons infringing such Regulations or otherwise misconducting themselves.
8. Dogs are only permitted in the cemetery when on a lead any fouling must be removed.
9. Cycling is not permitted within the cemetery.
10. The parking of vehicles in the cemetery shall be at the discretion of the Cemetery Staff.
11. The Council reserves the right to make any alterations or additions to the foregoing Regulations from time to time.

RESIDENCY

1. Definition of “Resident” and “Non-Resident”

A “resident is a person who resides in Sleaford, including the villages of Holdingham and Quarrington, or has done so within the last five years. The five years will be calculated from either the date of purchase (for the purpose of the sale of spaces) or from the date of death (for the purpose of interment and memorial charges).

Before becoming eligible for the status of “resident” the person must have resided in Sleaford, Holdingham or Quarrington for a period of at least one year during the five-year qualifying period. Furthermore, the residence that was occupied must be the only or principal place of residence of the individual.

2. How residency will be established

The normal way that residency qualification will be determined will be through reference by the Town Council Office to either the Electoral Register or to the records indicating the person responsible for the payment of Council Tax in respect of the residence that they occupy or occupied.

If neither source confirms residential status then the Town Council Office will require independent written confirmation of proof of residence, normally in the form of a Solicitor’s letter.

If it is not possible to confirm residential status then the non-resident scale of charges will apply.

3. Special Cases

In the case of persons under the age of 18 years or a stillborn child, the basis of the charge will be the residential qualification of either parent of that person.

Where the person who purchased the space as a “resident” and at the date of their death had not lived in Sleaford for five years or more as their only or principal place of residence, the interment and memorial fees will be at the “non-resident” scale.

FEES AND CHARGES

Fees, payments and sums fixed and agreed by the Sleaford Town Council at a Meeting of the Council held on 16th January 2008 to come into effect on **1st April 2008**.

INTERMENTS

The fees indicated include the digging and backfilling of graves where applicable.

For interment in any grave.

	Resident	Non-Resident
Body of a stillborn Child or whose age at the time of death did not exceed one month.	No Fee	No Fee
Body of a child whose age at the time of death exceeded one month but did not exceed 16 years.	£58.25	£116.50
Body of a person whose age at the time of death exceeded 16 years.	£233.00*	£466.00*
For the interment of cremated remains.	£63.50	£127.00

*** Note: Large coffins not fitting within a standard 8 foot x 5 foot plot add 50% extra.**

EXCLUSIVE RIGHT OF BURIAL

For the exclusive right of burial, not exceeding forty years.

	Resident	Non-Resident
Single Plot	£220.0	£440.00

MONUMENTS

	Resident	Non-Resident
Headstone or Flat Tablet	£59.30	£118.60
Each additional inscription	£22.20	£44.40

**E Reilly
Clerk to the Council**

April 2008