

Shirland Parish Council

Cemetery Regulations

Fees and Charges

The fees and charges for all cemetery services will be determined by the Parish Council annually and will take effect from the 1st of January each year. These are available upon request to the Parish Clerk and are published on the Parish Council's website.

All fees are payable in advance to the Council.

Notice of Interment

The Notice of Interment must be arranged by contacting the Parish Clerk. At least seven days' written notice must be given for all interments.

The interment form should be returned to the Parish Clerk at least TWO WORKING DAYS before the funeral (a scheduled interment may be postponed due to late receipt of documentation and fees).

Hours of Interment

The standard hours of interment are 9.30 am – 3.00 pm Monday to Friday from April to October and 9.30 am – 2.00pm from November to March. Interments may take place outside the standard hours and on Saturdays subject to prior approval by the Council.

Any form of service may be used or the coffin may be committed without a service.

Funerals should arrive on time as failure to do so may cause the interference of one funeral with another.

Certificates

A Certificate for Burial issued by the Registrar of Births and Deaths or a Coroners Order for Burial must be delivered to the Council a minimum of TWO WORKING days prior to the interment. No interment will take place unless the Certificate is available.

In the case of an interment of cremated remains (ashes) the cremation certificate will be required. In the case of a non-viable foetus the Medical Practitioner or Midwife's certificate of delivery will be required.

Excavation and Preparation of Graves

All graves will be prepared by contractors employed by the Council.

The correct outside measurement of the coffin including handles must be specified on the interment form.

Graves will be filled in immediately after the cortege has left the cemetery and any floral tributes placed on the grave.

During excavation of a grave it may be necessary for the soil box to be placed on the adjacent grave. The grave will be reinstated after burial.

No interment will be permitted unless the body of the deceased person is contained in a coffin considered suitable.

No body or cremated remains (ashes) may be removed from a grave without the production of the ecclesiastical faculty and/or Home Office license for exhumation required by law. Original documents will be required for this purpose.

Cremated remains (ashes) may be interred in caskets or other approved containers in conventional graves or plots for cremated remains (ashes) and must be interred by the contractor employed by Shirland and Higham Parish Council.

Prior to the excavation of a grave, it will be necessary to carry out a memorial risk assessment of the immediate area. If a headstone is found to be unsafe it will be lowered immediately.

Memorial applications

The Parish Council advises that a headstone should not be placed on a grave for at least six months after a burial has taken place. This will allow the ground to settle and reduce movement of the headstone.

The right to erect a memorial rests with the Exclusive Right deed holder or their Legal Personal Representative.

Applications to place a new memorial in the cemetery or to alter or add any inscription must be submitted to the Parish Clerk together with a drawing and the proposed inscription. No works shall take place until the necessary approval has been granted and the necessary fee paid.

All memorials must include the appropriate grave number on the rear.

Temporary memorials in the form of a wooden cross can be erected providing they do not exceed 90cm in height above the ground. These must be replaced with a non-temporary memorial within 12 months of first installation.

All memorial masons shall carry out the installation of memorials in accordance with the most recent edition of the NAMM Code of Working Practices.

Shirland and Higham Parish Council has a Duty of Care under the Health and Safety at Work Act 1974 to ensure the safety of everyone that uses the cemetery. The risk associated with unstable memorials cannot be ignored and consequently a continuing programme of assessment will be carried out. If a memorial becomes high risk the memorial will be made safe in the most appropriate manner and every reasonable effort will be made to contact the owner.

The Council reserves the right to:

- Remove any items placed or planted on the graves that may interfere with the grass cutting and maintenance of the cemetery grounds.

- Remove non permitted grave decorations such as balloons, solar lights, plastic fencing, bunting or similar objects.

Railings, fences, chains and wind chimes are not permissible on graves or monuments.

Memorials on graves – Measurements

The maximum height of the headstone shall not exceed 1 metre inclusive of base. The width shall not exceed 60cm and the depth shall not exceed 10cm.

Memorials on ashes plots – Measurements

Memorials on ashes plots shall be of the tablet type and shall not exceed 40cm x 40cm x 5cm.

Deed of Exclusive Rights

A deed of exclusive rights for a period of 50 years will be issued for all new burials/ashes interments. This is a legal document and must be kept safe. This deed gives the owner the inclusive use of the grave/ashes plot for interments and also the right to erect a memorial on the grave.

Visitors

Dogs must be kept on a lead in all areas of the cemetery.

Children under 12 years of age are not permitted in the cemetery except under the care and supervision of a responsible adult.