



RULES AND REGULATIONS Amended June 2015

All rules where relevant apply to both the interment of remains and ashes.

1. General

The following will not be permitted in the cemetery:

- Dogs with the exception of guide dogs and other disabled assistance dogs.
- Any person creating a disturbance or nuisance by
 - Interfering with a burial, grave, headstone, memorial or flowers
 - Interfering with the operation of the Council's cemeteries by its staff or contractors
 - Behaving in a disorderly manner
- Such persons will be required to leave the cemetery immediately. The penalties prescribed in the Burial Acts for damaging the burial ground or committing any nuisance therein, will be strictly enforced by the Council.
- Bicycles, Vehicles or Cars, with the exception of Disabled Badge Holders and Contractor's Vehicles without the express permission of the Cemetery Officer.

2. Notice of interments

The Notice of interment must be given to the Fleet Town Council (FTC) office on the correct form found on the Council's website, at least two days before the interment. The Notice of Interment must be signed by the owner(s) of the Exclusive Right of Burial signifying his or her consent to such burial. No burial, other than that of the owner of the Exclusive Right, will be allowed without the consent of the Exclusive Right's owner(s). See section 10(6) of The Local Authorities Cemeteries Order 1977

Payment of fees (cheque made payable to Fleet Town Council) must accompany the Notice. If the plot is being re-opened then a copy of the Grant of Exclusive Right of Burial is required.

If the Grant of Exclusive Right of Burial is not available then the Cemetery Officer must be satisfied of ownership.

The certificate of the Registrar of Deaths (green form) or the Cremation certificate must also be given to FTC.

If a new plot is being purchased, a Grant of Exclusive Right of Burial (grave deed) will be issued.

When a grave is "purchased" this refers to the purchase of the **exclusive right of burial** in a grave space and **not** the purchase of the land itself.

If the owner(s) of The Rights wishes to transfer the ownership during their lifetime they must complete a Form of Assignment and submit it to the Council, together with the original Grant of Exclusive Right of Burial.

It is illegal for the Council to permit any burial in a grave subject to an existing Exclusive Right of Burial without first obtaining permission from the owner(s) of the right, unless one of the owners is being buried. There can be up to 2 owners of an Exclusive Right. For a burial other than that of

the owners, both owners must give written permission for a burial is to take place,. All owners are entitled to be interred in the grave if there is room.

If the sole owner is already deceased when an application is received, a transfer must take place and permission be received from the new owner prior to the burial in that grave. FTC recommends that a transfer of ownership takes place as soon as possible after the owner's death. For details of transferring the Exclusive Right please contact the Cemetery Officer.

The owner(s) of Rights should keep FTC updated of any changes of address.

In accordance with the Local Authorities Cemeteries Order 1977, all grave rights are sold for a fixed period. The number of years the rights have been granted in Fleet Cemetery is 99. At the end of this period the owner(s) of the rights may apply to the Council to extend those rights.

3. Interments

It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.

All graves will be excavated and dug by a person or persons approved by the Council. Funeral directors must advise the council of the details of all gravediggers prior to use.

Undertakers are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight.

The levelling of a grave is the responsibility of the funeral director within 12 months after interment. Mounds can be removed by the Council as and when they think fit.

Only one funeral shall be permitted to take place in the cemetery at any one time.

The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

Graves

The grave space set aside for each person shall not exceed 2.75m x 1.37m (9 feet long by 4 feet 6 inches wide).

No part of the coffin shall be at a depth less than 1.0m (3 feet) below the level of the surface of the ground adjoining the grave.

Burial, in a grave in which an interment has already taken place, shall ensure the new coffin is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 150mm (6 inches) in depth.

No person shall disturb any interred human remains or remove any soil which is found to be offensive.

Lawn Cemetery

Part of the cemetery has a lawn style layout – this means that only headstones are allowed and the grass around them is kept mown. Ornaments and flowers are only permitted in suitable containers on the concrete plinth supporting the headstone.

The planting of flowers, trees or shrubs is not permitted on the grave space, nor is the placing of ornaments or fencing. Any unauthorised ornaments or flowers etc will be removed without notice.

Flowers are permitted on the grave at the time of the interment however they should be removed within 3 weeks. The Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

Ashes plots

Cremated remains may be interred in a grave space or a dedicated ashes plot.

The only memorial permitted in the dedicated ashes plot is a tablet measuring no more than 350 x 350 x 50mm (14 x 14 x 2 inches). . A slight slope to the top of the tablet to assist water to run off is permitted

Flowers and ornaments are permitted as long as they do not extend beyond the edge of the tablet

4. Memorials

All memorials are subject to the approval of the Council. A drawing showing the description, form and size of every memorial and a copy of the proposed inscription and its position on the memorial must be submitted to the Council for approval prior to production. All memorials will bear the plot number of the grave.

All memorials must be installed or re-fixed in accordance with the current BRAAM specifications in accordance with BS8415. All stonemasons working in the cemetery must provide the cemetery officer evidence of registration with BRAAM or NAAM. A digital photograph of the installed memorial must be forwarded to the Cemetery Officer.

All memorials shall be erected and remain the sole responsibility of the owner(s). The Council shall not be responsible for any damage which may occur unless caused by the Council or its agents nor repairing the fixing following failure identified during memorial testing. All materials of every description on private graves must be kept in reasonable repair and in good order at the expense of the owner(s). When in the opinion of the Council a memorial or grave represents a danger to other members of the public, the matter may be dealt with by the Council as they think fit. The owner(s) will be notified of the action taken, at their last known address.

The Council reserves the right to make safe any memorial which, in the opinion of the Cemetery Officer, represents an immediate danger to the public without further reference to the owner(s) of the Memorial in order to protect the safety of visitors to the cemetery. Inspections into the safety of all memorials shall be made by the Council. Fleet Town Council are required by law to carry out inspections on memorials every 5 years, to ensure that they are in a good and stable condition.

Kerb Stones will only be permitted in prescribed sections of the burial ground. Kerb Stones will not be allowed under any circumstances in the lawned area.

All memorials including inscriptions shall be completed before they are admitted into the burial ground, and no work of any kind thereon, apart from that of fixing and cleaning, will be allowed in the cemetery.

Masons or other persons employed in fixing memorials in the cemetery will be required to remove all spare soil and to clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within the cemetery, and charged accordingly with the cost of repairing such damage. The Council reserves the right to remove any memorial not erected in a workmanlike manner.

Headstones will not exceed **762mm** (2 feet 6 inches) in height. The base should not exceed **762mm** (2 feet 6 inches) wide x **450mm** (1foot 6 inches) deep. Kerbsets should not exceed **1980mm** (6 feet 6 inches) x **760mm**.(2 feet 6 inches). Ashes plot memorials will be laid horizontal and not exceed 350 x 350 x 50mm (14 x 14 x 2 inches).

Whilst the responsibility for general safety lies with the burial authority, the owner of the memorial is responsible for maintaining the memorial in a good and safe condition and ensure that the masons erect them in accordance with current standards (BS 8415).

The Council may from time to time make any alterations, additions or amendments in or to the Rules and Regulations.