



STOCKPORT
METROPOLITAN BOROUGH COUNCIL

Stockport Council CEMETERIES

TERMS OF USE

CONTENTS	Page No.
Introduction	3
Cemeteries Administration Offices	4
General Rules	5
Vehicles	5
Behaviour	5
Dogs	6
Wreaths & Floral Tributes	6
Other Tributes, memorabilia, planting, edgings, ground coverings and benches	6
Photographs/visual or audio recordings	7
Booking Burial Services Times	7
Interment Application Forms	7
Fees	8
Burials General	9
Burial Service Officiants	10
Scattering of cremated remains	11
Graves	11
Lawn graves	11
Non purchased graves (Public graves)	12
Cremated remains plots	12
Opening graves	12
Adjacent graves	12
Excavated soil	12
Access for grave digging	13
Removal of floral and other tributes	13
Temporary hazard demarcation	13
Producing the grave deed	13
Exclusive Rights of Burial	13
Transfer of Ownership	14
Exhumation	15
Licences to exhume	15
Memorials	15
Headstones	16
Other memorials	17
Managing memorials	18
Unsafe and unauthorised memorials	18
Maintenance & Upkeep	19

Introduction

Stockport Council welcomes all visitors to their cemetery grounds.

Visitors are kindly asked to respect the peace, dignity and reverence of these facilities in order to promote them as places of tranquillity for quiet reflection. All cemeteries are managed as lawn cemeteries.

All the Council's cemeteries and crematoria are managed and operated in accordance with the Local Authorities' Cemeteries Order 1977, as amended by the Local Authorities' (Amendment) Order 1986 and such other regulations as may be made by the Ministry of Justice. The Council's Crematoria and the central Stockport Cemetery is currently operated by a private body on behalf of the Council.

These Terms of Use apply in the following Stockport cemeteries:

- Mill Lane Cemetery, Cheadle.
- Park Rd, Cemetery, Cheadle.
- Highfield Cemetery, Bredbury.
- Willow Grove Cemetery, Reddish.

They exclude:

- All other cemeteries and privately owned or privately managed burial grounds in Stockport
- Stockport Cemetery and Crematorium
- All formally closed C of E Churchyards

All the above are subject to their own rules and therefore not covered by these Terms of Use.

Although these Terms of Use are a necessary requirement for the management of our cemeteries, careful consideration has been made to accommodate the rights and choices of individuals. These Rules have, therefore, been prepared with a balance between individual rights and the statutory need to regulate for safe and tidy cemetery grounds.

The Council is empowered to alter or amend the Terms of Use at any time, to introduce further Terms as they consider necessary; to waive any of the Terms in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by the Terms. Most

up to date Cemeteries Terms of Use will always be published on the Council web site: www.stockport.gov.uk

Cemeteries Administration Office

The Cemeteries Administration Office is based at:

Stockport Crematorium and Cemetery,
Buxton Rd,
Heaviley,
Stockport,
SK2 6LS

Tel : 0161 480 5221

Email: stockport.crem@coop.co.uk

www.stockport.gov.uk

The offices are open:

Monday to Thursday from 9.00am to 4.30pm

Friday from 9.00am to 4.00pm

Closed at weekends and on public holidays.

All the Council's cemeteries are open to the public every day of the year. Plans and records of all the cemeteries are available for viewing during normal office hours at the Cemeteries Administration Office.

Any person requesting cemetery staff to carry out detailed searches on their behalf will be charged a fee to cover the cost of the time involved in searching the records.

Should visitors have any enquiries about any aspect of the Council's Cemeteries Service they should initially contact the Cemeteries Administration Office.

Any visitor wishing to report an urgent matter relating to any of the Council's cemeteries or crematoria outside of normal office hours should contact Stockport Council on 0161 474 5555. Should the urgent matter

relate to a crime in progress, danger to life or threat of violence this should be reported to the Police at the time as an emergency on 999.

GENERAL TERMS OF USE

All Stockport Council's Cemeteries are lawn cemeteries. People of all faiths and beliefs can be buried irrespective of whether they have lived in or had connections within the boundaries of the Borough.

Vehicles

1. Vehicular access is provided in all the Council's cemeteries with the exception of Willow Grove Cemetery, Reddish. All vehicles must be parked in the designated parking areas with the exception of vehicles used by visitors with disabilities, funeral corteges and approved contractors. The Council's aim is to preserve tranquillity and to promote a vehicle-free environment in cemeteries wherever practicable.
2. Visitors including those with disabilities are respectfully asked to refrain from parking on grassed areas.
3. For safety purposes the speed limit within all cemeteries is 5 miles per hour.
4. The Council accepts no liability for any loss or damage to or from any vehicle whilst in any of their cemetery grounds.

Behaviour

It is the Council's intention to provide a respectful and peaceful atmosphere in all cemeteries so that the bereaved will feel that they are places where they can find comfort and sit in quiet reflection.

5. All visitors are respectfully asked to conduct themselves in a quiet and orderly manner and not to commit a nuisance in any way to other visitors. Cemeteries Service Officers are empowered to exclude any person causing a nuisance from their cemetery grounds.
6. In the interest of public safety, if for any reason the Cemeteries Service Officer considers that public access might be hazardous, produce difficulties or disturb or disrupt any ceremony or funeral that is

taking place within the cemetery grounds or crematorium, then he/she is authorised to close the cemetery gates to keep the same closed until the cause has been resolved.

Dogs

7. The Council does allow dogs in cemeteries but they must be kept under strict control and on a lead at all times. If any fouling does occur then it is the responsibility of the person in charge of the dog to clean up and dispose of the waste responsibly. The Council operate a policy of serving fixed penalty notices when dog fouling is observed and not immediately picked up by the person in charge of the dog. Similarly, littering fixed penalty notices may be served when bagged dog fouling is not disposed of responsibly. It can be placed in any bin or taken home.

Wreaths and Floral Tributes

8. In order to ensure the appearance of the cemeteries is maintained to the highest standard possible at all times, visitors are asked to remove all wreaths and floral tributes when they begin to deteriorate. Funeral floral tributes and wreaths are permitted to be placed on the lawn area above a grave for the period following the funeral. Once the funeral tributes have faded, further tributes can be placed on the headstone itself or where applicable the concrete foundation strip only. Cemeteries staff will assist with the removal of fading funeral flowers and tributes from lawn areas if requested. Also, the Council does not accept any responsibility for any tributes left in their cemetery grounds.

Bins and provision for large funeral floral tributes are provided by the Council to encourage visitors to dispose of faded floral tributes responsibly. Large tributes will not fit in the litter bins. Please ask a member of staff where large tributes can be taken to once faded.

Other Tributes, memorabilia, planting, edgings, ground coverings and benches.

9. Visitors are kindly asked to respect the cemeteries as lawn cemeteries and as shared public spaces. The placement of any unauthorised items on lawn areas prevents grounds maintenance, affects grave digging operations, adversely affects other cemetery visitors and causes upset when cemetery staff have to remove them without notice for operational reasons. Other than temporary funeral floral tributes no form of memorabilia should be placed on or planted into the lawn area directly over graves or within any communal areas of the cemetery. Under no circumstances should turf be removed or alternative ground coverings placed over turf. The hanging of tributes from trees

and erection of flags or large photographs is not permitted within the cemeteries. Small tributes (maximum height 15cm due to planning permissions) may be placed on headstone footings or concrete foundation strips only. Only benches provided by the Council are permitted. We respectfully ask that you consider the impact on your adjacent cemetery visitors of your choice and placement of tributes on the concrete foundations.

The Council does reserve the right to remove and dispose of any type of unauthorised memorial, edgings, ground coverings, memorabilia, seating and planting without notice. The Local Authorities' Cemeteries Order 1977 allows the Council to recover the cost incurred of the removal of any such unauthorised memorialisation.

Photographs/visual or audio recordings

10. To protect the privacy of all cemetery users any photographs, visual or audio recordings require prior consent from the Council.

Booking Burial Service Times

11. (a) Applications for all interments must be made to the Cemeteries Administration Office .

(b) All telephone enquiries, instructions or requests will be considered as pending until confirmed in writing by the applicant using the appropriate forms. The Council does not accept responsibility for any misunderstanding that may arise as a result of having to rely upon telephoned instructions or requests.

(c) If the Council incurs any additional costs as a result of incorrect information being supplied then the Council has the right to recover the costs from the person making the application.

Interment Application Forms

12. (a) For **new graves/plots** a completed Interment Application Form together with the Registrar's Burial Certificate or Disposal Notice or Coroners Order must be submitted to the appropriate Cemeteries Administration Office at least 72 hours before the planned day of burial. For faiths requiring interment as soon as possible following a death, specific procedures are in place. Please contact the Administration Office for further information.

(b) For the **re-open of existing grave/plots** a completed Interment Application Form signed by the grave/plot owner together with the Registrar's Burial Certificate, Disposal Notice or Coroners Order must be

submitted to the appropriate Cemeteries Administration Office at least 72 working hours before the planned day of burial. For faiths requiring interment as soon as possible following a death, separate procedures are in place.

When the grave owner has passed away the Exclusive Right of Burial must be transferred following a legal process unless the deceased required to be buried was the owner. In those cases transfer is not required for the immediate interment but is for any further activity. Transfer documents are prepared separately. Please contact the Cemetery Office for advice and assistance.

(d) No funeral can take place without a Burial Certificate, Certificate for Disposal or a Coroners Order or a Births and Deaths Registration Act 1926, Section 1(1), form 18. Failure to provide the appropriate documentation may result in the delay of a burial until it is provided.

(e) The largest points of the coffin or casket size must be confirmed in writing on the appropriate application form.

(f) Failure to provide all paperwork within the prescribed timescale above may result in the burial being postponed by the Council until such time as all the appropriate information has been received in writing accordingly. Any cost incurred by the Council as a result of any postponement will be met by those who have failed to provide the required information within the prescribed timescale.

(g) Where a Notice of Interment has been confirmed in writing, any alteration to arrangements will require the approval of the appropriate Cemeteries Services Officer. In addition, any costs incurred by the Council as a consequence of changing arrangements must be paid by the person making the alteration.

These Rules may be waived in the interest of public health.

Fees

13. The Council reviews its scale of fees and charges on an annual basis.

14. All fees and charges are due in advance of an interment unless alternative arrangements have been approved by the appropriate Cemeteries Administration Office.

15. The appropriate Cemeteries Administration Office will advise the due date of all other fees and charges.

BURIALS GENERAL

The Council does provide a flexible approach in order to accommodate as many wishes of the bereaved as possible, whilst still upholding cultural, ethical and legal requirements.

Burial areas are provided in some but not all the Council's cemeteries to accommodate a number of religious denominations that include Church of England, Roman Catholic, Jewish and Muslim. Interdenominational sections are also provided in the cemeteries. For further information please contact the Cemeteries Administration Office.

16. Burials may only take place in accordance with these Terms of Use and generally between the hours of 9.30am to 2.00pm from Monday to Friday. Interments later in the day or on Saturdays, Sundays or Bank Holidays may be considered in exceptional circumstances but will be subject to increased charges.

17. The time booked for a burial is the time that the cortege is due to be at graveside at the cemetery. It is essential that the time booked is adhered to in order to avoid disruption and distress to those attending other burials.

18. If a cortege arrives early or late, the cortege may have to wait until it is convenient for it to be moved forward. The Funeral Director or person in charge of the cortege must act under the direction of the Council as to when the cortege may proceed. A late arrival may be subject to an additional charge.

19. In the case of a grave being excavated too small due to incorrect coffin measurements being provided by the person arranging a burial, a fee may be charged for any additional work incurred to rectify the situation.

20. In the case of a grave being excavated larger than required due to incorrect coffin measurements being provided by the person arranging the burial, a fee may be charged for the additional work undertaken.

Any reference to coffins in the following Rules will also apply to caskets.

21. All deceased persons brought into the cemeteries for burial shall be contained in a suitable coffin, casket or shroud. No coffin or shroud shall be accepted unless it bears adequate particulars of the identity of the deceased person therein.

22. Deceased persons whether an adult or child must be brought into the cemeteries in separate coffins. The only exceptions to this Rule are:

- When a mother with child dies in childbirth and the child also dies, both the mother and child may be buried in the same coffin.
- When twins or multiple births die in childbirth the babies may be placed in the same coffin.
- At the discretion of the Cemeteries Services Manager.

23. Any cremated remains brought into a cemetery for burial shall be contained in a suitable container and bear adequate particulars of the identity of the deceased person therein.

24. No cremated remains brought into a cemetery can be left or stored anywhere within that cemetery grounds. For example urns or cremated remains placed within a plant pot and left adjacent to a headstone are not permitted.

25. For burial purposes coffins can be made of wood, wicker or other bio-degradable material approved by the Council. Shrouds are also allowed but the appropriate Cemeteries Administration Office must be informed at the time of booking.

26. All graves are excavated and backfilled by trained Council operatives. No grave shall be excavated by any other person. No grave shall be backfilled by any other person unless permission has been obtained from the Council via the Cemeteries Administration Office.

Burial Service Officiants

27. A burial can take place with or without a religious service. It is the responsibility of the Funeral Director or bereaved family to arrange for an officiant at the burial if required.

Scattering of cremated remains

28. The Council does provides areas for the scattering of cremated remains in some cemeteries but not all. For further information please contact the Cemeteries Administration Office.

GRAVES

29. All graves will be initially excavated to the standard depth determined by the Council. The Council cannot be held responsible if, due to factors outside their control, the full number of burials in a grave cannot be achieved. It is the Council's policy to excavate graves to the maximum depth available and this does vary from cemetery to cemetery. Please contact the appropriate Cemeteries Administration Office for clarification.

30. All new graves and plots will be allocated sequentially within individual sections of the cemeteries. However, the wishes of applicants will be considered as far as may be deemed practicable. Exclusive Rights of Burial for a grave plot for 75 years can be purchased when an imminent funeral is required.

31. No new interments will be allowed:

(a) Within twelve feet of the walls of the Cemetery offices or other building situated within any cemetery.

(b) Within a distance of three feet from the boundary walls of the cemeteries.

Lawn Graves

32. A typical lawn grave is a grave that is laid to lawn and has no mounds or surrounds. At the head of the grave the registered Exclusive Right of Burial owner can apply to the Council for permission for a memorial headstone to be installed. For health and safety reasons all memorials must comply with the National Association of Memorial Masons (NAMM) Recommended Code of Working Practice and can only be installed by a Memorial Mason registered with the Council and in accordance with the Councils memorial permit to work scheme. See paragraphs 59 to 70.

33. Requests for bricked off graves may be considered by the Council where practicable. Brickwork or stonework for any grave will be carried out by suitably trained Council operatives or a contractor appointed by the appropriate Cemeteries Services Officer.

Non Purchased Graves (Public Graves)

34. In certain specific circumstances either the local hospital or Council will arrange for a cremation or interment to take place on a person's behalf. In such circumstances the deceased family will not be able to make choices about the nature of the funeral or the final resting place of the deceased. Public graves tend to be unmarked. More information is available from the Administration Office.

35. Requests to erect headstones on historical public graves will be considered, however the memorial would need to list the names of all those buried in the grave.

Cremated Remains Plots

36. The Council has provision for the burial of cremated remains in all cemeteries. However, each cemetery provides varying designs of gardens, sizes of plots and differing interment practices. Further information can be obtained by contacting the Cemeteries Administration Office.

Opening Graves

37. No grave/plot for which a Grant of Exclusive Right of Burial applies may be opened without the written permission of the registered owner of that Exclusive Right of Burial unless the burial is to be that of the registered owner.

38. To ensure that only the correct person is buried in the grave, any variation in the names must be explained and confirmed by a Statutory Declaration before the burial can take place.

Adjacent Graves

Excavated Soil

39. On occasions the Council may need to put excavated soil on adjacent graves next to those that need to be opened. The Council will remove the soil immediately after the burial and return it to its previous lawn condition. The Council will take all reasonable measures to contain the soil and protect adjacent memorials.

Access for grave digging

40. The Council may need to gain access without notice over graves next to those that need to be opened for a burial. This may involve the passage of a mechanical excavator and a lightweight load carrying vehicle. This is to allow the Council to excavate and return soil in a safe and efficient manner. The Council will return all graves to their previous lawn condition.

Removal of floral and other tributes

41. For health and safety reasons the Council may need to move floral or other tributes on surrounding graves headstones/ concrete foundations without notice to make room for excavating equipment. When placed on headstones/ concrete foundations, the Council will return all floral and other tributes to their previous position as soon as possible after the burial. This does not apply to unauthorised tributes placed on lawn areas which will be moved and not returned to their previous position.

Temporary Hazard Demarcation

42. The Council may need to erect without notice temporary hazard warning signs and barriers around any grave that needs to be opened for a burial or in the case where a memorial poses an imminent risk to public safety, including surrounding graves. This is to create a safe working area for the protection of visitors and Council employees alike.

Producing the Grave Deed

43. The Council has the right to ask to see the Grant of Exclusive Right of Burial prior to a grave being opened. If the deed has been lost, the Council does have the right to ask for a Statutory Declaration stating this.

EXCLUSIVE RIGHTS OF BURIAL

44. The Grant of Exclusive Right of Burial in respect of all graves, plots and vaults are granted subject to the present or any future regulations made by Her Majesty's Ministry of Justice.

45. The Grant of Exclusive Right of Burial to grave and cremated remains burial plots must be purchased prior to an interment. The proposed owner must complete and sign the appropriate application form and ensure payment of the relevant fee. The Grant of Exclusive

Right of Burial will be sent directly to the new owner following the interment.

46. The Council grants the Exclusive Right of Burial to graves and cremated remains plots for a period of 75 years.

47. The Exclusive Right of Burial entitles the owner to determine who is buried in the grave and whether a memorial can be erected. **It does not provide any ownership to the land itself.**

48. At the expiry of the period of the Grant of Exclusive Right of Burial the purchaser, or his/her successors, will have the option of renewing the Right, subject to such restrictions and regulations as may be in force at that time.

49. When the person to be interred is the owner of the Exclusive Right of Burial of the grave to be used, permission will automatically be granted by the Burial Authority.

Transfer of Ownership

50. In the event of the death of a registered owner, the person claiming entitlement to ownership must obtain a formal transfer of ownership from the Council.

51. Any transfer of ownership of a Grant of Exclusive Right of Burial will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the cemetery records and the appropriate transfer fee paid.

52. A living owner of the Grant of Exclusive Right of Burial may assign the Right of Burial to another named person. An Assignment of Right of Burial form will need to be completed and a transfer fee paid. Until an assignment has been confirmed by the Council, the assignee shall not be entitled to exercise any Rights under the Grant.

53. If an Exclusive Right of Burial has expired and the grave/plot is required to be opened for a further interment, the Exclusive Right of Burial can be extended upon application to the Council by the registered owner or person to whom ownership has been transferred. The extended Right will be applied from the date of the expiry of the original grant. No burial will be permitted where an Exclusive Right has expired unless it has been extended and the appropriate fee has been paid.

54. Subject to certain conditions, cremated remains may be interred in caskets or other approved containers in a conventional grave for which the Grant of Exclusive Right of Burial has been purchased.

EXHUMATION

55. Exhumation is the removal of human remains from their place of interment.

Any reference to remains in the following Rules will apply to any form of human remains buried within any of the Council's cemeteries.

Licences to exhume

56. It is an offence to disturb human remains without first obtaining the correct lawful permissions. There are generally two types of licences that may be required for exhumation, a Ministry of Justice Licence and/or permission in the form of a Faculty from the Chancellor of the Diocese. Which licence is required depends on the location of the grave/plot, i.e. whether it is located in consecrated or unconsecrated ground and where the remains are going to be re-interred afterwards. Consecrated ground is the term that is given to an area of ground that has been "dedicated to the service of god according to the Rights of the Church of England".

57. In the event that a grave is required to be opened for a further burial that contains remains, then provided the remains are not to be disturbed neither a Licence nor a Faculty will be required.

Further information relating to exhumation can be obtained by contacting the Cemeteries Administration Office or via the Council's website.

MEMORIALS

59. All work to existing memorials or installation of a new memorial must be carried out in accordance with the Councils Memorial Mason Registration and Permit to Work Scheme.

60. Applications to erect a memorial on a grave or cremated remains plot or to carry out any work to an existing memorial will only be accepted from the owner of the Grant of Exclusive Right of Burial.

61. Application for permission to place, alter, add an inscription, remove, replace or renovate any memorial on a grave or plot in any of the

Council's cemeteries must be submitted to the Cemeteries Administration Office on the Council's Memorial Work Application Form.

62. Approval for any such application will be confirmed by the issue of a letter or permit of approval. No work should be undertaken until the applicant has received the letter of approval. Any such approval is issued on the understanding that the work undertaken will fully comply with the details specified on the Memorial Application Form and the requirements of these Rules.

63. Only Memorial Masons registered with the Council may carry out work in the Council's cemeteries. Application for acceptance on to the Council's list of registered memorial masons is made by the completion of the appropriate application form that requires renewing on an annual basis. Any memorial mason that does not comply with this rule may be asked to remove a memorial and incur all associated costs.

64. All memorials shall be erected in accordance with the National Association of Monumental Masons (NAMM) Recommended Code of Safe Working Practice and BS 8415.

65. Memorials must be made of hard stone such as granite only. No memorial constructed from artificial, re-constituted, Bath, Soft Caen, Soft York or other soft stone, or coloured marble will be permitted and memorials of wood, metal, pottery, plastic, glass or fibre-glass are not allowed and may be removed without notice. A letter will be sent to the owner of the grave rights notifying them of the removal and will allow the owner one month from the date of the letter to arrange for collection. If the memorial is not collected within one month then it may be disposed of.

66. The Council cannot be held responsible for any memorial or foundation being installed on an incorrect grave or plot space.

Headstones

67. Headstones shall be constructed of granite and to a size and shape as specified below. Where the memorial is erected upon undisturbed ground and where a concrete raft has not been provided by the Council, the base shall be set on a level foundation of pre-cast concrete suitably reinforced, in one piece. Otherwise, the base shall be set on a foundation as specified above. In either case, the foundation must be

sunk into the ground so that the top surface of the foundation is flush with or below the adjoining ground level.

68. Where the memorial consists of a headstone and base, the base shall be of the same materials as the headstone.

69. Full permitted headstone specifications and diagrams are available from the administration office. A summary is as follows:

All Sites in Stockport

The stone mason's name, grave number and section must be inscribed on the base of the stone, also when fixing or re-fixing upright headstones a ground anchor system must be fitted including an indication asterisk (*) or recognised ground anchor symbol must be inscribed on the base with the grave number, section and mason's name. Headstones at Mill Lane Cemetery do not require a ground anchor system.

Mill Lane Cemetery

No upright headstones permitted.

Full grave plot memorial :900mm wide, 600mm long (front to back), 125mm in height sloping to 75mm at the front.

Cremated remains grave plot memorial: 431mm wide, 381mm long (front to back), 100mm height sloping to 45mm at the front.

Jewish Section memorial: 750mm wide, 446mm long (front to back), 125mm in height sloping to 75mm at the front.

Separate vases, urns, tributes, plants etc. must be a maximum of 150mm in height to be placed on the concrete foundation raft only and are not permitted on the lawn grave space.

Additional authorised tributes attached to the top of the headstone ie; flower holders, inscription plates are allowed but must conform to the maximum headstone / authorised tribute combination height of 275mm. No additional authorised tribute should exceed 150mm.

Highfield, Park Rd and Willow Grove Cemeteries

Plate upright headstones only. Maximum sizes, 900mm high inclusive of base, base 864mm wide by 305mm long (front to back).

70. All memorials installed in the Council's cemeteries shall be inscribed with its grave number and section, on its base. All headstones with an anchor system fitted are to be inscribed on the base with an asterix * or other officially recognised anchor symbol next to the grave number and section. Monumental mason names are also to be inscribed on the base.

Other memorials

71. Memorial bench plaques can be purchased for installation in some of the Council's cemeteries. The Council will specify, designate areas, supply and install all seats. Unauthorised benches will be removed from the cemeteries and disposed of.

72. Columbaria is available at Highfield Cemetery. The concept is that they are for the storage of cremated remains, they vary in size.

Managing Memorials

73. Applications for memorial work together with the relevant fee if applicable must be submitted to the appropriate Cemeteries Administration Office for approval.

74. Grave owners are advised to keep memorials insured at all times.

Conditions for working in the Cemeteries

75. All materials and equipment shall be conveyed in the cemeteries in such a manner as to prevent damage to walkways, paths, roads or turfed areas and all soil or waste material shall be removed in a like manner.

76. All newly erected or re-erected memorials shall be placed in true alignment with the grave markers provided by the Council where applicable, or with the general row alignment. The Council may require rectification where misalignment is evident. The responsible memorial mason shall meet all costs of rectification.

Unsafe and unauthorised memorials

77. Registered owners of the Exclusive Right of Burial are responsible for keeping memorials in a good and safe condition. If a memorial is deemed to be unsafe and the Council is unable to make contact with a registered owner, then the Council may make safe or remove any memorial that becomes dangerous in accordance with the Local Authorities' Cemeteries Order 1977 and the Health & Safety at Work Act 1974.

78. Any unauthorised memorial shall be removed at the expense of the registered owner of the Exclusive Right of Burial, or their personal representative. Memorialisation that has not been authorised will be removed into storage. A letter will be sent to the grave owner notifying them of the removal and allowing the owner one month from the date of the letter to arrange for collection. If the memorial is not collected within one month then it may be disposed of. This paragraph refers to unauthorised stonework memorialisation such as headstones and kerb sets and not tribute memorabilia which when removed will be disposed of without notice.

79. The Council reserves the right to exclude or remove from cemeteries any memorial installation not executed to an appropriate standard, or any memorial not formed of sound materials, or which would, in the opinion of the Council disfigure the cemeteries or offend public decency. Action against the responsible memorial mason shall be in accordance with the Council Memorial Mason Registration scheme or BRAMM scheme.

MAINTENANCE & UPKEEP

80. It is the responsibility of the Council to level and seed or turf a grave following an initial period of allowing the grave to settle to return it to lawn. Graves generally settle after a period of approximately six months but this can vary dependent upon ground types and conditions.

81. The Council carries out all planting of trees, shrubs and bedding plants within its cemetery grounds as and when required. No other planting is allowed. The Council reserves the right to remove any planting that has been undertaken without permission and will endeavour to contact the grave owner to advise them accordingly.

82. The Council does not permit the use of man-made fencing/ kerbing either as a temporary or permanent measure.