

C E M E T E R Y R U L E S

A N D

G U I D A N C E N O T E S

TAMWORTH

BOROUGH COUNCIL

CEMETERY RULES AND GUIDANCE NOTES

NOTE TO ALL DEED OWNERS AND THEIR REPRESENTATIVES,
STONEMASONS AND FUNERAL DIRECTORS

The Borough Council prides itself in ensuring that the Cemeteries are maintained in a safe and tidy condition to the benefit of all visitors to the area.

In order to help achieve this it is requested that Deed owners observe the following rules and guidance notes.

Should clarification or further information be required, please contact the Cemeteries Administrator on Tamworth (01827) 709343.

SECTION A - INTERMENT ARRANGEMENTS	3/4
A1 GRAVE SPACES	3
A2 NOTICE OF INTERMENT	3
A3 DEATH CERTIFICATES	3
A4 LOCATION OF GRAVES	4
A5 REOPENING OF GRAVES	4
SECTION B - MEMORIALS	5/6
B1 APPROVAL TO PLACE MEMORIALS	5
B2 CONSTRUCTION MATERIALS	5
B3 SITING OF MEMORIALS	5
B4 ERECTION/REMOVAL OF MEMORIALS	5/6
B5 VASES	6
B6 MAXIMUM SIZES OF MEMORIALS	6
B7 DILAPIDATED MEMORIALS	6
B8 MEMORIAL TREES AND BENCHES	6
SECTION C - MAINTENANCE OF GRAVES	7/8
C1 TURFING OF GRAVE SPACES	7
C2 CULTIVATION OF GRAVE SPACES	7
C3 GREEN REINFORCED EDGING	7
C4 NON-COMPLYING ITEMS	8
SECTION D - GENERAL RULES ETC.	9
D1 OPENING HOURS	9
D2 MISCONDUCT	9
D3 DOGS	9
D4 CYCLES	9
D5 CHILDREN	9
D6 SCATTERING OF CREMATED REMAINS	9
SECTION E - FEES AND CHARGES	10/11
E1 INTERMENTS IN EARTHEN GRAVES	10
E2 EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES	10
E3 MEMORIALS AND INSCRIPTIONS	11
E4 SEARCH FEES	11

SECTION A - INTERMENT ARRANGEMENTS

A1 GRAVE SPACES

Standard grave spaces are 9' 0" x 4' 0" (2743mm x 1219mm) and can either be double depth i.e. 7' 0" (2133mm) for up to two adult sized coffins or single depth i.e. 5' 0" (1524mm) for one adult sized coffin. Half sized grave spaces of 4' 6" x 4' 0" (1372mm x 1219mm) are used for the interment of a still born baby or infant, or for the interment of cremated remains.

A2 NOTICE OF INTERMENT

Notice of interment must be given on the form provided by the Council and must be fully completed in all cases; such notice to be given between the hours of 9.00 am and 5.00 pm to the Cemeteries Administrator on Mondays to Fridays of each week, with at least two clear working days before the burial. The times for burial shall be between 9.00 am and the time specified in the table below.

	DOUBLE DEPTH	SINGLE DEPTH	ASHES GRAVE
SUMMER (APRIL- SEPTEMBER)	1.30PM	2.30PM	3.00PM
WINTER (OCTOBER - MARCH)	1.00PM	2.00PM	2.30PM

No interments will take place on Saturdays or Sundays. The time fixed for burial must be punctually observed and will be the time of attendance at the Cemetery.

All fees must be received by this Authority with the Notice of Interment form two clear working days before the interment, unless an alternative arrangement has been agreed. For details of fees payable see Section E.

A3 DEATH CERTIFICATES

The Registrar's Certificate for Burial, or the Coroner's order for Burial where an inquest has been held, or the Certificate for the Disposal of Cremated Remains, must be handed to the Cemeteries Administrator on arrival at the Cemetery so that the details may be checked. A Certificate for Burial (Stillbirth) will be required in the case of a stillborn child in accordance with the Births and Deaths Registration Act 1953. A letter must be provided by the Hospital, Midwife or Doctor in respect of a foetus of less than 24 weeks gestation. The interment cannot proceed without the above documentation being produced beforehand.

A4 LOCATION OF GRAVES

The site for interment in respect of a public grave or a purchased grave required for immediate use shall be selected by the Cemeteries Administrator. Persons purchasing grave spaces for future use can select the site thereof subject to availability and the approval of the Council.

A5 REOPENING OF GRAVES

Before the reopening of a purchased grave the Deed of Grant of Exclusive Right of Burial in the said grave must be produced, or consent must be given in writing by the purchaser, or his/her representative, and submitted to the Cemeteries Administrator. Only the spouse or blood relative of the purchaser or Deed owner may be interred in a purchased grave.

SECTION B - MEMORIALS

B1 APPROVAL TO PLACE MEMORIALS

With the exception detailed in paragraph B5, no headstone, kerb-set, vase or other memorial or inscription thereon, will be allowed in any Cemetery within the Borough of Tamworth without the written approval of the Council. All applications for the right to place a memorial must be sent to the Cemeteries Administrator together with the appropriate fees (see section E) and must include a detailed sketch of the memorial showing the dimensions and inscriptions in full and indicating the materials to be used. Only the Deed owner or his representative may apply for permission to place a memorial. Memorials on public graves are subject to the same requirements for prior approval but are restricted to a vase or tablet only.

B2 CONSTRUCTION MATERIALS

All headstones, bases, kerb-sets, vases and other memorials shall be of natural quarried stone, such as marble or granite, or of such other material as may be approved by the Council. The grave number shall be inscribed in figures not less than ½" (12mm) high and not more than 1' 0" (25mm) high at the foot of each memorial. Should the grave number not be inscribed on the memorial the Council reserve the right to carry out the work and recharge the cost to the stonemason.

B3 SITING OF MEMORIALS

The Council will provide and lay a 3' 0" x 2' 0" (914mm x 610mm) concrete slab at the head of the grave immediately after interment has taken place and will mark the slab with the grave number. Please note that concrete slabs are only supplied as markers for the grave spaces and must be checked by the stonemasons for their suitability if to be used for the base of a memorial. The rear face of the memorial must be placed approximately 4" (102mm) back from the outer edge of the grave space and aligned with other memorials in the row before being securely fixed to the concrete slab. Kerb-sets and similar memorials must be provided with suitable foundations the top of which must be well below the surrounding ground level. Before placing a kerb-set or similar memorial the Cemeteries Administrator must be contacted to arrange a site meeting to confirm its exact location.

B4 ERECTION OF MEMORIALS

No preparation of any memorials shall take place within the Burial Grounds and the dressing of stonework on any grave is forbidden. The erection of memorials in the Cemeteries may be carried out between Monday and Friday. Special permission must be obtained from the Council if a memorial is required to be erected on a Saturday. Care must be taken by the person(s) erecting or removing any memorial to avoid damage to paths, turf and other memorials. Stonemasons must advise the Council at all times when they are working in the Cemeteries. They must identify what memorial they are attending to and the work that is being carried out. When fixing a kerb-set stonemasons must contact the Council to arrange a site meeting with an officer to ensure the correct placing of the memorial.

B4 (cont'd...)

REMOVAL OF MEMORIALS

When removing memorials all the debris, plinths, bases must be taken completely out of the Cemetery. The Council reserve the right to tidy up the area and recharge the cost to the stonemason.

B5 VASES

Each grave space is permitted a maximum of two vases incorporated in the memorial and one which can be free standing provided it is placed on the slab immediately in front of the headstone, or if the grave has no headstone, in the position normally occupied by the headstone. It is not permissible to place a vase on the grassed area of the grave space. Temporary vases (usually supplied by stonemasons whilst waiting for the headstone to be made) and vases with the inscription 'In Loving Memory' only, may be placed in the Cemetery without permission and any payment of a Cemetery fee. All vases must comply with the requirements of paragraph B2 with regard to their construction and in particular must not be made of breakable material such as glass or earthenware. Written permission must be obtained from the Council and the payment of the relevant Cemetery fee for any vase with a personal inscription.

B6 MAXIMUM SIZES OF MEMORIALS

- Headstones
 - maximum height permitted is 4' 0" (1219mm) including the base
 - maximum width permitted is 2' 6" (762mm)
- Kerb-sets/
plinths/bases
 - maximum length permitted is 7' 3" (2210mm long)
 - maximum width permitted is 3' 3" (990mm wide)
- Vases
 - maximum height 12" (305mm)
 - maximum width 9" (229mm)
 - maximum depth 9" (229mm)

B7 DILAPIDATED MEMORIALS

It is the Deed owners responsibility to keep all memorials on the grave in proper repair and to maintain in good order any other part of the grave space that has not been grassed over. The Council are empowered to remove, relocate, lay flat or sink any dilapidated or illegible memorial and to grass over any neglected grave. In most instances the Council will confine its activity to laying unsafe headstones flat or sinking dilapidated kerbs and grassing over. Prior to taking any such action the Council will make every effort to notify the Deed owner or his successor in writing, or, if necessary, by Public Notice.

B8 MEMORIAL TREES AND BENCHES

Memorial trees and benches may be purchased from the Council to commemorate the memory of a loved one, or a relative. For further details please contact the Cemeteries Administrator.

#

SECTION C - MAINTENANCE OF GRAVES

C1 TURFING OF GRAVE SPACES

It is the Council's preferred policy to maintain as much of each Cemetery as possible as grassed areas. In most instances the Deed owner or his representative will only wish to place a headstone and possibly a vase at the head of the grave and, in such cases, the Council will automatically turf or seed over the remainder of the grave space once the ground has settled and take over responsibility for grass cutting at their own expense. However if the Deed owner or his representative wishes to take responsibility for the maintenance of the area in front of the headstone by the placing of a kerb-set, and/or the cultivation of the area, he/she is at liberty to do so subject to the limitations and procedures detailed in paragraphs B1, B2, B3, B4 & C2.

C2 CULTIVATION OF GRAVE SPACES

Anyone wishing to cultivate their grave space is permitted to do so provided it is either surrounded by an approved kerb-set or the cultivated area is not more than 2' 6" wide x 5' 0" long (762mm x 1524mm). In the latter case the Deed owner must take responsibility for the maintenance of the grass edges as well as the planted area itself. The Council reserves the right to turf over the plot should it cease to be properly maintained. If the Deed owner or, representatives wish to plant out the grave space please notify the Cemeteries Administrator as soon as possible, or, indicate on the form that will be sent approximately one month after the funeral and return in the prepaid envelope provided. However, should the option to plant out be taken but, at a later date the grave is required to be grassed over please inform the Cemeteries Administrator and instructions will be issued for the grave to be turfed over. There is no charge for this service.

During the first six months the back-filled area of the grave will tend to settle and during this period the gravediggers will top up the soil to maintain its level. For this reason it is not practical to plant out during the first six months and the Council reserves the right to remove and replace any plants to facilitate the topping up operations.

Regardless of whether the cultivation option is taken up, it is permissible to plant out the small areas on either side of the headstone up to the boundary point with the adjoining grave space. All cultivated areas are to be used for the planting of flowers and miniature shrubs only and the Council reserves the right to remove any trees or oversize shrubs should they deem it necessary.

Kerb-sets - Where applicable it is requested that planting out does not take place outside a kerb-set.

C3 GREEN REINFORCED EDGING

Deed owners wishing to place green reinforced edging around their planting out area may do so, without permission from the Council. It is suggested that these are placed as low as possible into the ground as the Council can not be held responsible if the edging is accidentally broken by the mowers when the grass is cut.

C4 NON-COMPLYING ITEMS

For reasons of safety and in order to maintain a dignified environment within the Cemeteries the following items are not permitted:

- glass containers,
- memorials of a wooden construction,
- miniature fencing,
- large flower containers including cauldrons and buckets etc. unless buried below ground level on the planting out area
- all types of plant pots must be placed on the planted out area and buried below ground level,
- any articles not mentioned in the above list made from wood, plastic, earthenware which are not in keeping with the Cemetery.

Should an unauthorised item be placed on a grave, every effort will be made to contact the Deed owner and request removal. Should it not be possible to contact the Deed owner, a notice will be attached to the offending item allowing the Deed owner or, relative a suitable amount of time to remove the item concerned. If after the given period the item is not removed the Cemetery staff will be instructed to remove same and place in the relevant Cemetery shed. The item can be collected from the shed at a prearranged time with the Cemeteries Administrator.

The grave space may be planted out or grassed over. Deed owners must ensure that any plants or shrubs placed within the grave space do not exceed more than 1' 0" (305mm) in height. Stone chippings no larger than ½" (12mm) may be used, however, they must be retained by an approved stone kerbing.

Concrete slabs are supplied by the authority for identification purposes only and must be left unaltered.

SECTION D - GENERAL RULES ETC.

D1 OPENING HOURS

The Cemeteries are open to the public from 8.00 am until the closing time detailed below when the gates will be locked.

January and February	5.00 pm
March	6.30 pm
April to September	8.00 pm
October	6.30 pm
November and December	5.00 pm

It is an offence to remain in a Cemetery at any hour when it is closed to the public.

D2 MISCONDUCT

It is an offence:

- to create a disturbance,
- commit any nuisance,
- interfere with any burial,
- interfere with any grave, memorial, flowers or plants
- or, play any game or sport in a Cemetery.

D3 DOGS

No dogs are permitted in the Cemeteries with the exception that a dog belonging to a person visiting a grave will be allowed provided it is kept on a lead at all times. Poop Scoop Bylaws are applicable and bins have been provided for the hygienic disposal of dog waste.

D4 CYCLES

No cycles are allowed in the Cemeteries.

D5 CHILDREN

No child under the age of 12 years is allowed in a Cemetery unless accompanied by a responsible person.

D6 SCATTERING OF CREMATED REMAINS

It is an offence to scatter cremated remains within the Burial Grounds without prior permission from the Cemeteries Administrator.

SECTION E - FEES AND CHARGES

The fees set out in E1 to E4 are the standard fees payable in respect of a person who, immediately before his death, was a resident of Tamworth or, in the case of a person preselecting a grave space, was a resident of Tamworth at the time of purchase. Double fees will be charged in respect of all persons residing outside the Borough of Tamworth at the time of death except in circumstances when:-

- a) the deceased had purchased the Exclusive Right of Burial whilst a resident of Tamworth;
- b) the deceased was the spouse or blood relative of a person who had purchased the Exclusive Right of Burial whilst a resident of Tamworth;
- c) the deceased was the spouse or child of a person who is currently resident in Tamworth;
- d) the deceased had died in hospital and immediately before admittance had been a resident in Tamworth;
- e) the body is of a stillborn child and the parents reside in Tamworth; in which case the standard fee will be charged.

The fees and charges detailed in this Section are applicable to the period 1 April 2000 to 31 March 2001 and will be subject to revision on 1 April 2001.

E1 INTERMENTS IN EARTHEN GRAVES

Fees indicated are for the preparation and backfilling of earthen graves and associated works.

Persons over 12 years old:

Single depth grave (5' 0" deep / 1524mm)	£200.00
Double depth grave (7' 0" deep / 2133mm)	£260.00
Persons under 12 years old:	nil

Cremated remains of persons over 12 years old	£70.00
Cremated remains of persons under 12 years old	nil
Scattering Ashes	£25.00

E2 EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES

Please note that the fees indicated are solely for the grant of an Exclusive Right of Burial for a period of 100 years and not for the purchase of the land which remains in the ownership of the Council.

Full sized grave space (9' 0" x 4' 0" / 2743mm x 1219mm)	£300.00
Half sized grave space (4'6" x 4' 0" / 1372mm x 1219mm)	£200.00

E3 MEMORIALS AND INSCRIPTIONS

Fees indicated are for the right to place a memorial on a grave and include the first inscription.

Flat Stone	£90.00
Headstone	£60.00
Footstone (for existing kerb-set)	£23.00
Kerb-set	£90.00
Vase	£30.00
Tablet Type Memorial	£30.00
Additional Inscription	£27.00

E4 SEARCH FEES

Fees indicated are for searches of registers and for copies of extracts therefrom.

Search fees per interment	£10.00
Certified copy of entry of burial	£10.00

OFFENCES WITHIN THE CEMETERIES ARE SUBJECT TO A MAXIMUM FINE OF £200 EXCEPT POOP SCOOP OFFENCES WHICH ARE SUBJECT TO A MAXIMUM FINE OF £500 AND DOG ON LEAD OFFENCES WHICH ARE SUBJECT TO A MAXIMUM FINE OF £100.

Full Rules and Regulations last updated 1998 except for price adjustment in 2000/1