



Stamford Town Council

Town Hall, St. Mary's Hill, Stamford, Lincolnshire PE9 2DR

STAMFORD CEMETERY

Rules And Regulations

Established Under the Burials (Beyond the Metropolis) Act, 1853 & 17 Vic., 134.

**As repealed and revised by the Local Government Act 1972 and the Local Authorities
Cemeteries Order 1977**

**Stamford Town Council
Rules and Regulations in Respect of
Stamford Cemetery**

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1. Stamford Town Council Burial Section Information

Cemetery Officers: Sarah Dorson – Deputy Town Clerk
Patricia Stuart-Mogg – Town Clerk

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Stamford
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PE9 2DR

Contact: 01780 753808

Email: dtc@stamfordtowncouncil.gov.uk

Web address: www.stamfordtowncouncil.gov.uk

Office hours: Monday to Thursday Friday
8.30am-5.00pm 8.30am-4.30pm

An answer phone is available outside of these times.

Cemetery in Stamford:	Cemetery	Postcode	Date Opened
	Stamford Cemetery	PE9 1BB	1855

2. INTERPRETATIONS

- 2.1 Throughout these regulations the following words and expressions shall have the meanings as stated below:

“The Council”	means Stamford Town Council
“The Cemetery”	means the cemetery or burial ground as the case may be
“The 1977 Order”	means the Local Authorities Cemeteries Order 1977
“Cemetery Officer”	means the Council’s manager of the cemeteries and burial grounds
“Official Receipt”	means the official Stamford Town Council receipt
“Grave”	means a burial place found in the ground by excavation
“Private Grave”	means a grave in which the exclusive right of burial has been purchased
“Lawn Section”	means a section of the cemetery which is grassed and maintained as a lawn

3. MANAGEMENT OF CEMETERIES

- 3.1 The Council reserves the right to make any changes to these regulations as may from time to time be necessary.
- 3.2 The Council’s cemeteries are managed under the terms of the 1977 Order which forms part of these regulations. Your attention is drawn in particular to the following Articles of the 1977 Order:

3.3 Offences in Cemeteries

Article 18(1)

No person shall:

- Wilfully create any disturbance in the cemetery
- Commit any nuisance in the cemetery
- Wilfully interfere with any burial taking place in the Cemetery.
- Wilfully interfere with any grave, walled grave or vault
Any tombstone other memorial, or any flowers or plants
On any such matter;
- Commit any anti-social behaviour, or play any game or sport in the Cemetery.
(This is to be taken to include the discharge of any firearm, save at a military funeral.)

Article 18(2)

No person not being an officer or contractor of the Council or any other person so authorised by or on behalf of the Council shall enter or remain in the Cemetery at any hour when it is closed to the public.

3.4 Penalties

Article 19

Any person who contravenes:

any prohibition under Article 5(6) (Cremated Remains) (b) Article 10(6) Article 18(1) and 18(2)(d) Part 1 of Schedule 2 (Exercise of Burial Rights) shall be liable on summary conviction to a fine of not exceeding £1000 and in the case of a continuing offence to a fine not exceeding £100 plus costs each day during which the offence continues after conviction.

4. CONTROL OF CEMETERIES

- 4.1 Subject to these regulations any changes made by the Council, the general management and control of the cemeteries shall be exercised by the Cemetery Officer.
- 4.2 All enquiries regarding the Council's cemeteries should be made to the Cemetery Officer whose address and telephone number appears in 1. above. Any complaints/comments should be made to the Cemetery Officer in writing without delay.
- 4.3 Children under ten years of age will not be permitted except under care of a responsible person. All visitors must keep to the roads and walkways and refrain from touching shrubs, flowers and memorials and observe decorum in all other respects. Provided that the Council may temporarily exclude the public from the burial grounds as often as may be desirable when in the opinion of the Council, such exclusion is advisable.
- 4.4 All persons admitted to the cemeteries shall conform to these regulations. Every Exclusive Right of Burial holder of any earthen grave space or vault, and every person who may acquire such rights by assignment or transfer, shall be subject to these regulations.

5. UNAUTHORISED GATHERINGS

- 5.1 It is prohibited for people to gather in any cemetery other than for the purposes of remembrance or a funeral service.

6. VEHICLES

- 6.1 Cycles must not be ridden on any pathway, but subject to the below regulation for vehicles, may be taken to the proper parking areas, and can be left at the owners risk.
- 6.2 All vehicles entering the cemetery shall not drive faster than 5 miles per hour and only on approved vehicular routes.
- 6.3 Vehicles (other than maintenance vehicles and grass cutters) shall not be allowed on any grassed area of the cemetery or pedestrian walkways.
- 6.4 No vehicle or motorcycle is allowed to park on any driveway, or to be taken along any pathway for any reason. All Drivers proceeding to or from any authorised Parking area must observe all Speed Limit Signs and Direction Signs, Parking is **ONLY** allowed on the area provided, at the owner's risk, and only for bona-fide visitors to the cemetery. A hearse, mourning coach or tradesman's vehicle may, with permission, park on or obstruct any driveway, for the purpose of carrying out any special duty.

7. ANIMALS

- 7.1 Dogs are allowed in the Cemetery **ONLY** if kept on a lead, and only if the owner is a bona-fide visitor to a grave; Owners are requested to prevent dogs fouling in the Cemetery and especially on graves or if unable must always clean up after their pets.
- 7.2 Horses (other than horses used in or as part of a funeral cortege) are prohibited in the cemeteries.

8. MUSIC

- 8.1 Music shall not be played or broadcast in the cemetery without the prior written approval of the Cemetery Officer.

- 8.2 Undertakers are responsible for proving any music used at any burial service, they must also provide any organist or person to operate music.

9. GLASS CONTAINERS, VASES ETC

- 9.1 Glass jars or vessels will not be allowed, if so done, the container will be removed without warning, this includes, glass, plastic, thin pottery, or thin metal. Memorial vases must be placed in the head row (NOT on the grave space) and only two memorial vases per plot.
- 9.2 NO GLASS, TINPLATE, PLASTIC or PORCELAIN or anything of a shatterable nature for containers of flowers will be allowed under any circumstances, and will be removed without notice.

10. GRAVE EDGING/CHIPPINGS

- 10.1 Edging of any kind is **not permitted** anywhere on the grave or head row, kerbs which were allowed to be erected prior to 1.8.1975 are allowed to re-erected, adjoining existing kerbs, or memorials, the space between the two is to be concreted over at the expense of the person having the kerb re-erected. N.B. no new kerbs are allowed in any part of the Cemetery, nor any tomb or flat stone, except as heretofore provided, is to be laid over any grave.
- 10.2 The placing of any surrounds on or around grave spaces is not allowed unless forming part of the design of a previously approved memorial.
- 10.3 Chippings should not be placed on a grave space or in the head row (other than chippings which were allowed to be laid prior to 1.8.1975 are allowed to replenished at the expense of the person having the chippings replenished as when strimmers/grass cutters are used chippings may be picked up and damage headstones or cause injury to operators of the machinery.
- 10.4 Where a fresh interment is requested in any grave to which the rights have been purchased upon which a memorial is erected, the person ordering the new interment shall be responsible for having the memorial removed prior to the commencement of any excavation. **NO EXCAVATION** will commence until this has been carried out.

11. FLORAL TRIBUTES, WREATHS, TREES AND SHRUBS

- 11.1 Floral tributes may be placed on a grave on the day of the burial and may, if deemed necessary, be removed by cemetery staff four weeks after the burial.
- 11.2 Flowers must be placed in a vase (see rule 9.1 & 9.2), either a memorial vase in the head row or in the memorial stone vase.
- 11.3 The Council does not undertake to keep the plants upon any grave either under its charge or otherwise, duly watered, where special attention is required in any case, arrangements must be made with the Council.
- 11.4 Due to the soil on newly dug graves settling, it may not be possible to turf/seed a space for up to six months. The present policy of Stamford Town Council is to discourage the planting of grave spaces.
- 11.5 The Council reserve the right to prune, cut down, dig up and remove any of the shrubs, plants, flowers or wreaths at any time when in its opinion or that of the Town Clerk the same having become unsightly or overgrown, or where necessary for the purpose of allowing the grave to be used again.
- 11.6 An area of 4 foot by 1 foot (120cm x 30 cm) and in Sections X & Y 5foot by 1 foot (150 cm x 30cm) will be provided in the front of the memorial for planting of flowers, No trees can be planted in any part of the Cemetery except by the Council:
- 11.7 Conifers, trees and large shrubs you are **not** to planted within the grave space or head row. Any existing planting which has overgrown the grave space will, with consultation with the exclusive right of burial holder, be removed.

- 11.8 All planting will be subject to approval of the Council and must be registered with the Town Clerk or appointed officer prior to being carried out and must not be cut or carried away without the consent of the Council or the Town Clerk or the appointed officer first being obtained.
- 11.9 Wreaths placed on graves during the Christmas period may be removed from February onwards.

12. RUBBISH

- 12.1 Spent flowers and other rubbish must be put in the bins provided for this purpose.

13. SALE OF GOODS AND SOLICITATION OF ORDERS

- 13.1 The sale of goods, services, plants or articles, the soliciting of orders for the erection or repair of monuments or memorials or for the work connected with the grave is strictly prohibited within the cemetery, unless as part of an approved scheme.
- 13.2 Monumental masons and other people shall not distribute business cards, or ask or attempt to obtain from an employee, information concerning grave owners.

14. FIREARMS/BANNERS

- 14.1 Firearms shall not be discharged or banners displayed within the cemetery without the prior written consent of the Cemetery Officer.

15. COUNCIL EMPLOYEES

- 15.1 Council employees or persons contracted to carry out works on the Council's behalf are not allowed to undertake any private work in time when employed by the Council. Neither should they be offered or accept any tips or gratuities.
- 15.2 The Contractor cannot engage in any other work of a private nature in the Cemetery, nor accept any gratuity. The taking of other work or the supply of any article in connection with this contract may subject to the termination of the contract.
- 15.3 The Council forbids any gratuity being offered to or being accepted by any of its Contractors, under any pretence, whatsoever, or the undertaking by its Contractors of any private work in the Cemetery.
- 15.4 The recommendation by any Contractor or employee of the Council, of any Undertaker, Sculptor, Stonemason or other Tradesman is strictly forbidden by the Council.

16. PHOTOGRAPHS/FILMS

- 16.1 Written permission from the Cemetery Officer must be obtained to undertake any filming, videoing or photography, other than that for personal use.

17. DISCLAIMERS/RESPONSIBILITY FOR LOSS OR DAMAGE

- 17.1 The Council accepts no liability for any fatal injuries or other personal injuries sustained by any person entering the burial ground
- 17.2 The Council will not be responsible for the safe keeping of, or accept any liability in respect of any accident or damage to, memorials howsoever caused. The owner of the memorial shall keep it in good condition and repair, failing which the Council reserves the right to remove any broken or damaged portions of memorials, or any other items which have become unsafe, unsightly or otherwise objectionable.
- 17.3 The Council shall not be responsible or accept any liability for orders or documents sent by post. Neither will responsibility be accepted for errors following telephone instructions.
- 17.4 The Council has the right when necessary to gain access across any grave, mound soil on any grave and remove or replace any memorial without notice to the owner.

- 17.5 The Council will not be responsible in any way for the care of gravestones, monuments, tombs, kerbs, vases or memorials of any description, or for any damage done thereto, but the Council reserve the right to straighten any fallen or falling memorials or headstones, but do not make themselves responsible in any other way.

18. REGULATIONS CONCERNING INTERMENTS

- 18.1 All notices of interment must be submitted on the printed form which can be obtained from the Cemetery Officer or downloaded from the Stamford Town Council website.
- 18.2 No burial shall take place, without the permission of the Town Clerk or the appointed officer. Interment must be booked a minimum of 7 working days before the interment. Notice of Interment forms shall be delivered to the Cemetery Officer at least three clear working days before the interment (excluding Saturday, Sunday, Public or Bank Holidays or other holidays granted by the Council). This period is reduced when infectious diseases or other urgent cases are involved. Failure to do so may result in the funeral being delayed or not taking place at all.
- 18.3 The notice is to be on the form provided by Stamford Town Council (or on a like form from another Authority) and is to contain a statement of the Forename and Surname, the Sex and the Age of the person to be buried, Date of the death, the place or residence in which it occurred, and the deceased home address, the measurements of the coffin, the day and the time of the intended interment, whether in the Consecrated or the Unconsecrated portion of the Cemetery, the situation, description and depth of the grave or vault, the name of the Minister intended to officiate, also the full name and address of the persons ordering the Interment or requesting the Burial Rights, the consent in writing or the signature of the owner, his executor or legal representative to any interment in any grave or vault where the rights have been purchased, must be left at the office of the appointed officer with the notice of interment.
- 18.4 The Cemetery officer should be notified if the funeral director knows that the number of mourners is likely to exceed fifty or if the cortège will arrive earlier or later than 15 minutes before/after the time stated on the Notice of Interment.

19. FEES AND CHARGES

- 19.1 All fees must be paid when the Notice of Interment form is handed into the office unless other arrangements have been agreed with the Cemetery Officer. Official receipts will be given for fees paid.
- 19.2 Copies of the fees may be obtained from the Cemetery Officer or are available on the Stamford Town Council website (www.stamfordtowncouncil.gov.uk). They are reviewed yearly in April.
- 19.3 All fees mentioned or referred to in these Rules and Regulations are charged at the rate as printed in the Table of Fees only when the person to be interred or in respect of whom the right of Burial is to be granted, is or immediately before his or her death was an inhabitant of the Town of Stamford, or in the case of a stillborn child where the parents or one of them at the time of interment were such Inhabitants.
- 19.4 For all Non Residents of the Town of Stamford the Fees will be doubled in all cases as stated in the table of fees 'unless the person to be interred was a resident of Stamford at any time during the five years immediately preceding his or her death' plus for interments an additional fee will be included.

20. RESTRICTIONS OF INTERMENTS

- 20.1 All burials are subject to the statutory provisions in accordance with Schedule 2 Part 1 of the 1977 Order.
- 20.2 No notice can be received, nor any interment take place on Saturdays, Sundays, Christmas Day or Good Friday, except under special circumstances. However, the interment of cremated remains may be interred on a Saturday morning only by arrangement with the Town Council and on payment of the relevant fee.
- 20.3 No burial shall take place, without the permission of the Town Clerk or the appointed officer. No interment can take place before 10 am nor after 4 pm from 1st April to 1st October (Summer) and

before 10 am nor after 3 pm from 1st October to 1st April (Winter) without special permission and except as hereinafter provided.

- 20.4 Interments will not be allowed in the Chapel.
- 20.5 Inhabitants who desire to have a plot of ground as a family burial place, may, for that purpose, purchase the Exclusive Right of Burial (hereinafter referred to as purchased) for two or more contiguous grave spaces – each 8ft by 4ft (242cm x 121cm) and 8ft x 5ft (242 cm x 152 cm) in Sections X & Y for a term of fifty years and renew the term of Rights from time to time: all purchases of Grant of Exclusive Right must be arranged at/through the Town Hall to ensure familiarity with the Rules and Regulations.
- 20.6 Paying the necessary fees, a family burial place may be retained for any length of time it may be required, or so long as any members of the family or representatives remain. In use of such ground, the Regulations of the Secretary of State and of the Council must always be observed.
- 20.7 A special plot may also be purchased for use as a family burial place for Human Cremated Remains only, this for a term of fifty years only which may be renewed from time to time: all purchases of Grant of Exclusive Right must be arranged at/through the Town Hall to ensure familiarity with the Rules and Regulations.
- 20.8 No body shall be buried, or cremated remains interred, in any grave where an Exclusive Right of Burial exists unless the owner has given approval in writing (or the deceased is the owner).
- 20.9 In the case of a Grant of Exclusive Right of Burial not surrendered to the Bereavement Services Officer with the Notice of Interment form the necessary Form of Indemnity must be completed and signed.

21. REGISTRAR'S CERTIFICATE FOR DISPOSAL/CORONER'S ORDER FOR BURIAL

- 21.1 A Registrar's Certificate for Disposal or Coroner's Order for Burial, or a declaration in the form prescribed by the Births and Deaths Registration Act 1926 and any amendment or re-enactment thereof must be delivered to the Cemetery Officer before the interment can take place.
- 21.2 In the case where an Inquest has been held – the Coroners Certificate for disposal of the body of the person to be interred is produced, to the Town Clerk or the appointed officer at the Town Hall, except under special circumstances;
- 21.3 In cases of children still-born, a certificate will be required in accordance with the Births and Deaths registration Act;
- 21.4 A Certificate of Cremation must be produced before a burial of cremated remains can take place.
- 21.5 In the case of any body or corpse imported from abroad a Certificate of Death is not required to be registered.
- 21.6 Failure to produce the relevant certificate or order will result in the postponement or cancellation of the funeral.

22. TIMES OF BURIAL

- 22.1 Cemetery Officer will accept bookings for interments as follows:
- | | |
|------------------|--|
| Monday to Friday | 10.00am – 4.00pm from 1st April to 1st October |
| | 10.00am – 3.00pm from 1st October to 1st April |
- 22.2 The interment of cremated remains may be interred on a Saturday morning only by arrangement with the Town Council and on payment of the relevant fee.

23. PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984

- 23.1 The body of a person who has died from an infectious or contagious disease under the Public Health (Control of Disease) Act 1984 must be taken directly to the grave.

- 23.2 No corpse of anyone dying of an unusual serious epidemic disease, to be certified in each case by the Community Physician, shall be taken into the chapel, but shall be conveyed at once to the grave for interment. Notwithstanding those attending the ceremony and during the progress of the interment of such a corpse, the Contractor shall close the gates of the Cemetery and exclude the Public therefrom. All such interments to take place before nine o'clock in the morning

24. COFFINS

- 24.1 The Funeral Director or other person(s) responsible for the burial shall provide sufficient bearers to lower the coffin into the grave.
- 24.2 Where a coffin is not used, the body must be taken to the grave in a hearse (or appropriate vehicle) or a funeral director's removal shell.
- 24.3 The body of a person who died from a notifiable disease must be enclosed in a sealed coffin before burial and information regarding this must be given at the time of booking of the interment.
- 24.4 For the interment of cremated remains in a grave the ashes shall be contained in a sealed container.
- 24.5 Vaults and Brick Graves cannot be made, nor Metallic coffins used, coffins of wood or bio box only can be used.

25. DIGGING AND OPENING OF GRAVES

- 25.1 All graves must be dug by people employed or contracted by the Council.
- 25.2 The removal of a memorial and/or kerb set to facilitate an interment shall be the sole responsibility of the Grant Owner, funeral director or responsible person(s), together with any fees associated with the removal. The memorial may be restored to its original position. This should be done to NAMM/BRAMM standards.
- 25.3 The depth of the graves shall be determined by the Council, and not more than two adult bodies may be buried in any new grave space.
- 25.4 In ground purchased for a term of 50 years, if more than one body is interred in any grave space, a layer of earth at least six inches (16cm) in thickness shall be left between each coffin interred therein, and three feet of earth between the top of the upper coffin and the ordinary level of the ground, provided where the ground be of suitable character a coffin of perishable materials may be placed not less than two feet below the ordinary level of the ground.
- 25.5 When any grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove therefrom any soil as these actions are offensive.
- 25.6 Not more than one body shall be buried in an un-purchased single depth grave four feet three inches (130 cm).
- 25.7 For persons of twelve years of age and upwards, no grave shall be less than four feet 3 inches (130 cm) in depth, and for those under twelve years not less than FOUR feet (122cm) in depth from the ordinary surface of the ground.
- 25.8 For any grave having a depth greater than four feet three inches (130 cm) an extra charge will be made in accordance with the scale of fees operational at the date of ordering such extra depth, this only where the subsurface conditions make it possible to excavate such extra depth.
- 25.9 All labour for excavating pre-existing walled graves and vaults and the provision of all materials, plant, appliances and equipment for constructing and completing the same, shall be provided by the owner of the Rights, and at the expense of the person requiring the same, and such person shall at his own expense fill and level the ground; deposit the surplus soil where directed by the Contractor entirely remove all refuse and unused materials and carry out the work to the satisfaction of the Contractor. All brick or stone walls of any walled grave or vault shall be not less than four and a half inches (12cm) in thickness.

- 25.10 Pre-leased grave spaces which may have been dug for three will need to be tested for sufficient depth and then permission may be given for a third interment. The top coffin must be at least three feet below the surface of the ground.
- 25.11 Mats, Boards, Zinc sheets or canvas are to be used as the Contractor may direct to preserve the grass, roads or paths from injury by any work.

26. COMMON (PUBLIC) GRAVES

- 26.1 If a grave has not been leased, an interment must be in a common grave to which no exclusive right of burial exists.
- 26.2 No memorial shall be fixed to, or erected upon unpurchased graves, but this regulation shall not preclude a moveable tablet, tablet/vase, vase or upright memorial not exceeding eighteen inches in height being placed on such a grave provided that the necessary fees have been paid, and that it is not fixed to or sunk into the ground, the term of Memorial right for such a memorial will be for twenty years, after which the right may be repurchased.

27. EXCLUSIVE RIGHT OF BURIAL

- 27.1 An Exclusive Right of Burial is granted for a maximum of 50 years and can be renewed after 50 years for the lease price of a single grave space.
- 27.2 The allocation of grave spaces is under the control of the Cemetery Officer.
- 27.3 Graves may be leased in advance of a burial taking place. The date of lease will be the date of commencement of the Grant of Exclusive Right of Burial and the lease will not be complete until all legal documentation is finalised. .
- 27.4 The Cemetery Officer will try to meet the wishes of relatives in relation to the purchase of a grave space in a particular section/cemetery, but as this may not always be possible, it may be necessary for burials to take place in grave spaces other than in the preferred locations.
- 27.5 A pre-leased grave with no interments may be bought back by the Council if it is no longer needed by the Exclusive Right of Burial holder. This will be at the fee which was paid originally.
- 27.6 The selection of a plot of ground in all cases both for general Interment and for Purchase, is to be subject to the approval of the Council, but all wishes of applicants will be met as far as is practicable but could incur an additional search fee.
- 27.7 A grave will not be registered in the name of a Funeral Director or firm of Funeral Directors, Solicitors, or a partner, director or employee of such firms or monumental mason, unless evidence satisfactory to the Cemetery Officer is given that the grave is required for use by the applicant as a private individual and not for the purpose of business
- 27.8 A grave may be held for purchase either by a Funeral Director or an individual person for the maximum of three months only. After this time the grave will automatically be re-assigned for purchase.

28. ATTENDANCE OF MINISTERS OF RELIGION

- 28.1 The Council will not make arrangements for any ministers of religion to officiate at a funeral. Persons shall make their own arrangements for attendance and for any expenses incurred.

29. MEMORIALS

- 29.1 The Council reserve the right to refuse any memorial application.
- 29.2 The Council reserve the right to remove any memorial of any description which is put down in the Cemetery, without first having been approved.
- 29.3 If the Council or any of its Contractors remove from the Cemetery any tombstone or other memorial placed therein otherwise than in exercise of right granted by the Council, the Council may recover the cost thereby incurred by them (a) from the person to whose order the tombstone

or memorial was placed, (b) within two years from the placing of the tombstone or memorial from the personal representative of such person; as a simple contract debt in any Court of competent jurisdiction. (In all cases vases and containers are to be read as memorials.)

- 29.4 All memorials must be placed by a memorial mason
- 29.5 Memorials may only be placed upon graves in which the Exclusive Right of Burial has been purchased.
- 29.6 New kerbstones are not permitted in the cemeteries. Permission will be given for any existing old kerbstones (not lawn graves) to be refitted onto concrete frame foundations. This must be done to either NAMM or BRAMM standards.
- 29.7 All memorials must be kept in good repair by the owners and following inspection if found in an unsafe condition may be made safe by the cemeteries staff as a precaution to public safety.
- 29.8 All memorials are to be kept in good repair by the owners and, if not repaired after due notice, may be removed by order of the Council. If, after reasonable enquiry, no such owner or his or her representatives can be found to whom notice may be given, the right to such memorials shall pass to the Council to be dealt with as shall be deemed fit.
- 29.9 All memorials to be put on a grave space are subject to the approval of the Cemetery Officer. The earliest fixing date after a full interment for a full sized memorial will be 6 months to allow the ground to fully settle. (Unless in the new sections where memorial landings have been installed) A drawing showing the form and dimensions of the proposed memorial and its foundations with particulars of the materials to be used, and a copy of every inscription to be engraved on it must be submitted for approval before being fitted. Details should be shown using the Council's Memorial Application form which may be obtained from the Cemetery office or is available to download from the Council's website (www.stamfordtowncouncil.gov.uk). All work will be inspected after one month to ensure it has met the NAMM/BRAMM standard.
- 29.10 Inscriptions on the reverse of memorials will be permitted but only if the following format is adhered to: 'that the name only is permitted on the reverse of memorials and letters should be no more than 5 cm in height'.
- 29.11 In the event of any inscription in a foreign language, this must be accompanied by a translation in English and countersigned by a responsible person of the same faith.
- 29.12 All applications must be signed by the Exclusive Right of Burial holder or the next of kin if the Exclusive Right of Burial holder is deceased.
- 29.13 Memorials for any grave for which the Burial Right is not purchased (unpurchased grave) for a period of Twenty years. Memorials upon graves for which the Right of Burial has been purchased, for the duration of the Burial Grant, to run concurrently subject to the appropriate fee being paid.
- 29.14 Memorials shall not be altered, removed or cleaned once erected unless permitted using the Memorial Application form and paying the prescribed fees.
- 29.15 Memorials must be prepared ready for fixing before being taken into the cemetery. Masons must provide their own tools and equipment for the work.
- 29.16 No hewing or dressing of stones will be permitted in the Cemetery, except in special circumstances, and in all cases, all materials, gravestones, memorials and monuments must be covered into the Cemetery by hand or on vehicles or trucks weighing no more than 7.5 tonnes, and all refuse soil and materials shall be removed in like manner.
- 29.17 Work on memorials shall not be carried out at the cemetery until a permit has been issued and all fees paid to the Stamford Town Council. Appropriate fees are detailed on the Council's website (www.stamfordtowncouncil.gov.uk) and are updated yearly.
- 29.18 All work must be carried out in accordance with the National Association of Memorial Masons Code of Working Practice and RQMF (or other trade body) and also to the British Register of Accredited Memorial Masons' standards. This should also be done to the satisfaction of the Stamford Town Council. The Stamford Town Council should have up-to-date NAMM/BRAMM membership certificates, public liability insurance certificates and a copy of fixer licences prior to any work taking place. People working on memorials must produce the permit and their fixer

licence on request for the works they are carrying out as otherwise the works may be suspended until a permit and fixer licence is produced. Surplus materials and debris must be removed from the cemetery and the grave space and surrounding area left clean and tidy. Once the work has been completed a certificate of compliance along with the signed permit must be returned to the Stamford Town Council.

- 29.19 The correct plot, row and number of the grave space must be clearly cut on the left hand side of the base or alternatively on the back of the memorial on all memorials and vases in characters of not more than 2.5 cm (1 in).
- 29.20 All work shall be carried out at the sole risk and liability of the person employed for or engaged in the work of whatever nature. Any damage caused shall be made good to the satisfaction of the Council and/or the owner of the damaged property.
- 29.21 No memorial mason may carry out work within the cemeteries on Saturdays (except by prior arrangement), Sundays, Christmas Day, Good Friday, or other Public Holidays, or on other holidays granted by the Council. Work to be carried out must be done by prior notification to and after seeking permission from the Cemetery Officer. Work must be requested to be done by completing a Memorial Application form (available on the website) and after a permit has been issued.
- 29.22 Any work carried out must be done between the hours of 9.00 am to 4.00 pm Monday to Friday.
- 29.23 The Council may refuse permission for any memorial of any type or inscription of which it does not approve. It is recommended that full memorial stones are not placed on the grave until at least 6 months after a full interment (Unless in the new section where memorial landings have been installed). This is to allow the ground to settle. The Council will not be held responsible for subsidence.
- 29.24 In the newer portions of the Cemetery all new memorials must lay in the same line, preferably upon a slab of concrete or stone of exactly 100 cm (44 inches) in length and in Section X & Y 152 cm (60 ins) per grave space. N.B. this to be altered to suit for graves for children or Cremated Human Remains.
- 29.25 Visual and Manual checks to meet the topple testing requirements should be conducted every two years as per minute number 237 a i. of the Amenities meeting held on 3 September 2013. Any memorial found to be in such a condition where it is in need of attention or a danger to the public will initially be laid down and the procedure outlined in 'Notice to be enacted or removal of memorial' will be followed.
- 29.26 In the case of a memorial falling into disrepair where the owner cannot be found by the Council, or where the grant for such memorial has lapsed, the Council will display a notice of their intention to demolish, or remove, or move the said memorial/s in a conspicuous position at the entrance of the Cemetery, also will publish the notice in two successive weeks issues of the Local Newspaper, will notify the Rural Dean or such representative of a religious body, if a Commonwealth War Grave, notify the Commission, and if no objections to their proposals be raised with three calendar months of such notification, the Council will remove, demolish, move or destroy any such memorials
- 29.27 A Bishop of the Church of England shall, in respect of the consecrated part of the Cemetery have the same right of objecting to and procuring the removal of, any Inscription on a tombstone or other memorial placed or intended to be placed, as he has in the cases of churches of the Church of England and the churchyards belonging thereto.

30. DIMENSIONS AND CONSTRUCTION OF MEMORIALS

30.1 Non Lawn Memorials/ Dedicated Cremated Remains Section

Only one memorial stone will be allowed on any one grave space at the head of a grave consisting on ONE BASE of either; a headstone, tablet/vase/s or a single vase or a headstone with vase/s attached, all vases to be of a substantial nature(see section 9).

Memorial - Memorials must not exceed 91cm (3 ft) in height (including the height of the base), 91cm (3 ft) in width and the material used must be a minimum thickness of 7.5cm (3 ins) and a maximum thickness of 12.5cm (5 ins). For every additional 15cm (6 ins) or part thereof, in excess 91cm (3 ft) in height an additional charge will be made subject to permission granted.

Base - The base shall be secured to the foundation stone and must not exceed 121cm (4 ft) in width and 30cm (12 ins) back to front on a single plot and must not exceed 213cm (7 ft) in width and 30cm (12 ins) back to front on a double plot.

Foundation - The foundation stone must not exceed 7.5cm (3 ins) in height, 99cm (3ft 3 ins) in width and 38cm (15 ins) back to front.

30.2 Tablets

Memorial - Memorials must not exceed 45cm (18 ins) square

30.3 Vases

Vase - must not exceed 25 cm (10 ins) in height x 30 cm (12 ins) in width x 15 cm (7 ins) back to front.

30.4 Lawn Section (X & Y) Memorials

Only one memorial stone will be allowed on any one grave space at the head of a grave consisting on ONE BASE of either; a headstone, vase/s or a single vase or a headstone with vase/s attached, all vases to be of a substantial nature.(see section 9).

Memorial - Memorials must not exceed 91 cm (3 ft) in height (including the height of the base), 91 cm (3 ft) in width and the material used must be a minimum thickness of 7.5 cm (3 ins) and a maximum thickness of 12.5 cm (5 ins). For every additional 15 cm (6 ins) or part thereof, in excess 91 cm (3 ft) in height an additional charge will be made subject to permission granted.

Base - The base shall be secured to the foundation stone and must not exceed 121 cm (4 ft) in width and 30 cm (12 ins) back to front on a single plot and must not exceed 213 cm (7 ft) in width and 30 cm (12 ins) back to front on a double plot.

Foundation - The foundation stone must not exceed 7.5 cm (3 ins) in height, 99 cm (3 ft 3 ins) in width and 38 cm (15 ins) back to front.

31. REGULATIONS CONCERNING LAWN SECTION ONLY (X & Y)

- 31.1 This area of the cemetery is laid to lawn and restrictions to planting are as per the rules and regulations; planting is allowed in front of the headstone, measuring 152 cm (5'ft) wide and 30 cm (1'ft) in depth.
- 31.2 Sections X & Y are also divided into three denominations, non-conformist, Roman Catholic and Church of England. However, the latter denomination will remain unconsecrated, an explanation for this decision is attached (Appendix 1).
- 31.3 The regulations for the management of other sections of the cemetery shall also apply to lawn sections in addition to the following:
- 31.4 Double depth lawn graves, where available, will hold two interments only. Single depth lawn graves will hold one interment.
- 31.5 Within one year of interment in the lawn section the Council will sow with grass seed over the whole of the grave space.
- 31.6 The Council will maintain the whole of the grassed part of the lawn section and **nothing must be planted or placed on the area.**
- 31.7 Any item placed on graves that contravene these regulations will be removed and stored for collection by the owner. Items removed will only be stored for a period of 4 weeks after which time they will be disposed of.
- 31.8 The Council has the right to prune, cut down or dig up and remove any such shrubs, plants or flowers which are of an objectionable character or when they have become unsightly, overgrown or impede grave excavation. This will be done in consultation with the Exclusive Right of Burial holder.
- 31.9 The Cemetery Officer is authorised to rectify/remove anything which does not comply with these regulations.

32. REGULATIONS CONCERNING CREMATED REMAINS SECTION ONLY

- 32.1 The regulations for the management of other sections of the cemetery shall also apply to cremated remains section in addition to the following:
- 32.2 The area allocated to a grave within the section is 91 cm (3 ft) wide x 122 cm (4 ft) long.
- 32.3 A cremation section grave will not contain more than 6 interments of cremated remains.
- 32.4 Cremated remains must be interred in a biodegradable container or wooden casket
- 32.5 It is the responsibility of the person arranging the interment to produce the cremated remains for interment at the cemetery unless agreed with the Cemetery Officer.
- 32.6 As soon as practicable after an interment in the cremated remains section the Council will re-seed over the grave space. No one other than a Council authorised officer shall interfere with or alter the grave space.
- 32.7 Any item placed on graves that contravene these regulations will be removed and stored for collection by the owner. Items removed will only be stored for a period of 4 weeks after which time they will be disposed of.

33. REGULATIONS CONCERNING CHILDREN'S BURIAL & CREMATED REMAINS SECTION ONLY

- 33.1 An area in each cemetery has been allocated to a children's burial section for the interment of neonatal, stillborn and infants up to the age of 6 years.
- 33.2 The regulations for the management of other sections of the cemetery shall also apply to the children's burial section in addition to the following:
- 33.3 The area allocated to a grave within the children's section is 91 cm (3 ft) wide x 182 cm (6 ft) long.
- 33.4 As soon as practicable after an interment in the children's burial section the Council will sow with grass seed or lay turf over the whole of the grave space. No-one other than a Council authorised officer shall interfere with or alter the grave space.
- 33.5 Any item place on graves that contravene these regulations will be removed and stored for collection by the owner. Items removed will only be stored for a period of 4 weeks after which time they will be disposed of.

34. BURIAL REGISTER

- 34.1 A Register of Burials, both in the consecrated and unconsecrated portions of the Cemetery, will be kept at the office of the Registrar of Burials and the Town Clerk; where at all reasonable times, searches may be made, and certified copies or extracts obtained, on payment of the proper fee.

Extract from Amenities Committee meeting 26 October 2010

New Burial Section- The Town Clerk reminded the Committee that earlier in the year the new 'Lawn' section of the cemetery had begun to be used. In respect of the Church of England section, legal guidance had been sought in respect of consecration. The legal guidance obtained stated that Burial Grounds do not have to be consecrated. If they are, they then become subject to Church of England control and Ecclesiastical Law and not English Law. This means that any work to a plot or memorial requires a faculty from the Church of England. This is used particularly in church yards and regulates, amongst other things, memorial design and inscriptions. This ultimately might have cost implications for some of those holders of Exclusive Right. Lincolnshire Association of Local Councils has recommended that there is no obligation for the Town Council to consecrate civic cemeteries. There appears little point other than that of tradition, as the church does not make any financial contribution. Burial plots are 'blessed' at the time of burial across all denominations. From advice received this course of action appears to be adequate and satisfactory.