

**RUSHCLIFFE BOROUGH COUNCIL
WILFORD VILLAGE CEMETERY POLICY**

1. General Information

Rushcliffe Borough Council (The Council) manages and maintains Wilford Village Cemetery, Wilford, NG11 7AJ and can be contacted on tel: 0115 9148219 or Email: propertyservices@rushcliffe.gov.uk

The cemetery is open to visitors all year, from dawn to dusk.

2. Permitted Interments

Interments are only permitted to residents of the Parish of Wilford at the time of their passing. Requests for interment of former Wilford village residents may be considered where they resided in the village for at least three years; this is at the sole discretion of the Council.

To book a burial or cremation plot, please contact your funeral director.

3. Burial Procedure

Notices of Interment, including scattering of ashes, can be obtained from your funeral director.

Funerals can only proceed if the Council has received the Registrar's Certificate of Disposal or a Coroner's Order for Burial, prior to interment.

The Council's nominated contractor will undertake all excavation work; back filling of graves may be permitted with prior consent.

The Council will determine the location of all graves. Coffins must be bio-degradable. No coffin shall be opened within the Cemetery grounds.

The funeral director or the person(s) arranging the burial must make arrangements for an officiator of the service.

The funeral procession should arrive at the cemetery at the appointed time to prevent one funeral intruding on another.

Prior notice must be given where in excess of 50 mourners are expected.

4. Exclusive Right of Burial

Ownership of an Exclusive Right of Burial Deed provides the right to:

- a) Be buried in that grave
- b) Authorise further burials(s) in that grave (where space is available), or the interment or scattering of cremated remains in or over that grave
- c) Erect or place a memorial on that grave
- d) Have inscriptions/additional inscriptions placed on a memorial on that grave
- e) The Exclusive Right of Burial will extend to 100 years from the date of purchase
- f) It does not give ownership in respect of actual land

5. Fees

Fees are reviewed annually and are available from the Council. It is not currently possible to pre-purchase a grave or cremation plot.

6. Cremation Plot in Garden of Remembrance

A cremation plot may be purchased, which can hold up to two interments or cremated remains scattering. Validity of ownership will be for a period of 30 years.

An application for burial or scattering of cremated remains must be accompanied by the Certificate issued by the Crematorium and is not permitted without the prior consent of the Council.

Consent of the owner of the Exclusive Right of Burial is required prior to the interment or scattering of cremated remains in or over a grave - a Notice of Interment Form must be completed.

7. Monuments and Memorials

Permission to place any form of Monument in the Cemetery grounds must be obtained from the Council, prior to erection. An application by Stonemason on behalf of the owner of the Exclusive Right of Burial must include:

- a drawing of the monument
- any proposed inscription
- the type(s) of material to be used
- exact dimensions – as detailed below:

Monument	Height/Length (Max.)	Width (Max.)	Depth (Max.)
Headstone	1219mm (4'0")	1000mm (3'3")	50mm (2") (slate: 40mm (1 ½"))
Full-length kerbstones & footstones			
Single grave	2100mm (7')	900mm (3')	
Double grave	2100mm (7')	2100mm (7')	
Hardwood Crosses (from sustainable forested materials)	750mm (2'6")	500mm (1'8")	75mm (3")
Memorial Plaque for a cremation plot	300mm (12")	300mm (12")	50mm (2")
Vases	200mm (8")		
Flowers/bulbs within 150 mm (6") of the front of the headstone with appropriate kerb edging			

The following are not permitted within the Cemetery and the Council reserves the right to remove them without notice:

- Shrubs and ornamental trees
- Loose pebbles, gravel or stones (unless within a kerbed grave)
- Ornaments, decorations or lights

The Council reserves the right to prune, cut down or remove any shrub, plant or flowers which in their opinion have become unsightly, overgrown or dangerous.

Monuments may only be erected by a registered Stonemason using NAMM approved installation. Any person carrying out works must adequately protect grass, borders and adjoining memorials. On completion of works, all surplus materials must be removed and the whole site cleaned and left in a satisfactory condition.

Any monument, memorial, stone, shrub, plant or item erected or placed in the Cemetery in contravention of these Regulations may be removed by the Council at any time without notice.

No shrubs shall be cut down or carried away without the consent of the Council.

The owner of the Exclusive Right of Burial is responsible for all repairs, damage and vandalism and ensuring that the monument is safe.

However, the Council has a duty to minimise the risk to cemetery users and its employees, and reserves the right to take one or more of the following actions:

- Lay down the monument
- Lash the monument to a temporary stake to give support
- Attach appropriate visible signage

Where a monument is found to be unsafe, the Council will inform the owner of the Exclusive Right of Burial at the last address notified and given a time limit to make the memorial safe. Where the time limit has lapsed, the Council may repair or remove the memorial and charge the owner accordingly.

8. Floral Tributes

Floral tributes will be removed 14 days after interments unless prior arrangements are made with the Council.

Dead flowers in vases or artificial flowers that have been affected by the weather will be removed at the discretion of Council to enhance the appearance of the Cemetery.

Christmas wreaths will usually be removed at the end of January.

9. General Conduct

All visitors must conduct themselves in a quiet and orderly manner at all times. Council representatives have the right to exclude or remove any member of the public at their discretion. Under the Local Authorities Cemeteries Order 1977, it is an offence for a person to wilfully:

- a) Create any disturbance in a Cemetery
- b) Commit a nuisance in a Cemetery
- c) Interfere with any burial taking place in a Cemetery
- d) Interfere with any grave, memorial or any flowers or plants in any such manner
- e) Play any game or sport in a Cemetery

Persons contravening these provisions will be liable upon conviction to a fine and the cost to the Council to rectify any damage caused.

None of the following shall be allowed in the Cemetery: pedal bicycles, skateboards, skates, scooters (except mobility scooters), animals (except assistance dogs), musical instruments or other sound-producing device (except when used as an integral part of a funeral service).

Children under the age of 10 years must be accompanied by an adult.

Vehicle access is not permitted.

10. Transfer of Ownership

The owner of an Exclusive Right of Burial may transfer ownership to another person by applying to the Council; applications to transfer may incur a charge.

If the registered Deedholder is deceased, the Exclusive Right of Burial forms part of their estate and is dealt with in accordance with their will or intestacy rules. The Council can transfer ownership of an Exclusive Right of Burial on instruction of the Executor/Personal Representatives of the deceased.

The Council must be notified of any transfer or assignment in order to update the Register of Deeds.

The Council may agree to repurchase a grave where no interment has taken place.

Appendix 1 Requirements of Funeral Directors and Monumental Masons

For Funeral Directors

All Funeral Directors and Companies are required to provide the Council with the following documentation in order to obtain a permit:

- a) A detailed method statement showing how work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property.
- b) A copy in their incident reporting mechanisms and procedures in accordance with The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)
- c) A copy of their Health and Safety policy and codes of practice
- d) A copy of their Public and Employee Liability insurance with at least £5 million cover. Copies to be provided for the Council upon policy renewal

For Monumental Masons

Every Monumental Mason is required to provide the Council the following documentation, unless currently registered with NAMM or BRAMM:

- a) A detailed method statement showing how work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property.
- b) A copy of their incident reporting mechanisms and procedures in accordance with The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR)
- c) A copy of their Health and Safety policy and codes of practice
- d) A copy of up to date Public and Employee Liability insurance with at least £5 million cover. Copies to be provided for the Council upon policy renewal

All Stonemasons are required to inform the Council when they require entry into the Cemetery and should not cause damage to any path, walks, turf or other graves. All surplus materials must be removed from the Cemetery.

The name of the Stonemason may be discreetly inscribed in an appropriate place on all new memorials, along with the year the stone was erected and the grave number.

Works must not take place before 9am or after dusk on a working day and not at all on bank holidays and weekends; the Council may grant permission at other times upon request.

Any memorial removed for the purpose of a further interment shall be transported from the Cemetery grounds. The Council may dispose of any memorial or materials left in the Cemetery grounds. Any re-erection of a headstone or vase following removal from the Cemetery for any reason, shall ensure that the relevant Grave Number is inscribed 50 mm (2ins) above ground level or other suitable location on the memorial.

General

Failure to provide the requested documentation within 14 days of the Council's request, without reasonable explanation, and or failure of the evaluation, will result in permits being withheld and access to the Cemetery denied.

The one year access permit does not give exclusive access to the Cemetery for Funeral Directors or Stonemasons.

All memorials must be removed by a nominated stonemason in all cases where a grave is to be re-opened. The memorial must be removed no later than 4 working days prior to the funeral taking place, to be organised by the funeral director.