

Huntingdon Town Council

Sapley Road Cemetery Rules and Regulations

December 2023

Committee Approval	11 th January 2024
Policy Owner	Cemetery Manager
Review Date	

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2. Cemetery Rules and Regulations

All local authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. The Rules and Regulations are designed to inform all cemetery users of the aspects of the management of the cemeteries and the requirements applicable to them.

These Rules and Regulations should be read in conjunction with the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 (LACO 1977 as amended) together with any other relevant legislation that governs this service.

If you need help in interpreting the Rules and Regulations please contact the Cemetery Office.

Huntingdon Town Council (“the Council”) reserves the right to alter, add to, or amend the Cemetery Rules and Regulations from time to time as necessary.

3. Burial Authority

The Burial Authority is Huntingdon Town Council located at Huntingdon Crematorium and Cemetery office, Sapley Road, Kings Ripton, Huntingdon, PE28 2NX.

Postal enquiries	Huntingdon Crematorium and Cemetery Office Sapley Road Kings Ripton Huntingdon PE28 2NX
Telephone Enquiries	Telephone Huntingdon (01480) 410388
Email enquiries	Huntingdon.crematorium@huntingdowntown.gov.uk
Web site	www.huntingdoncrematorium.co.uk

Burial Law (Local Authorities Cemeteries Order 1977) states that none of the following can take place without the written permission of the Burial Authority (Council)

- Burials
- Interment of Ashes
- Scattering of Ashes
- Exhumations
- Installation or fixing of a memorial, kerb edge, trees, plants, seats or benches
- Adding an inscription to a memorial
- Renovation of a memorial
- Removal and/or replacement of a memorial.

4. Our Cemetery

The cemetery to which these Rules and Regulations apply is located at:

- Huntingdon Crematorium and Cemetery, Sapley Road, Kings Ripton, Huntingdon, PE28 2NX.

Huntingdon Town Council does operate other cemeteries for which different Rules and Regulations apply. For further information regarding the other cemeteries please contact the Cemetery Office.

4.1 Opening hours

Our cemetery is open for visitors every day of the year including weekends and public holidays, with vehicle access available 24/7 to the cemetery grounds although height restrictions are in operation from Friday 16:00 to Monday 07:30.

Interment times are from 10:00am to 3:00pm Monday to Thursday (last appointment 3:00pm) and 10am to 11:30am on Friday (last appointment 11:30am). Burials at any other time, are strictly at the discretion of the Town Clerk and subject to available resources and additional fees may be incurred.

No funerals can take place on a Tuesday following a bank holiday. Only one full body burial is allowed per day across the cemeteries. No burials will take place on Christmas Day, Boxing Day, New Years Day or Good Friday.

Huntingdon Town Council has the right to close the cemetery at any time without prior notice.

Please note there are currently no toilet facilities within the cemetery.

4.2 Cemetery Sections

Sapley Road Cemetery provides a range of grave choices for the bereaved.

It is strongly recommended that anyone considering a burial at this cemetery, read and understand the grave choices available to them before making a final decision.

Our cemetery has sections available for

- Full burial (over 12 years of age)
- Children's Sections (full burial up to an included 12 years of age).
- Interment of Cremated Remains
- Scattering of Ashes

4.3 Conduct in the Cemetery.

All visitors should enter and exit the cemetery using the main entrances and pedestrian access only.

The Council reserves the right to refuse access to the cemetery if anyone is intoxicated or showing signs of drug abuse that could lead them to cause a public nuisance or disorder.

No person is to display any printed paper, notice or sign, or canvass, promote or sell their services to visitors in the cemetery without the written authorisation of the Council.

We welcome children on site but for their own safety will require that children under 12 years of age must be accompanied by a responsible adult and would respectfully recommend that they do not “play” amongst the headstones.

No person is permitted to be in the cemetery outside of the published opening hours without the express permission of the Cemetery Manager or Town Clerk.

The cemetery is a place of peace and quiet reflection. It is also a work place. Visitors to site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors.

Visitors are expected to always keep to the pathways and not to walk across the graves.

No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the cemetery.

No person shall use threatening or abusive behavior towards cemetery staff, nor shall any person prevent cemetery staff from carrying out their duties.

No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the cemetery either in their own time or during their employed hours.

The Council accepts no responsibility for the health and safety of unauthorised persons, vehicles or other belongings in the cemetery during the hours of closure.

The taking of commercial photographs and filming is not permitted in the cemetery or crematorium, except with the prior approval and permission of the Council, in writing and subject to the appropriate fee.

Visitors are requested to ensure that only the necessary amount of water is used whilst in the cemetery. The Council have provided a water pump with a well to capture the rainwater, however during extended periods of dry weather and/or high temperatures, there may be an inadequate volume of water and therefore visitors are encouraged to bring a supply of water.

Everyone who visits the Cemetery shall comply with the Rules and Regulations.

Under Article 18 of the Local Cemeteries Order 1977, it is an offence for anyone to:

- Wilfully create any disturbance in a cemetery
- commit any nuisance in a cemetery

- interfere with any burial taking place in a cemetery;
- Interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants in any such manner;
- play any game or sport in a cemetery;
- enter or remain in a cemetery when it is closed to the public, unless authorised by the Council to do so.

Any person who contravenes the above shall be liable, on summary conviction, to a fine as laid out in Article 19 of the Local Authorities Cemeteries Order 1977.

In addition, it is an offence under the Criminal Damage Act 1971 to destroy or damage any property (including statues, monuments, memorials, railings or fences) belonging to another within the cemetery.

4.4 Vehicles in the Cemetery

The Council shall not accept any liability for loss or damage to any vehicle parked in the cemetery or crematorium car park. All vehicles are parked at their own risk.

Parking is available along the main cemetery road in the lay-bys.

Vehicles must comply with all relevant traffic signs and instructions including the 5 mph speed limit, flow direction indicators and parking signs and must obey any instructions given to them by an officer of the Council.

All vehicles should be neatly parked to allow access for funeral or other vehicles.

Vehicles are not permitted to drive on the footpaths, grass or over any planted areas under any circumstances. Such action will be deemed a nuisance and will be dealt with under the powers of the Local Authorities Cemeteries Order Articles 18 and 19 cited above.

4.5 Dogs in the Cemetery

Dogs are permitted in the cemetery but must be kept on a short lead, keep to the pathways at all times and not walk across the graves. If a dog fouls, the owner must clean up any dog faeces and dispose of it in a litter or dog bin away from the site. Failure to clean up after your dog may result in a fine or prosecution.

4.6 Maintenance of Grounds

Maintenance of the grounds (e.g. grass cutting, spraying, leaf and litter clearing, upkeep of trees, shrubs, flower beds and hedges) will be carried out by the Council at a frequency determined by the Council. The Council has the right to prune, cut down or remove any shrub, tree, plant or flowers that has become unsightly, overgrown or dangerous and to spray around graves in any area of the cemetery.

The Council reserves the right to place soil or any other material onto a grave space in the cemetery (whether occupied or not) when carrying out maintenance works. Any soil or material placed will be removed and the area re-instated as soon as possible after the work has taken place.

4.7 Removal of floral arrangements and other items from graves

All large floral tributes placed on a grave space following an interment will be removed and disposed of 14 days after the funeral.

The Council has the right to remove items from graves which have perished; pose a hazard; encroach on an adjacent grave space; or have not been authorised and dispose of such items without prior reference to the Deed Holder. This includes flowers, wreaths, weeds, plants, rubbish, fencing, border edging, glass objects, other decorations and unauthorised items placed on a grave (for further information see section on Memorials).

The Council does not allow plastic moulds, frames, wires, netting, oasis, florists foam or cellophane as these all have an impact on the environment. Any floral tribute that arrives with a funeral that does not comply with these rules, will need to be removed by the family or funeral director immediately after the funeral.

The Council allows natural flowers tied with string or raffia, single stems or petals, mosses, woven wooden frames and bamboo without wire. All floral tributes and flowers must be compostable. Floral tributes should be made from seasonal, British based growers, to decrease the carbon footprint and support local growers and farmers.

Any floral tributes brought to the grave whilst visiting, may be placed in the area immediately in front of the permitted memorial stone, but must remain within the headstone border.

Visitors to the cemetery are actively encouraged to recycle any materials such as wreaths or dead flowers that they leave behind in the appropriate bins provided.

All floral tributes and wreaths left on site, and removed by the Council will be disposed of using the eco composting machine and then any compost will then be used within the grounds or throughout the town as and when required.

The cemetery is home to an abundance of wildlife some of which may damage floral tributes. The Council therefore cannot accept responsibility for tributes left displayed in any of its grounds.

The removal of seasonal floral tributes/memorabilia from all areas will commence four weeks after any event (e.g. Christmas Day – removal will begin after 22nd January).

5. Fees

All fees and charges applicable to the cemetery are set out in the Council's published Scale of Charges which is reviewed annually.

All fees must be received by the Cemetery office before the work to which they relate is started. Fees for burials must be received, along with the Notice of Interment, a minimum of 48 hours (two working days) before the burial is due to take place and 24 hours (one working day) for interment of cremated remains.

At the time that these regulations were produced there are no fees payable for interments under 18 years as it is the responsibility of the Council to reclaim these fees under the Children's Funeral Fund. This fund is resourced by Central Government and is applicable to a funeral for a child under 18 or a baby stillborn after the 24th week of pregnancy.

Interments for children before the 24th week of pregnancy should be discussed with the Cemetery Manager.

There are no restrictions on who can be interred within the cemetery provided by this Council; however, the Council has a Scale of Charges which outlines the difference in costs as follows:-

- **Standard Fees** – apply if the deceased was a Huntingdon resident or a Huntingdon resident that has moved to residential care within the last **5 years**.
- **Double Fees** - apply if the deceased lived within the District of Huntingdon but not within Huntingdon Town.
- **Quadruple fees** – apply if the deceased lived outside Huntingdon District.

A copy of the current fees and boundary maps are available from the website www.huntingdoncrematorium.co.uk.

6. Purchasing a grave

Requests to purchase a grave should be made through the cemetery office. This can be done at the time a funeral is arranged or by purchasing a grave in advance. Purchase in advance is limited to a maximum of two plots per applicant.

6.1 Grant of Exclusive Right of Burial

After a grave is purchased, the Council will issue a Grant of Exclusive Right of Burial (the Deed) to the purchaser.

The Grant of Exclusive Right of Burial is a legal document. It does not give ownership of the actual land but allows the Deed Holder to:

- Be buried into the grave if space is available (including cremated remains);
- Authorise further burials into the grave where space is available;
- Place an inscribed memorial onto the grave subject to the Council's regulations on memorials;
- Give permission for additional inscription(s) to be made onto an existing memorial subject to the Council's regulations on memorials.

The Council recommends a maximum of four people hold the Rights to the Exclusive Right of Burial. Please note all owners must give written consent for future interments and memorial applications on the purchased plot.

The Deed can be granted for **50 years** or **75 years**. When the Deed expires the ownership of the grave will revert back to the Council unless the family wishes to extend the Deed for a further period. A fee is payable to the Council for extending a Deed by a further 10 years as laid down in the Council's Scale of Charges.

The Deed Holder may transfer the Grant of Exclusive Right of Burial during their lifetime to another individual on completion of an Assignment Form and payment of the required fee.

Where a Deed Holder is deceased and other family members wish to arrange a further

burial into the grave space (or install a memorial, add an additional inscription or clean and renovate the memorial) the Grant of Exclusive Right of Burial will need to be transferred by completion of a Form of Assent and payment of appropriate fees, before the grave can be further re-opened (or any memorial erected onto the grave or any existing memorial repaired, altered or removed). Further advice on how this may be possible can be obtained from the Cemetery Office. Depending on individual circumstances, the transfer may require the consent of other family members. If the relevant consents are withheld the ownership cannot be transferred and no further burial will be allowed. Only the next of kin reaching an agreement between themselves can resolve this.

It is the responsibility of the Deed Holder to advise the Council of any change of address.

6.2 Public Graves

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection with those buried in this type of grave. No memorial rights exist for a public grave, therefore no headstone or memorial can be placed on it without the consent of the Council.

7. Arranging an Interment

All arrangements for an interment must be made through the cemetery office.

Coffins, caskets and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc... and the coffin must be suitably secured.

Wherever possible embalming should not take place if burial is to take place at our cemetery. This is to protect the environment.

A shroud burial is permitted so long as an appropriate board is positioned underneath the deceased for safe lowering into the grave.

7.1 Notice of Interment

Interment requests must be made on the official Notice of Interment form supplied by the Council. The forms are available by request or can be downloaded from the Council's website. The details provided on the form must be clear and complete. In the case of a second interment the Notice of Interment should be signed by the Deed Holder (except where the deceased is the Deed Holder) and the Deed produced with the Notice of Interment.

The Notice of Interment must be received by the Council not less than 72 hours (three working days) prior to the time the burial is due to take place. Interments at shorter notice, will, if possible, be arranged in exceptional circumstances or for religious requirements. The Council reserves the right to charge additional fees for interments arranged at short notice as laid down in its Scale of Charges.

The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance unless an alternative arrangement is in place. Payment can be made by BACS or by card payments over the phone or in person.

The Council reserves the right to delay or cancel any interment where, in its opinion, ownership of the Grant of Exclusive Right of Burial is disputed.

Coffin sizes should be detailed on the Notice of Interment. If these are not known at the time of giving notice, they may be supplied later in writing to the cemetery office. The Council shall not accept liability for any coffin sizes given other than in writing.

Interments can take place on any weekday (other than a public holiday) between

- 10:00am and 3:00pm Monday to Thursday
- 10:00am and 11:30am Friday

Interments outside of the above hours may be available by special arrangement with the Council and will incur extra fees as laid down in the Scale of Charges in respect of irregular hours.

The time stated in the Notice of Interment is the time the funeral cortege must be at the cemetery.

7.2 Arrival at the Cemetery

Punctuality at the cemetery should be observed to prevent inconvenience or one funeral running into another. Prior notice should be given to the cemetery office for any extraordinary funeral processions, for example, large congregation, use of horse-drawn hearse, a military funeral etc.

All funerals will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the grave as appropriate.

A funeral arriving before the time appointed may have to wait until the time arranged.

A funeral arriving after the appointed time must act under the direction of the Council's designated officer as to when the burial may proceed. The Council reserves the right to delay a late arriving funeral if it impacts on another service.

The funeral director or person arranging the funeral is responsible for providing sufficient bearers to transfer the coffin from the hearse to the graveside.

7.3 Disposal Certificate requirements

No interment or scattering of ashes can take place unless the Council has first received the appropriate certification. This is:

- A 'Certificate of Disposal' issued by the Registrar of Births and Deaths, or

- An 'Order for Burial' issued by the Coroner, or
- A 'Certificate of Cremation' issued by the crematorium

This documentation must be handed to the cemetery office before the interment or scattering can take place. Failure to provide the necessary documentation may result in the delay of the interment or scattering until the appropriate certification can be produced.

A scanned copy of the document(s) should be sent by email in advance to the cemetery office.

7.4 Religious ceremony

A burial can take place with or without a religious service or ceremony. It is the responsibility of the bereaved family or funeral director to arrange for a Minister, Clergy or other authorised person to officiate at the burial. Any authorised person may officiate at an interment providing the ceremony is conducted with decorum.

There is a chapel available at Sapley Road Cemetery (Crematorium Chapel) which may be hired for a service or ceremony to take place. This can be booked through the Cemetery Office at the time of making funeral arrangements. Hire charges are as laid down in the Councils' Scale of Charges.

7.5 Alterations to funeral arrangements

When a Notice of Interment has been accepted no alteration will be permitted except in regard of the time of burial. In this case written notice must be provided no later than one working day (24 hours) before the interment is due to take place.

The Council will not be responsible for any misunderstandings which may arise as a result of a telephone instruction only. Any requests or information (such as coffin sizes) given over the telephone must be immediately confirmed in writing.

Any additional expense incurred by the Council as a result of incorrect information having been supplied will be charged to the person making the application.

8. Graves

Interments will only be allowed in designated areas previously laid out for burial. These areas are identified on the cemetery plans held by the cemetery office.

The Council reserves the right to retain any grave spaces for its own purposes.

8.1 Allocation of Graves

When purchasing a grave, whether at the time of death or purchasing in advance, a person will be allocated the next available space. (Normally the next grave space "following on" from the previous interment).

A plot can be specified but use of the plot at time of need is subject to ground suitability and weather conditions for instance if digging becomes unsuitable due to high water table or other factors outside of our control. However, every effort will be made to accommodate family wishes where this is possible.

8.2 Excavations

All graves will be excavated and prepared for interment by the Council. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Town Clerk.

The Council reserves the right of passage over all graves and to place on a grave, excavated material from a neighbouring grave (whether or not contained in a soil box) the right to remove headstones and in exceptional circumstances to move material and equipment, including mechanical diggers etc. over graves. However, in undertaking such work, the Council will always exercise due care and afford the level of dignity to the operation which would be expected in a cemetery environment. In addition, the Council will make good any damage that may be done during such work. (Normally, a maximum of only two further interments will take place in an adjoining grave.)

When a grave is re-opened for the purposes of making a further burial no person shall disturb any human remains previously interred. Any ash caskets interred into a burial plot will be positioned in such a way and of sufficient depth to ensure that they are not disturbed in any way should the grave be re-opened in the future.

Where a temporary wooden marker (cross or stake) is placed on a new grave, the Council has the right to remove the marker if it deteriorates to a poor condition or when a memorial is erected on the grave.

8.3 Type and depth of graves

The types of graves available at the cemetery are traditional, Islamic, lawn, cremated remains, children graves, children cremated remains and orchard graves. Below is an explanation of each type:-

Traditional Graves are offered for those who want greater choice over the design of the memorial, or do not want people to walk over the grave. The entire grave can be surrounded by kerbs (edging or mounded full length, to a maximum height 15cm) or sedum mat installed, with a memorial stone placed at the head of the grave. The grave area within the kerbs must remain as soil and can be planted with plants and flowers approved by the Council. This type of grave can accommodate up to two coffins and up to six cremated remains (three in caskets, three as loose scatterings)

Islamic Graves are offered to the Muslim community. The grave is dug to single depth and is brick lined. Traditional graves are offered which provide greater choice over the design and stops any person from walking over the grave. The entire grave can be surrounded by kerbs, (edging or mounded full length, to a maximum height 15 cm) or have a sedum mat installed with a memorial stone placed at the head of the grave.

Lawn Graves are offered for those who want to place only a memorial headstone at the head of the grave leaving the remainder of the grave laid to lawn. A lawn grave does not permit any planting, kerbs, edging or mounding on the grave or within the grave space. This type of grave can accommodate up to two coffins and up to six cremated remains (three in caskets, three as loose scatterings)

Cremated Remains Graves are for the burial of cremated remains only. A cremated remains plot is provided with memorialisation directly from the Council. No other type of memorial is permitted. This type of plot can accommodate either two cremated remains in

a single plot or up to four cremated remains in a family plot. All enquiries for this type of plot should be made directly with the cemetery office.

Children's Graves are reserved for the burial of children under the age of 12, however, should parents prefer an alternative grave in another burial section, which will enable them to be buried in the future with their child the Council will try and accommodate their needs as long as their requirements are outlined at the time of booking. A child's grave can be purchased for the burial of infant/child cremated remains. Graves in this section will accommodate one burial only.

Children's Cremated Remains – a dedicated area within the children's section has been set aside for the scattering of baby, infant and children's cremated remains.

Orchard Graves are an alternative to traditional styles of burial whereby the protection of the environment is the core focus. Graves will accommodate one burial only and embalming of the body is strictly forbidden.

Subject to ground conditions and health and safety considerations, the final decision with regards to a depth of a grave rests with the Council, however, no body will be buried in a grave in such a way that any part of the coffin is less than 3 feet (900 mm) below the level of any ground adjoining unless the Council consider the soil to be of suitable character, in which case, a coffin made of perishable materials may be placed not less than 2 feet (600 mm) below the level of the ground adjoining the grave.

When more than one body is interred in any one grave a layer of earth not less than 6" (150 mm) thick shall be left undisturbed above the previously buried coffin except that this regulation may not apply in cases where two interments take place at the same time.

Graves will be of a sufficient size to admit coffins or caskets to the dimensions specified on the Notice of Interment form submitted by the Funeral Director or the person arranging the funeral. If the grave has to be enlarged, the Council may make an extra charge.

For any oversized grave, the Council has the right to charge for two grave spaces.

8.4 Re-Instatement

Following the burial taking place, the grave will be filled in and, when the ground has settled, it will be turfed over or seeded so that the level of the top of the grave corresponds with the level of the surface.

Requests for personal involvement during the backfilling process will be considered upon request and should be notified to the Council prior to the burial taking place. Any personal involvement agreed to will be undertaken under the supervision of the Council.

After an interment has taken place the soil will continue to settle for approximately 9 - 12 months, or longer, depending on the soil conditions.

Graves can also settle unexpectedly during adverse weather and if this happens arrangements will be made to level the grave as soon as possible.

9. Memorials

Once a grave has settled the Deed Holder may apply to the Council to install a memorial onto the grave in areas where this is permitted.

Memorials are only allowed on purchased graves.

Memorials remain the ownership of the grave owner for the duration of the ownership of the grave. The maintenance, repair and safety of the memorial remain the responsibility of the grave owner. It is recognised that many memorials require a considerable financial investment. ***It is strongly recommended that all memorials are insured against accidental damage or vandalism.*** Memorial insurance is available and can be sourced independently or through your memorial masons.

No memorial may be erected less than twelve months after the date of interment, except for the burial of cremated remains, unless the owner agrees in writing that no liability whatsoever shall be placed on the cemetery for cost of repairs or remedial actions relating to grave subsidence or subsidence of the memorial etc. and that this in any case shall be subject to final authorisation of the manager.

Where the burial rights have not been purchased, temporary markers in the form of a wooden cross, stake or marker [not to exceed 30" (76.2cm) x 24" (60.96cm)] showing the name, age and date of death of the deceased may be placed on a grave, subject to Council authorisation and must be placed at the head end of the grave and will be allowed to remain for a period not exceeding eighteen months after the interment date. Such temporary markers must be removed at expiration, or replaced subject to further authorisation, failing which it shall be removed by the Council without application to the owner thereof. Temporary markers must only be made from wood.

Permission to maintain a memorial above a grave shall remain for a period **not exceeding 30 years** from the date of burial, after which the owner at the time must apply for an extended period. Failure to obtain permission from the Council could result in the removal of the Memorial subject to Article 10(1), (5) and (7) of the Local Authorities Cemeteries Order 1977 and any cost incurred by the Council shall be met by the grave owner.

9.1 Application to install a memorial

Only stonemasons that have been approved by the National Association of Memorial Masons (NAMM) or British Register of Accredited Memorial Masons (BRAMM) will be permitted to install or undertake fixing work on memorials within the Sapley Road Cemetery. The stonemason will be required to supply to the cemetery office a copy of their NAMM or BRAMM certification, together with evidence of their Public Liability Insurance for a minimum value of £5million before any permission will be issued by the Council.

It is the responsibility of the registered Stonemason/Funeral Director to ensure all applications received comply with the current Regulations in force at the time of submission.

All memorials or kerb edges of any kind, including inscriptions, are subject to the approval of the Council. An "Application to Erect a Memorial" should be submitted in writing on the appropriate form supplied by the cemetery office, which includes;

- A sketch and/or design of the proposed memorial;
- The exact dimensions;

- The wording of any inscription;
- The appropriate fee as per the Scale of Charges.

The application to erect a memorial must be signed by the Deed Holder of the grave onto which the memorial is to be placed.

The Memorial Masons must ensure all applications for memorials comply with the current regulations in force at the time of submission. The type of memorial permitted is determined by the section that has been selected by the Deed Holder.

Memorial Masons must not start to make a memorial or add an inscription to an existing memorial until all details (including sizes) have been submitted to the Council with the appropriate fee and approval has been granted in writing.

All memorials installed or refixed must be fixed in accordance with British Standard 8415.

Memorial work permits will only be approved from stonemasons and funeral directors who have registered with the Council.

9.2 Memorial Materials

To encourage greater artistic input and reflect the individuality and spirit of the deceased and/or local community, memorials must be constructed from natural stone, slate, granite, sandstone or wood. The Council encourages the use of locally sourced materials to reduce the negative aspect of the carbon footprint relating to distance of travel and therefore only permits the following material for use in Sapley Road Cemetery:-

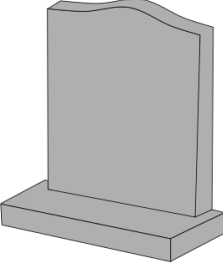

- | | |
|--------------------------------------|---|
| • Yorkshire Sandstone | • Cumbrian Slate |
| • Portland Limestone | • Purbeck Pond Freestone |
| • Celtic Limestone | • Purbeck Thornback |
| • Polished Celtic Limestone | • Cumbrian Green Slate |
| • Welsh Grey/Blue Slate | • Honister Slate |
| • Welsh Granite | • Cornish Granite |
| • Rustic Slate | • Derbyshire Sandstone |
| • Heather Welsh Slate | • Hopton Wood Limestone |
| • Terrazzo (UK sourced/manufactured) | • Glass Reinforced Concrete (UK sourced/manufactured) |
| • Wood (Oak) | • Bronze Plaque with powdered coating. |

The Council reserves the right from time to time to make alterations or additions to the approved list of UK stone as different products are introduced into the market. Questions arising for which no provision of stone is made in the regulations shall be referred to the Council (or any Committee or Officer of the Council to which the Council has delegated its powers on this behalf) whose decision shall be final.

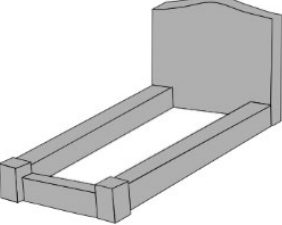


9.3 Memorial Sizes

Overleaf are the details of the maximum dimensions and types of memorials permitted to be placed onto graves for which the Exclusive Right of Burial has been granted.



Lawn Memorials

Section	Memorial Type permitted		Example				
Lawn <ul style="list-style-type: none"> ■ Maple ■ Rowan 	A headstone can be installed at the head of the grave space. The remainder of the grave space is seeded/turf.		<div style="display: flex; justify-content: space-around; align-items: center;">   </div>				
	36" (914mm)	36" (762mm)	12" (305mm)	4" (102mm)	Not permitted		
Planting	Not Permitted						
Additional Items Permitted	Vases must be securely fixed to the base and form an integral part of the overall memorial and must be clearly stated on the memorial application.						

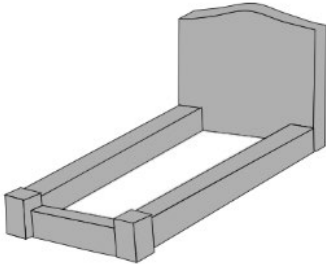
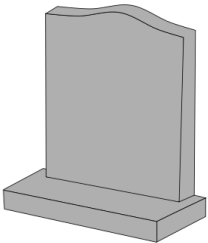
Traditional Memorials

Section	Memorial Type permitted		Example				
Traditional <ul style="list-style-type: none"> ■ Cedar (Islamic Section) ■ Holly 	Accommodates both headstone and kerbing. The grave is completely enclosed, provides greater choice over the design of the memorial and stops people from walking over the grave.		<div style="display: flex; justify-content: space-around; align-items: center;">   </div>				
	43" (1097mm)	36" (914mm)	12" (305mm)	4" (102mm)	84" (2133mm)	36" (914mm)	4" (102mm)
Planting	Sedum Mat 	The Council will be responsible for the installation of sedum mat and will be laid according to size of grave space dug, once appropriate fees have been paid to the Council for this service.					
Additional Items Permitted	Vases must be securely fixed to the base and form an integral part of the overall memorial and must be clearly stated on the memorial application.						


Cremated Remains Memorials

Section	Memorial Type permitted	Example		
<p>Cremated Remains</p> <ul style="list-style-type: none"> Willow 	<p>A Single cremated remains plot that can accommodate two cremated remains together with memorial. Memorial can only be purchased directly from the Council.</p>			
Maximum Measurements permitted	Height	Width	Depth	Overall Plot Size
Headstone	4" sloping to 2" (101mm/50mm)	12" (304mm)	15" (396mm)	24" x 32" (610mm x 810mm)
Planting	Only two additional free standing flower vases permitted (no plastic) approved by the Council permitted.			
Additional Items Permitted	Any additional memorabilia authorised by the Council must be kept within the grave space and not encroach on other persons. The Council reserves the right to remove any items not permitted.			
Section	Memorial Type permitted	Example		
<p>Cremated Remains</p> <ul style="list-style-type: none"> Willow 	<p>A Family cremated remains plot that can accommodated four cremated remains together with memorial. Memorial can only be purchased directly from the Council.</p>			
Maximum Measurements permitted	Height	Width	Depth	Overall Plot Size
Headstone	4" sloping to 2" (101mm/50mm)	24" (609mm)	15" (396mm)	32" x 32" (810mm x 810mm)
Planting	Only two additional free standing flower vases permitted (no plastic) approved by the Council permitted.			
Additional Items Permitted	Any additional memorabilia authorised by the Council must be kept within the grave space and not encroach on other persons. The Council reserves the right to remove any items not permitted.			


Children's Memorials

Section	Memorial Type permitted		Example				
Children's Graves ■ Sapling	A lawn memorial is permitted together with a memorial and kerbset.						
Maximum Measurements permitted	Height of Headstone (including plinth)	Width of memorial (including plinth)	Depth (including plinth)	Thickness of headstone	Kerb Length	Kerb Width	Kerb Thickness
	30" (762mm)	24" (609mm)	12" (305mm)	4" (102mm)	50" (1270mm)	24" (609mm)	4" (102mm)
Kerbs should be positioned on framed landings no solid foundation permitted within grave space.							
Planting	Flowers and Plants approved by the Council prior to planting.						
Additional Items Permitted	Grave owners may place items of remembrance within the designated grave space allocated by the Council, however, grave owners must be aware that the Council accepts no responsibility for the safety of such items and any such items are always left entirely at the grave owner's risk. For this reason, the Council advises against placing any items of significant value.						
Section	Memorial Type permitted		Example				
Children's Graves ■ Sapling	A lawn memorial is permitted together with a memorial and kerbset.						
Maximum Measurements permitted	Height of Headstone (including plinth)	Width of memorial (including plinth)	Depth (including plinth)	Thickness of headstone	Kerb Length	Kerb Width	Kerb Thickness
	30" (762mm)	24" (609mm)	12" (305mm)	4" (102mm)	50" (1270mm)	24" (609mm)	4" (102mm)
Memorials with Kerbs – further information	Kerbs should be positioned on framed landings no solid foundation permitted within grave space. Flowers and Plants must be approved by the Council prior to planting.						
Additional Items Permitted	Grave owners may place items of remembrance within the designated grave space allocated by the Council, however, grave owners must be aware that the Council accepts no responsibility for the safety of such items and any such items are always left entirely at the grave owner's risk. For this reason, the Council advises against placing any items of significant value.						

Children's Scatter Area Memorials

Section	Memorial Type permitted		Example	
Children's Scatter Area <ul style="list-style-type: none"> ▪ Sapling 	Authorised Memorials for the scattering area can only be obtained directly from the Cemetery Office and can be installed/placed around the designated scattering area.			
Maximum Measurements permitted	Width of plaque	Height of plaque	Headstone	Kerbs
Cast Bronze Plaque on a stake	7" (178mm)	5" (127mm)	Not permitted	Not permitted
Planting	Not Permitted			
Additional Items Permitted	None			

Natural Burial Section

Section	Memorial Type permitted		Example	
Orchard <ul style="list-style-type: none"> ▪ Wild Cherry 	Orchard section permits the planting of a tree together with a wooden marker plaque. All trees must be supplied by the Council and chosen from the approved list, upon completion of appropriate paperwork and fees.			
Maximum Measurements permitted	Width of plaque	Height of plaque	Headstone	Kerbs
Oak Memorial plaque	12" (305mm)	12" (305mm)	Not permitted	Not permitted
Planting	Orchard tree permitted for planting - all planting of trees will be carried out by the Council the first Autumn after the burial takes place. The Council will plant the tree in accordance with the tree management plan.			

9.4 Inscriptions

Stonemasons should not start work on a memorial until approval has been granted in writing by the Council.

The Council reserves the right to refuse permission for a memorial where, in its opinion, the proposed inscription could cause offence or is deemed unsuitable.

9.5 Installing a memorial

The Council has authority to refuse to allow any person to undertake work in the cemetery unless a notice is produced giving the written permission of the Council for such work to be carried out.

Prior to carrying out any work in the cemetery, memorial masons must contact the cemetery office to make an appointment. Masons should also provide the permit number given on their memorial works permit.

All memorials and materials must be carried into the cemetery in a way that does not cause damage to roads, walkways or grass areas.

A memorial may only be erected on a burial or cremated remains plot within the cemetery in accordance with the current regulations in force at the time of application.

All memorials installed or refixed must be fixed in accordance with British Standard 8415.

Suitable foundations must be provided to prevent memorials from sinking or tilting. All memorials erected in the cemetery must comply with BS8415 and the BRAMM/NAMM Recommended Code of Practice.

Masons or other persons employed in fixing, painting or restoring memorials will be required to remove any debris and clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them to either the ground or memorials erected within the cemetery and will be charged according to the cost of such damage.

Memorial masons must ensure that the grave and the area around the grave is left in a clean and tidy condition to the satisfaction of the Council.

All memorials, or materials for fixing memorials into position, admitted into the cemetery or permitted to be erected therein shall be so conveyed, erected, remain and removed at the owner's risk and the Council shall not be held responsible for any damage or breakage occurring to, or loss of any such materials howsoever caused.

Any employee or subcontractor of a memorial mason firm breaching any applicable cemetery rule will render themselves liable to such action as the Council thinks necessary to prevent further breaches, including disqualification.

If any memorial fitting or other work to be carried out is in violation of these rules, the memorial or work may be removed at any time by the Council, without notice, at the cost or expense of the person responsible and suitable enforcement action will be taken by the council against those in breach of these rules.

The fixing of memorials is not allowed on Saturdays, Sundays or Public Holidays. Erectors or masons are requested to note that no incidental work will be permitted in the cemetery after normal office hours, without the written permission of the Cemetery Manager.

A copy of the Certificate of Compliance must be sent to the Council within 7 days of the Memorial Mason completing work in Sapley Road Cemetery. Copies of this certificate are available from the Office.

9.6 Removing a memorial

No memorial shall be removed from the cemetery without the permission of the Deed Holder or their representative and without the Council being informed of the whereabouts of the memorial.

When a memorial/kerb/edging is to be removed to allow a second burial to take place it is the responsibility of the Deed Holder or their agent to remove the memorial at their own risk and expense prior to the burial taking place. Removal of the memorial must take place within three working days prior to the booking.

If access to a grave is required for interment of cremated remains and has a memorial or kerb in situ, the memorial and kerb does not need to be removed as a framed landing is only permitted which allows immediate access to the internal grave space.

The Council reserves the right to:

- Remove without notice, any unauthorised monument, memorial, stone, kerb, edging, tree, shrub, plant or item erected or placed in the cemetery in contravention of these regulations or where, in its opinion, items reach a condition that could be a health and safety risk.
- Remove a memorial headstone/kerb/edging from a grave to allow for adjacent graves to be excavated. As soon as the funeral has taken place the headstone will be fully re-instated by the Council.

9.7 Memorial safety

Memorials remain in the ownership of the Deed Holder or their family and must be kept in good repair. Any repairs will be at the expense of the Deed Holder if the memorial needs maintaining repairing to a safe condition.

If the Deed Holder cannot be contacted, the council reserves the right to make safe or remove any memorial that is allowed to fall into disrepair or become unsightly or dangerous. The Council will seek reimbursement from the owner or the successor in title for the whole of the costs of these works.

The Council undertakes a programme of memorial inspections and has the right to lay down or remove (without notice) memorials it believes to be unsafe. Every effort will be made to contact the Deed Holder if this happens to advise them of the action taken and request repairs be carried out. Notice will be sent to the Deed Holder at their last recorded address and a notice placed onto the memorial.

If a memorial is not repaired by an approved memorial mason after notification has been sent to the Deed Holder the Council has the right to remove the memorial from the grave space.

9.8 Memorial Seats

Applications to purchase memorial seats for installation in the cemetery should be made through the cemetery office. Where applications are agreed to, the benches will be obtained and installed by the Council and recharged to the doner as per the Council's scale of charges.

9.9 Items placed on graves

The Council will not be liable for any loss, damage, theft or vandalism of any item (including memorials) placed onto a grave however caused.

Council staff may remove articles from a grave, without prior consent from the Deed Holder, which, in their opinion, are likely to cause risk, damage or offence or which may interfere with the Council's maintenance of the site.

The following items are not allowed to be placed onto graves and if found will be removed:-

- Unauthorised memorials
- Unauthorised kerb edgings
- Unauthorised trees and plants
- Full concrete landings
- Artificial grass
- Flower vases which are not integral to the memorial headstone (exception Willow)
- Glass items or breakable containers
- Stone chippings on graves
- Balloons and any items that create a noise.
- Windchimes
- Wire / plastic fencing
- Lantern stands with a pointed top.

To protect the character of the cemetery and avoid attractions that might encourage undesirable visitors during the hours of darkness, as a general principle solar lamps are permitted but limited to two lamps on any one grave and should be positioned on the plinth of the headstone and should not exceed 30 cms in height.

The Council retains the right to remove unauthorised memorabilia prior to an impending burial to gain access to adjacent burial plots, or to facilities grounds maintenance. Unauthorised memorabilia will be removed, labelled and stored for one month. The Council will make contact with the Deed Holder to invite them to collect the items. After one month of storage, the unauthorised memorials will be disposed of. The Council does not accept liabilities for any alleged damage to any unauthorised memorabilia.

10. Exhumation

Once a body or cremated remains have been buried, they can only be removed with permission from the cemetery office and a licence granted by the Ministry of Justice. In the

case of consecrated ground, consent from the Church of England (called a faculty) will also be required.

Please note exhumation is a complicated legal procedure and the first step in attempting to arrange an exhumation is to contact the cemetery manager who will be able to provide support and assistance.

Any disturbance of human remains is deemed to be an exhumation.

11. Cemetery Records

As soon as is reasonably practicable after a grave has been purchased, or after an interment has taken place, details will be recorded in the burial registers held by the Council and, in the case of new graves, the Grant of Exclusive Right of Burial will be sent to the purchaser.

The burial registers and cemetery plans may be viewed by the public by prior appointment with the cemetery office. Searches of the registers and copies of entries may be made for a fee as laid down in the Council's scale of charges and within the confines of the General Data Protections Regulations.

12. Complaints Procedure

The Council has adopted the Charter for the Bereaved which is a continual commitment to improving the standards of the cemetery service to the bereaved. The charter defines the rights of every individual who experiences bereavement, it recognises their needs and rights and seeks to support the bereaved in the standards of the service it provides.

It is the right under the Charter of the Bereaved for any individual to complain in the event of any dissatisfaction or failure relating to their rights not being offered by the Council.

Council Complaints procedure - We aim to provide the highest standards with the resources available, however, if for any reason you feel these standards have not been met, we would welcome your complaint (in writing) in an effort to:

- Put things right for you.
- Make sure we do not make the same mistake again.
- Improve the service for everyone.
- If we are unable to resolve your complaint informally, you can lodge a formal complaint in writing to the Town Clerk.

The cemetery staff are required to carry out the burial and grounds maintenance activities in a caring and careful manner. If an incident occurs whilst carrying out their duties, they are required to report it.

Alternatively, if you have reason to think damage has been caused as a result of the operations to either a memorial or item on a grave, please report the matter either by telephone or email to the Crematorium and Cemeteries Manager.

13. APPLICANT'S DECLARATION

PLEASE SIGN AND DETACH THIS PAGE AND RETURN TO THE ADDRESS BELOW

Conditions of Sale of the Exclusive Right to Burial (Deed Holder)

The purchaser of the exclusive right to burial in any plot must keep the plot tidy to contribute to the overall appearance of the cemetery and to make it a pleasant place to visit.

The purchaser is expected to observe the requirements set out in the above document.

If it appears that the cemetery rules and regulations are not being adhered to, the Council will raise the matter with the purchaser so that it can be resolved amicably. The Council reserves the right to take appropriate action if agreement cannot be reached and the infringement continues.

I have read and understood the rules and regulations set out in this document and I agree to comply with them.

Full name: _____

Signature: _____

Date: _____

Council Officer's Name: _____

Signature: _____

Date: _____

This document must be signed by a cemetery officer, otherwise it is not a valid document. A copy of this signed page will be retained within the burial records.

Cemetery Office
Huntingdon Town Council
Sapley Road
Kings Ripton
Huntingdon, PE28 2NX

Email: Huntingdon.crematorium@huntingdowntown.gov.uk
www.huntingdoncrematorium.co.uk