



Huntingdon Town Cemeteries

Primrose Lane
North Street
Priory Road

Rules and Regulations

Committee Approval	9 th July 2026
Policy Owner	Cemetery Manager
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1. Introduction

Huntingdon Town Council ("the Council") is the Burial Authority for the town and is responsible for the administration, management and maintenance of:

- Primrose Lane Cemetery
- North Street Cemetery
- Priory Road Cemetery

All cemeteries are open to persons of all denominations and include consecrated and unconsecrated areas.

These Rules and Regulations operate in accordance with the Local Authorities' Cemeteries Order 1977 and other relevant legislation.

The Council reserves the right to amend these Rules and Regulations, and any associated fees and charges, at any time.

2. Contact Details

All enquiries should be related to:

The Crematorium and Cemeteries Office
Sapley Road
Kings Ripton
Huntingdon
PE28 2NX

Tel: 01480 410388

Email: Huntingdon.crematorium@huntingdowntown.gov.uk

Office hours: Monday to Friday between 9:00am and 4:00pm.

3. Cemetery Access and Conduct

Pedestrian access is permitted at all times. Visitors must conduct themselves in a respectful manner appropriate to a cemetery environment.

Children must be supervised at all times.

The following are prohibited:

- Damage to graves, memorials, trees, buildings or structures.
- Games, sports or inappropriate activities
- Climbing or sitting on memorials
- Unauthorised vehicles
- Any behaviour likely to cause nuisance or offence.

Dogs must be kept on a lead and any fouling must be removed immediately.

Vehicles are only permitted where authorised and must not be driven on grassed areas or outside

designated routes.

The discharge of firearms is prohibited except at authorised military funerals with prior written consent.

Failure to comply with these regulations may result in enforcement action.

4. Burial Availability

Burial availability is subject to capacity:

- Primrose Lane Cemetery – limited availability
- North Street and Priory Road Cemeteries – no new graves available.

Where necessary, alternative provision will be offered at Sapley Road Cemetery.

5. Interments

A minimum notice period of **72 hours** is required for all interments unless otherwise agreed.

Interments will not take place until all documentation is complete and fees are paid.

Appropriate statutory documentation (e.g. Certificate for Burial or Cremation) must be provided prior to the interment taking place.

Interments may take place on any weekday, excluding public holidays and the following working day, to allow sufficient time for grave preparation and associated works.

Times permitted are as follows:-

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

Funeral timings must be adhered to and are under the direction of Council staff.

6. Purchase and Allocation of Graves

Applications must be made through the Cemetery Office.

- A maximum of **two graves** may be purchased in advance.
- Graves are normally allocated sequentially.

7. Exclusive Right of Burial

The Council may grant Exclusive Right of Burial for a period not exceeding **50 years**.

- A maximum of **four owners** may be registered. All registered owners must provide written consent for future interments and memorial applications.
- Rights may be transferred subject to Council procedures and fees.
- Renewal may be offered upon expiry.

- Unused graves may be surrendered at the Council's discretion.

All fees are set out in the Council's published Scale of Charges.

8. Graves and Excavation

All graves will be excavated only by Council staff or appointed contractors.

- Standard grave size: **7 ft x 4 ft (2.13m x 1.22m)**
- Maximum depth: **7 ft (2.13m)**
- Minimum spacing between graves: **3 ft (0.91m)**

When reopening graves, a minimum of **6 inches (150mm)** of soil must remain between coffins.

The Council reserves the right of access across all graves for maintenance and burial purposes and will make good any damage caused.

9. Coffins

All burials must be in a coffin or casket constructed from biodegradable materials and clearly identified.

Funeral directors are responsible for:

- Transport
- Handling
- Safe lowering into the grave.

10. Memorials

10.1 General Requirements.

- Written Council approval is required before any memorial is installed, altered, refixed, renovated or additional inscription added.
- Memorials may only be erected where Exclusive Rights of Burial have been granted.
- Memorials remain the property and responsibility of the grave owner.
- The grave owner is responsible for maintaining the memorial in a safe condition at all times.
- The Council strongly recommends that memorials are insured against accidental damage, theft or vandalism.

10.2 Memorial Permit Period

- Permission to place and maintain a memorial shall remain in force for a period not exceeding **30 years** from the date on which the memorial permit is granted by the Council.
- Upon expiry of this period, the owner or successor in title may apply to renew the permit for a further period, subject to the Council's fees and conditions in force at that time.
- Failure to renew the permit may result in the memorial being removed by the Council in accordance with Article 10 of the Local Authorities' Cemeteries Order 1977.
- Any costs incurred by the Council in relation to removal, storage or disposal of a memorial may be recovered from the grave owner.

10.3 Approved Contractors.

Work must only be carried out by memorial masons accredited by NAMM or BRAMM.
Contractors must provide:

- Public Liability Insurance.
- Risk Assessment.
- Method Statement.

No memorial work may commence until written approval has been issued by the Council.

10.4 Memorial Applications

Applications must include:

- Details of the deceased.
- The proposed dimensions of the memorial.
- Material specification.
- Full inscription details.
- Details of the memorial mason undertaking the work.

Written consent of the Exclusive Right of Burial owner must be obtained where the applicant is not the registered owner.

10.5 Installation Standards

- All memorials must comply with current British Standards and prevailing industry codes of practice.
- Memorials must be installed in accordance with BS 8415.
- Suitable foundations must be provided to prevent settlement or instability.
- A Certificate of Compliance must be submitted to the Council within **7 days** of the completion of the work

10.6 Memorial Restrictions

The following items are prohibited within the cemetery and will not be approved under any circumstances:

- Kerbs, fences or railings.
- Permanent planting.
- Glass items or breakable containers.
- Artificial grass.
- Wind chimes or other sound-producing items.

The Council reserves the right to remove any prohibited item without prior notice

10.7 Memorial Sizes

Maximum permitted dimensions:

- **Full graves:**
3 ft (914mm) high × 3 ft (914mm) wide × 4" (100mm) thick

- **Children's graves:**
2 ft (610mm) high × 18" (457mm) wide
- **Ashes plots:**
Single: 18" × 13" (457mm × 330mm)
Double: 18" × 18" (457mm × 457mm)
- **Wall plaques:**
Maximum 10" × 6" (254mm × 152mm)

No memorial may be installed within **9 months of burial** (except ashes).

10.8 Memorial Safety

- The Council will undertake periodic memorial safety inspections.
- Where a memorial is considered unsafe, the Council may take immediate action to make it safe.
- Where practical, the owner will be notified before any action is taken.
- Any repair costs remain the responsibility of the grave owner.

11. Floral Tributes and Grave Decorations

- Floral tributes following a funeral may remain for up to **21 days**.
- Thereafter, items must be placed within the defined grave space only.
- No items may obstruct access or maintenance.

The Council reserves the right, without prior notice to remove:

- Items outside permitted areas
- Damaged or unsightly tributes.

Environmentally friendly and biodegradable materials are encouraged.

No permanent planting or containers are permitted without approval.

12. Grave Space Definition

- Burial plots: defined by headstone and close surrounding gravel area.
- Ashes plots: defined by tablet size.

Items are left entirely at the owner's risk. The Council accepts no liability for loss, theft, damage or deterioration of any items placed on a grave or memorial

13. Exhumations

No exhumation may take place without:

- Council consent
- Ministry of Justice licence
- Faculty (for consecrated ground, where applicable)

Exhumation is a legal process, and guidance should be sought from the Cemetery Office.

14. Special Provisions - Sedum Matting and Grave Coverings

Permitted only in approved areas (e.g. Muslim Section) with prior consent.

Conditions and fees may apply.

15. Additional Regulations

- Photography, filming, music requires prior written permission.
- Horses are permitted only with consent.
- Seasonal wreaths and similar items may be removed after a period of 31 days.

Any matters not covered within these Rules and Regulations should be referred to the Cemetery Manager for guidance and approval.

16. Complaints

The Council operates in accordance with the Charter for the Bereaved.

Complaints should be made in writing to the Cemetery Manager.

The Council will:

- Investigate promptly
- Seek to resolve issues
- Use feedback to improve services.

The Council reserves the right to inspect all cemeteries and take such action as may be necessary to ensure compliance with these Rules and Regulations. Any matters not specifically covered by these Rules and Regulations shall be determined by the Cemetery Manager, whose decision shall be final.