## Huntingdon Town Council

# Sapley Road Cemetery

# Rules and Regulations

## December 2023

| | |
|---|---|
| **Committee Approval** | 11th January 2024 |
| **Policy Owner** | Cemetery Manager |
| **Updated** | 30th January 2025 |
| **Updated** | 17th February 2026 |

# 1. Contents


2. Cemetery Rules and Regulations ..... 3
3. Burial Authority ..... 3
4. Our Cemetery ..... 3
4.1 Opening hours ..... 4
4.2 Cemetery Sections ..... 4
4.3 Conduct in the Cemetery ..... 4
4.4 Vehicles in the Cemetery ..... 5
4.5 Dogs in the Cemetery ..... 6
4.6 Maintenance of Grounds ..... 6
4.7 Removal of floral arrangements and other items from graves ..... 6
5. Fees ..... 7
6. Purchasing a grave ..... 7
6.1 Grant of Exclusive Right of Burial ..... 8
6.2 Public Graves ..... 8
7. Arranging an Interment ..... 8
7.1 Notice of Interment ..... 9
7.2 Arrival at the Cemetery ..... 9
7.3 Disposal Certificate requirements ..... 10
7.4 Religious ceremony ..... 10
7.5 Alterations to funeral arrangements ..... 10
8. Graves ..... 10
8.1 Allocation of Graves ..... 11
8.2 Excavations ..... 11
8.3 Type and depth of graves ..... 11
8.4 Re-Instatement ..... 13
9. Memorials ..... 13
9.1 Application to install a memorial ..... 13
9.2 Memorial Materials ..... 15
9.3 Memorial Sizes ..... 15
9.4 Inscriptions ..... 18
9.5 Removing a memorial ..... 19
9.6 Memorial safety ..... 19
9.7 Memorial Seats ..... 20
9.8 Items placed on graves ..... 20
10. Exhumation ..... 20
11. Cemetery Records ..... 21
12. Complaints Procedure ..... 21
13. Applicant's Declaration ..... 22

## 2. Cemetery Rules and Regulations

All local authority-managed cemeteries are subject to standards and conditions known as the Cemetery Rules and Regulations. These Rules and Regulations are designed to inform all cemetery users about the management of the cemeteries and the requirements that apply to them.

The 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 governing this service.

If you need assistance 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**, based at **Huntingdon Crematorium and Cemetery Office,** Sapley Road, Kings Ripton, Huntingdon, PE28 2NX, which is also the address for all postal enquiries.

**Contact Details**
Telephone enquiries: (01480) 410388
Email enquiries: huntingdon.crematorium@huntingdontown.gov.uk
Website: www.huntingdoncrematorium.co.uk

Under the Local Authorities Cemeteries Order 1977 (LACO 1977), none of the following activities may take place without the written permission of the Burial Authority (the 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

Theses Rules and Regulations apply:-

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

Huntingdon Town Council also operates other cemeteries, which are subject to separate Rules and Regulations. For information relating to those cemeteries, please contact the Cemetery Office.

## 4.1 Opening hours

The cemetery is open to visitors every day of the year, including weekends and public holidays. Vehicle access to the cemetery grounds is available 24 hours a day; however, height restrictions are in place from Friday 16:00 to Monday 07:30.

Interment times are:

Monday to Thursday: 10:00am to 3:00pm (last appointment 3:00pm)
Friday: 10am to 11:30am (last appointment 11:30am).

Burials outside these times are strictly at the discretion of the Town Clerk, are subject to staff availability, and may incur additional fees.

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

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

Please note that 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 reads and understands the available grave choices before making a final decision.

The cemetery has sections available for

- Full burial (over 12 years of age)
- Children's sections (full burial up to 12 years of age).
- Interment of cremated remains
- Scattering of Ashes

## 4.3 Conduct in the Cemetery.

All visitors must enter and exit the cemetery using the designated main entrances and pedestrian access points only.

The Council reserves the right to refuse entry to anyone who is intoxicated or appears to be under the influence of drugs in a manner that may cause nuisance or disorder.

No person may display printed paper, notices or signs, or canvass, promote, or sell services within the cemetery without the prior written authorisation of the Council.

Children are welcome; however, for their safety, all children under 12 years of age must be accompanied by a responsible adult. We respectfully request that children do not play among the headstones.

No person is permitted to be in the cemetery outside of the published opening hours unless

they have express permission from the Cemetery Manager or Town Clerk.

The cemetery is a place of peace, remembrance, and quiet reflection. It is also an operational workplace. Visitors are welcome, but must respect the special nature of the site, the needs of other users, and all safety considerations.

Visitors must keep to the pathways and must not walk across graves.

No games, sports, cycling, skateboarding, rollerblading, or similar activities are permitted in the cemetery.

Threatening or abusive behavior towards cemetery staff is strictly prohibited. No person shall obstruct cemetery staff from carrying out their duties.

Council employees must not accept gratuities or undertake private paid work connected with the cemetery, whether during working hours or in their own time.

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

Commercial photography and filming are not permitted within the cemetery or crematorium without the Council's prior written approval and payment of any applicable fee.

Visitors are asked to use only the necessary amount of water when tending graves. The Council provides a water pump with a rainwater capture system; however, during prolonged dry weather or high temperatures, water availability may be limited. Visitors may wish to bring their own supply of water when needed.

All visitors must comply with the Rules and Regulations.

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

- Wilfully create any disturbance in a cemetery.
- Commit any nuisance in a cemetery.
- Interfere with any burial taking place.
- Interfere with any grave, vault, tombstone, memorial, flowers or plants.
- 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.

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

It is also an offence under the Criminal Damage Act 1971 to destroy or damage any property belonging to another person within the cemetery, including statues, monuments, memorials, railings or fences.

## 4.4 Vehicles in the Cemetery

The Council accepts no liability for loss of or damage to any vehicle parked in the cemetery or crematorium car park. All vehicles are parked at the owner's risk.

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

Vehicles must comply with all relevant traffic signs and instructions, including the 5-mph speed limit, directional indicators and parking signage, and must obey any instructions given by an authorised officer of the Council.

All vehicles must be parked neatly to ensure clear access for funeral vehicles and other authorised users.

Vehicles must not be driven on footpaths, grassed areas, or planted areas under any circumstances. Any such action will be deemed a nuisance and dealt with under Articles 18 and 19 of the Local Authorities' Cemeteries Order 1977.

## 4.5 Dogs in the Cemetery

Dogs are permitted in the cemetery but must be kept on a short lead, remain on the pathways, and must not be walked across graves. Dog fouling must be removed immediately and placed in a litter or dog bin away from site. Failure to comply may result in a fine or prosecution.

## 4.6 Maintenance of Grounds

Grounds maintenance (including grass cutting, spraying, leaf and litter removal, and the care of trees, shrubs, flower beds and hedges) will be carried out by the Council at a frequency determined by the Council. The Council reserves the right to prune, cut down or remove any shrub, tree, plant or flowers that have become unsightly, overgrown or dangerous and to spray around graves in any area of the cemetery.

The Council also reserves the right to place soil or other materials onto a grave space (whether occupied or unoccupied) when carrying out essential maintenance works. Any material temporarily placed on a grave will be removed and the area reinstated as soon as reasonably possible after the work has been completed.

## 4.7 Removal of floral arrangements and other items from graves

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

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

The Council does not allow the use of plastic moulds, frames, wires, netting, oasis, florists foam or cellophane, as these materials have a negative impact on the environment. Any floral tribute arriving with a funeral that does not meet these requirements must be removed by the family or funeral director immediately after the funeral.

Only fully compostable items are permitted. The Council allows natural flowers tied with string or raffia, single stems or petals, moss, woven wooden frames and bamboo without wire. Floral tributes should be sourced from seasonal British growers, to minimise carbon footprint and support local producers.

Floral tributes brought by visitors may be placed in the area directly in front of the permitted memorial stone, but must remain within the headstone border.

Visitors are encouraged to recycle materials such as wreaths or dead flowers using the bins provided.

All floral tributes and wreaths removed by the Council will be processed using the on-site eco composting machine. The resulting compost will be used within the cemetery grounds or elsewhere within the town as required.

The cemetery is home to a variety of wildlife that may damage floral tributes. The Council cannot accept responsibility for any tributes affected this way.

Seasonal floral tributes or memorabilia will be removed four weeks after each event (e.g. Christmas Day – removal will begin after 22nd January).

## 5. Fees

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

All fees must be paid to the cemetery office before any associated work can begin. Fees for burials must be received, along with the Notice of Interment, at least 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 of writing no fees are payable for the interment of children under 18 years of age, as these costs are reclaimed by the Council under the Children's Funeral Fund. This government-funded scheme applies to funerals for any child under 18 or a baby stillborn after the 24th week of pregnancy.

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

Anyone may be interred in the Council's cemeteries. Fees are charged on a two-tier basis:

- **Standard Rate –** applies where the deceased was not a resident of the town of Huntingdon.
- **Discounted Rate –** applies where the deceased was a resident of the town of Huntingdon, including those who subsequently moved to residential care within the preceding five years.

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 may be done at the time a funeral is arranged, or by purchasing a grave in advance. Advance purchase 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 land, but it entitles the Deed Holder to:

- Be buried in the grave if space is available (including cremated remains)
- Authorise further burials in the grave where space permits
- Place an inscribed memorial on the grave, subject to the Council's memorial regulations
- Authorise additional inscriptions on an existing memorial subject to the Council's memorial regulations

The Council recommends that no more than four people jointly hold the Exclusive Right of Burial. All owners must provide written consent for any future interments or memorial applications relating to the grave.

The Deed may be granted for **50 years** or **75 years.** When the Deed expires, ownership of the grave reverts to the Council unless the family chooses to extend the Deed. A fee is payable for extending the Deed by a further 10 years, as set out in the Council's Scale of Charges.

The Deed Holder may transfer the Exclusive Right of Burial during their lifetime to another individual by completing an Assignment Form and paying the required fee.

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

Where the Deed Holder is deceased, no further burials or changes to a memorial can take place, without the plot being transferred to a living owner. Please contact the office for further information regarding transfers of plots.

## 6.2 Public Graves

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection between individuals buried in a public grave.

No memorial rights exist over a public grave; therefore, no headstone or memorial may be placed on it without the explicit 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, or cardboard. All coffins must be suitably secured.

Wherever possible, embalming should not take place if the burial is to occur at this cemetery, to protect the environment.

Shroud burials are permitted, provided an appropriate board is placed underneath the deceased to allow 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 must be observed to prevent inconvenience or one funeral overlapping with another. Prior notice must be given to the cemetery office for any extra ordinary funeral processions, for example, large congregation, use of horse-drawn hearse, a military funeral etc.

All funerals are under the direction of the Council's designated officer, who will meet the cortege and direct it to the grave as appropriate.

A funeral arriving before the appointed time may be required to wait until the scheduled time.

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

The funeral director, or person arranging the funeral, is responsible for providing a sufficient number of 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 with 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 because of 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 because 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 in advance, however, its use at the time of need is subject to ground suitability and weather conditions. For example, digging may not be possible due to a high-water table or other factors beyond our control. Every effort will be made to accommodate family wishes wherever 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 may place excavated material from a neighbouring grave onto any grave, whether or not the soil is contained in soil box. The Council also retains the right to remove headstones where necessary and, in exceptional circumstances, to move materials and equipment – including mechanical diggers – across graves.

In carrying out such work, the Council will always exercise due care and maintain the level of dignity expected within a cemetery environment. Any damage caused during these operations will be repaired by the Council. (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 soil 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 soil 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.

**Jewish Graves** are offered to the Jewish community. The entire grave can be surrounded by kerbs (edging or soil 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.

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

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.

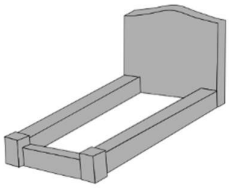
## 9.3 Memorial Sizes

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

<table>
<tr><th>Section</th><th colspan="2">Memorial Type permitted</th><th colspan="5">Example</th></tr>
<tr><td>Lawn<br>▪ Maple<br>▪ Rowan</td><td colspan="2">A headstone can be installed at the head of the grave space. The remainder of the grave space is seeded/turf.</td><td colspan="5"> </td></tr>
<tr><td>Maximum Measurements permitted</td><td>Height of Headstone (including plinth)</td><td>Width of memorial (including plinth)</td><td>Depth (including plinth)</td><td>Thickness of headstone</td><td>Kerb Length</td><td>Kerb Width</td><td>Kerb Thickness</td></tr>
<tr><td></td><td>36” (914mm)</td><td>36” (762mm)</td><td>12” (305mm)</td><td>4” (102mm)</td><td colspan="3">Not permitted</td></tr>
<tr><td>Planting</td><td colspan="7">Not Permitted</td></tr>
<tr><td>Additional Items Permitted</td><td colspan="7">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.</td></tr>
</table>

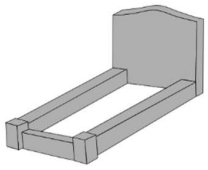
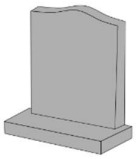
## Traditional Memorials

| Section | Memorial Type permitted | | Example | | | | |
|---|---|---|---|---|---|---|---|
| **Traditional**<br>■ Cedar (Islamic Section)<br>■ Laurel (Jewish Section)<br>■ 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. | |  | |  | | |
| **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** |
| | 43” (1097mm) | 36” (914mm) | 12” (305mm) | 4” (102mm) | 84” (2133mm) | 36” (914mm) | 4” (102mm) |
| **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**. | | | | | | | |
| **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 | | |
|---|---|---|---|---|
| **Cremated Remains**<br>■ Willow | A Single cremated remains plot that can accommodate two cremated remains together with memorial. Memorial can only be purchased directly from the Council.<br><br>A Family cremated remains plot that can accommodated four cremated remains together with memorial. Memorial can only be purchased directly from the Council. |  | | |
| **Maximum Measurements permitted** | **Height** | **Width** | **Depth** | **Overall Plot Size** |
| **Headstone (Single)** | 4” sloping to 2” (101mm/50mm) | 12” (304mm) | 15” (396mm) | 24” x 32” (610mm x 810mmm) |
| **Headstone (family)** | 4” sloping to 2” (101mm/50mm) | 24” (609mm) | 15” (396mm) | 32” x 32” (810mm x 810mmm) |
| **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**<br>▪ Sapling | A lawn memorial is permitted together with a memorial and kerb set. | |  | | | | |
| **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**<br>▪ Sapling | A lawn memorial is permitted together with a memorial and kerb set. | |  | | | | |
| **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 Scattering Area**<br>▪ 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** | **Width of plaque** | **Height of plaque** | **Headstone** | **Kerbs** |
| **Bronze Plaque** | 7" (178mm) | 5" (127mm) | Not permitted | Not permitted |
| **Planting** | Not Permitted | | | |
| **Additional Items permitted** | Bronze Plaques fitted with stakes can be installed – No other items permitted. | | | |

## Natural Burial Section

| Section | Memorial Type permitted | | Example | |
|---|---|---|---|---|
| **Orchard**<br>▪ 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 it’s opinion, the proposed inscription could cause offence or is deemed unsuitable. 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.

## 9.5 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.

## 9.6 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.

## 9.7 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.

## 9.8 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 30cms 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 contact 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) 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 because 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@huntingdontown.gov.uk
www.huntingdoncrematorium.co.uk