

BOURNEMOUTH, CHRISTCHURCH AND POOLE
COUNCIL

CEMETERY

RULES AND REGULATIONS

These Rules and Regulations are made by the Bournemouth Christchurch and Poole Council (BCP Council), acting as the Burial Authority for the proper management, regulation and control of its cemeteries.

BCP Bereavement Care Office

BCP Bereavement Care Office

BCP Council

North Cemetery

Bournemouth

Dorset

BH8 9HX

Tel: 01202 123111 / 01202 128111 Email: bereavementcare@bcpcouncil.gov.uk

www.bcpbereavementcare@bcpcouncil.gov.uk



<https://www.facebook.com/BCPBereavementCare>

The office is open to public enquiries:

Monday to Friday 11am – 3pm

The office is closed on Saturdays, Sundays and Public Holidays.

Cemetery Opening Times

Summer (1st April to 30th September)

Monday to Sunday

9am – 7pm

Winter (1st October to 31st March)

Monday to Sunday

9am – 5pm

All Cemeteries will be open to the public 365 days a year.

1 Interpretation of Terms

1. 'Cemetery' means any cemetery managed and controlled by BCP Council.
2. 'Cemetery Operative' means that person holding the office as appointed by BCP Council or the person who shall be acting for them in their absence and who is authorised to work within the Cemetery.
3. 'BCP Council' means the Council of Bournemouth, Christchurch and Poole.
4. 'Burial Authority' means the Council of Bournemouth, Christchurch and Poole.
5. 'The Office' shall, unless otherwise stated, be the office of BCP Bereavement Care, North Cemetery, Strouden Avenue, Bournemouth, Dorset BH8 9HX.
6. 'Exclusive Right of Burial' means the right granted to any person or persons approved for a burial to take place within a grave purchased for an agreed lease period.
7. 'Lease Period' means the length of time agreed on the Exclusive Right of Burial granted.
8. 'Public Grave' means a grave space wherein the Exclusive Right of Burial has not been granted and resides with the Burial Authority with no memorial or headstone in place.
9. 'Purchased Grave' means any earthen grave, the Exclusive Right of Burial wherein has (subject to these Regulations) been granted by BCP Council.
10. 'Unpurchased Grave' means any earthen grave, the Exclusive Right of Burial wherein resides with BCP Council.
11. 'Traditional Grave' means a grave located within the designated section of the cemetery allowing the installation of a kerbset in addition to any other memorial on a purchased grave.
12. 'Lawn Grave' means a grave located within the designated section of the cemetery allowing the installation of a single memorial on a purchased grave.
13. 'Memorial' means any approved memorial installed on a purchased grave, commissioned and paid for by the family.
14. 'Commemorative Memorial' means the purchase of a memorial offered by BCP Council on a contracted basis that complies with the listed terms and conditions of that contract.
15. 'Arranger(s)' means the person or persons such as a funeral director appointed by the family to make the arrangements for burial on behalf of the applicant for burial.

16. 'Burial' means the permanent final resting place of a deceased person as a full coffin burial or as a burial of cremated remains.
17. 'Exhumation' means the disturbance of buried human remains within a purchased or unpurchased grave subject to the appropriate legal licence being sanctioned.
18. 'Certificate of Disposal' means the green certificate provided to the person following the registration of death with the applicable Registrar of Births, Deaths & Marriages
19. 'Companion Grave' means a second grave purchased by the same grave owner located immediately adjacent to the first grave purchased to allow 'side by side' burials to take place.
20. 'Point of need burial' means the burial of a person who has recently died.
21. 'Expedient burial' means the burial within 24 hours where practical to do so due to religious reasons.

Table of Contents

BCP Bereavement Care Office	2
Cemetery Opening Times	2
1 Interpretation of Terms	3
Table of Contents	5
2 Introduction	8
3 Burials	8
3.1 Hours of burial	8
3.2 Where burials are allowed	9
3.3 Selection of grave space	9
3.4 Booking of burials	9
3.5 Notice of Burial	9
3.6 Notice of burial of cremated remains	10
3.7 Certificate of disposal	10
3.8 Form 18	10
3.9 Payment of burial fees	10
3.10 Resident and non-resident burial fees	10
3.11 Timings of burials	11
3.12 Exclusive right of burial (grave purchase)	11
3.13 Prepurchase of grave space	11
3.14 Reclaimed grave	11
3.15 Rights of ownership	11
3.16 Extension of lease periods	12
3.17 Unpurchased or public graves	12
3.18 Fees and charges	12
4 Burial Procedures	12
4.1 Digging of graves	12
4.2 Coffin construction and materials	12
4.3 Number of burials in a grave	13
4.4 Depth of graves	13
4.5 Burial of cremated remains – grave declaration	13
4.6 Officiants	13
4.7 Disturbance of human remains	14

4.8	Grave re-instatement	14
4.9	Burials in vaults or brick graves	14
4.10	Shallow graves	14
5	Exhumation	14
6	Memorials	15
6.1	Approval of memorials	15
6.2	Inscribed names.....	17
6.3	Traditional graves	17
6.4	Lawn graves	17
6.5	Landings	17
6.6	Markings on memorials	17
6.7	Removal of memorials	17
6.8	Condition of memorials	18
6.9	Marker tablets.....	18
6.10	Temporary markers	18
6.11	Damage to memorials.....	18
6.12	Working on memorials in the cemetery	18
6.13	Expiration of exclusive right of burial	19
6.14	Vases and commemorative plaques	19
6.15	Grave maintenance	19
7	General	20
7.1	Offences	20
7.2	Exclusion of persons from the cemetery	20
7.3	Unruly behaviour in the cemetery	20
7.4	Commercial activity	20
7.5	Environmental sustainability	20
7.6	Control of vehicles	21
7.7	Children	21
7.8	Control of dogs	21
7.9	Photographs and filming	21
7.10	Litter	21
7.11	Soliciting orders	21
7.12	Demonstrations	22
7.13	The Commonwealth War Graves Commission (CWGC).....	22
7.14	Power to make alterations to the regulations	22

7.15	Extent of regulations	22
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2 Introduction

The municipal cemeteries located within the conurbation of Bournemouth, Christchurch and Poole are managed in accordance with the Local Authorities' Cemeteries Order 1977 under which burial authorities are responsible for maintaining statutory burial registers and grave plans, establishing rules and regulations relating to the management of the cemeteries and the memorials permitted with them and setting fees for burials and memorials. The regulations include the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 together with any other relevant legislation that governs this service.

The cemeteries covered by these regulations are:

Cemetery Name	Location
Branksome Cemetery	Upper Road, Branksome, Poole BH12 3EN
Broadstone Cemetery	Dunyeats Road, Broadstone, Poole BH18 8AF
Christchurch Cemetery	Jumpers Road, Christchurch BH23 2JU
East Cemetery	Gloucester Road, Bournemouth BH7 6JB
Kinson Cemetery	South Kinson Drive, Bournemouth BH11 8AA
North Cemetery	Strouden Avenue, Bournemouth BH8 9HX
Parkstone Cemetery	Elgin Road, Parkstone, Poole BH14 8RD
Poole Cemetery	Old Farm Road, Poole BH15 3LN
Wimborne Road Cemetery	Wimborne Road, Bournemouth BH3 7AB

3 Burials

3.1 Hours of burial

The hours during which burials may take place are as follows:

Monday to Friday 9.00am – 2.30pm

No burial can take place other than between these times, except with special permission of BCP Council.

Only burials where there is a religious expedient requirement can take place on a Saturday and Sunday if it is practical to do so.

During the summer months, burials may be permitted to take place outside of these times due to the longer daylight hours. Contact with the BCP Bereavement Care Office should be made where requests for summer burials outside of the permitted times is being made.

Burials will not be permitted to take place on Sundays, Christmas Day, Good Friday or Public Holidays.

3.2 Where burials are allowed

Burials will only be allowed in the ground laid out for burial as shown on the plan of the Cemetery.

3.3 Selection of grave space

The selection of any grave space for either an immediate interment or a reserved grave shall be subject to the approval of BCP Bereavement Care and shall be consistent with BCP Bereavement Care's general plan for the Cemetery, although the wishes of applicants will be met so far as is practicable.

3.4 Booking of burials

The initial booking will be accepted by telephone or online through the funeral director's online diary portal where a booking is being made by an appointed funeral arranger or funeral director where access has been provided. The Notice of Burial Form must be submitted to the Bereavement Care Office at least 3 clear working days prior to the burial taking place. The only exception to this rule will be the consideration of immediate burial for religious reasons where it is practical to facilitate.

3.5 Notice of Burial

All written Notices of Burial shall be delivered to the BCP Bereavement Care office during normal office hours and at least three working days prior to the burial taking place.

All Notices of Burial must be given in writing on the printed forms supplied by BCP Bereavement Care applicable at the time and the requirements must be clearly and completely stated on the form.

A Notice of Burial must contain the following particulars:

- The forename and surname, last place of resident, age, date and place of death of the person to be buried;
- The day, date and time of the intended burial;
- The Cemetery in which the burial is to take place and the grave number;
- The name and address of the person who is to officiate;
- The name and address of the funeral director, if one has been appointed;
- The name, address and signature of the legally registered grave owner(s) thus providing their consent for the burial to take place;
- The length, width and depth of the coffin or casket to be used for the burial, and the shape of the coffin;
- The name, address and contact telephone number/email of the applicant for burial and relationship to the person being buried.

BCP Bereavement Care will not accept responsibility for the accuracy of the details contained within the Notice of Burial.

3.6 Notice of burial of cremated remains

These Rules and Regulations shall apply to the intended burial of cremated remains in the Cemetery in the same way as they apply to burials.

Cremated remains are not permitted to be scattered on top of any purchased or unpurchased grave or within any part of the Cemetery. Cremated remains are permitted to be scattered under the turf of a purchased grave with the written consent of the grave owner. This will only be permitted in circumstances where the grave has reached full capacity or there is no intention for any further coffin or cremated remains burial to take place.

3.7 Certificate of disposal

The Certificate of Disposal issued by the Registrar of Births and Deaths or an Order of the Coroner must be delivered to the Bereavement Care Office at least 72 hours prior to the burial being allowed to take place. A written declaration made on the official form by the person arranging the funeral, that the certificate of the Registrar or an Order of the Coroner has been issued in respect of the deceased, can be provided subject to acceptance from the Registrar for Burials in order to permit the burial to proceed notwithstanding that the Certificate or Order has not been previously delivered to the Office. In the case of a still-born child, the Certificate or Order must be delivered to the Bereavement Care Office prior to the burial taking place. A written declaration will not be accepted in this instance.

3.8 Form 18

In the unlikely circumstance that the Certificate of Disposal is not provided then the funeral director will need to complete and sign a Form 18 prior to the burial being permitted to take place. The funeral director must ensure that the Certificate of Disposal is sent to the BCP Bereavement Care office as soon as practicably possible following the burial.

3.9 Payment of burial fees

All appropriate fees for burial shall be paid in full to BCP Council at the time the Notice of Burial is submitted.

The only exception to this rule will be for those 'arrangers' having a pre-approved account arrangement where the burial fee will be invoiced within 7 working days following the date on which the burial has taken place. Payment in these circumstances can be made by the arranger 7 days following receipt of a formal invoice by a BACS transfer, cheque or credit/debit card. Cash payment on invoice will not be accepted.

3.10 Resident and non-resident burial fees

Double fees will be charged for the interment of persons not normally resident within BCP Council and will apply to all other fees connected with the grave, with the exception of grave maintenance fees. Double fees will apply where any person who did not have their primary residency within Bournemouth, Christchurch or Poole in the 5 years leading to their death.

3.11 Timings of burials

The time of the burial will mean the time when the funeral cortege shall arrive at the Cemetery Chapel (if booked) or the graveside for bookings where the coffin or casket is to be taken directly to the grave. No burial shall take place within 90 minutes of the time for which a separate burial booking has been arranged in any one of the Cemeteries.

3.12 Exclusive right of burial (grave purchase)

When purchasing the Exclusive Right of Burial in a grave space a Deed of Grant will be issued by the Bereavement Care Office to the person by whom the Exclusive Right of Burial is purchased and such person shall be registered by BCP Bereavement Care as the owner of the same. The Deed of Grant will grant the Exclusive Right of Burial in a grave space for a maximum period of 50 years. Wherever possible the Deed of Grant should be produced whenever a burial takes place. No grave in which the Exclusive Right of Burial has been purchased shall be opened without the written consent of the registered holder of the Exclusive Right of Burial or their legal representative.

Only individuals intending to use the grave for intended burial of their family members or friends or a legally appointed Executor can proceed with the purchase of Exclusive Right of Burial. Only single grave purchases will be permitted at any one time. No bulk purchasing of grave spaces will be permitted by individual persons or representatives. Single or bulk purchase of graves by funeral directors/arrangers or religious or non-religious faith group representatives for later allocation to their group members or families they represent will not be permitted.

3.13 Prepurchase of grave space

Where identified sufficient grave space is available within the Cemetery the pre-purchase of a new grave will be permitted. Where grave space is at a premium, no pre-purchase will be permitted within the Cemetery with purchases only permitted where burial is anticipated to take place within three weeks of a booking being made and confirmed.

3.14 Reclaimed grave

Reclaimed graves are offered (where available) for purchase in all Cemeteries and are subject to the conditions of regulation 2.10 above.

3.15 Rights of ownership

A transferred Rights of Ownership to a grave is only valid if it has been registered and agreed by the Bereavement Care Office. It is advisable that once the grave owner has been buried within the grave, the family or legal next of kin make arrangements for the legal transfer of ownership. This will avoid delays at point of need for burial and further distress being caused to the family. No further burial, burial of cremated remains, additional inscriptions on grave memorials or installation of new grave memorials will be permitted until entitled ownership has been established and a legal transfer of ownership has taken place with the new owner thus providing their written consent.

In cases where the original purchaser is deceased, the new owner must demonstrate entitlement to ownership of the grave by producing:

- A valid Will and Last Testament of the original purchaser;
- Registered Grant of Probate;
- Letters of Administration, or
- In the absence of the above, a completed Statutory Declaration witnessed by a Commissioner of Oaths or a Solicitor registered to do so.

A fee is charged for processing the transferred Rights of Ownership to a grave by BCP Bereavement Care which must be paid at the time the transfer of ownership is executed. All paperwork relating to the transfer of ownership will be retained by the Bereavement Care Office for the remaining lease period of the originally purchased Exclusive Right of Burial.

3.16 Extension of lease periods

Extension of remaining grave lease periods will be permitted. Extended periods can only be purchased by the registered purchaser or owner of the grave. Extensions will only be permitted up to a maximum of 50 years. For example, if 20 years have expired on the original purchased lease period, then a 'top up' of a maximum of 30 years will be permitted. Fees for the purchase of extended leases will be calculated on the published fee on a pro-rata basis.

3.17 Unpurchased or public graves

Unpurchased graves acquire no rights, all rights being vested in BCP Council. All unpurchased graves will be dug to accommodate two interments which may be of persons unrelated. No memorials are permitted on unpurchased grave spaces.

3.18 Fees and charges

All fees and charges are payable to BCP Council for burials and other Cemetery services and can be obtained by either downloading from the website: www.bcpbereavementcare.co.uk or by emailing the BCP Bereavement Care Office: bereavementcare@bcpCouncil.gov.uk

4 Burial Procedures

4.1 Digging of graves

No grave shall be dug, excavated or back-filled except by persons appointed or employed by BCP Council only.

4.2 Coffin construction and materials

Coffin construction and materials approved by the Funeral Furnishings Manufacturing Association (FFMA) are preferred and widely encouraged for burial within the Cemeteries. In view of the national and international focus being given to climate change and to safeguarding the environment, BCP Council encourage the use of biodegradable coffins which have less impact on the local environment and in some

cases a reduced carbon footprint in their manufacture. American-style full caskets are permitted but due to their size requiring a larger burial area than the standard allotted burial space, a double burial fee will be charged. Metal caskets will not be permitted within the Cemetery.

4.3 Number of burials in a grave

A grave space subject to the Exclusive Right of Burial may normally be expected to allow one (single depth), two (double depth) or three (triple depth) burials. However, soil or ground conditions may occasionally dictate otherwise in which case a lesser number of burials will be authorised. BCP Council will not accept liability or responsibility in any way should the number of burials authorised for a grave space be less than the number proposed or intended by the owner at the time of purchase.

4.4 Depth of graves

Graves will be made level with the surrounding ground level and no raised mounds will be permitted. The first burial (with exception of Jewish graves and graves set aside for the burial of cremated remains or children's graves) shall be at a depth of not less than 2700mm (9ft). Subsequent burials shall be at a depth of not more than 2100mm (7ft) and 1500mm (5ft). Successive sets of cremated remains shall be at the same depth as each other to a maximum of 6 sets at each level in a full grave and a maximum of 4 sets in a cremated remains grave. When a grave has reached its capacity on coffin burials, cremated remains may be buried at a depth of 609mm (2ft). Whenever a burial has taken place, except in a vault, the surface shall be covered and grass-seeded unless approved planting is to be undertaken or a memorial is to be installed. BCP Council reserves the right to prune, cut down or dig up and remove any shrubs, plants or flowers at any time, when in their opinion, they have become unsightly, overgrown or necessary for the purpose of allowing the grave to be re-opened to receive a further burial, or to allow access to a nearby grave.

Whenever a burial has taken place, except in a vault, the surface shall be covered and grass-seeded unless approved planting is to be undertaken or a memorial is to be installed. BCP Council reserves the right to prune, cut down or dig up and remove any shrubs, plants or flowers at any time, when in their opinion, they have become unsightly, overgrown or necessary for the purpose of allowing the grave to be re-opened to receive a further burial, or to allow access to a nearby grave.

4.5 Burial of cremated remains – grave declaration

Once cremated remains have been buried at a depth of 609mm (2ft), no further burial of coffins will be permitted if there is coffin capacity remaining. In circumstances where cremated remains are being buried where coffin capacity remains, the grave owner will be required to sign a Grave Declaration prior to the interment taking place. Please refer to Section 4.7 below regarding the disturbance of human remains. The coffins in the grave must be separated by means of a layer of earth not less than six inches in thickness with no less than 3ft of earth below the level of any ground adjoining the grave.

4.6 Officiants

Burials may take place with or without a religious or non-religious service. It is the responsibility of the burial arranger to make any necessary arrangement for a religious or other person authorised to officiate at the burial.

4.7 Disturbance of human remains

Once a person has been buried it is unlawful to remove or disturb the body without lawful authority to do so (please refer to Regulation 5 on Exhumation). When any grave space is re-opened for the purpose of carrying out a further burial, no person shall disturb any human remains buried therein or remove from there any soil.

4.8 Grave re-instatement

When a burial has taken place it will take between six to 12 months for the ground to settle. During this time the grave will be levelled with top soil by BCP Council as and when required and re-seeded upon levelling. Following the back-filling of the grave, BCP Council will undertake a 10-day and 6-month grave check to ensure the grave is in good order prior to any memorial installation that may take place.

4.9 Burials in vaults or brick graves

Following the burial of a body in a vault, BCP Council shall ensure within a period of 2 hours that the coffin be wholly and permanently embedded in and covered with a layer or layers of good cement concrete, not less than 150mm in thickness or to be wholly and permanently enclosed in a separate cell or receptacle constructed of slate or stone flagging not less than 60mm in thickness, properly jointed in cement, or of good brickwork in cement.

Materials for vaults shall be conveyed into the Cemetery under the direction of BCP Council's Cemetery Team in order to reduce risk of damage to Cemetery property and injury to persons in line with the Construction (Design & Management Regulations) 2015.

No new vault or brick grave will be permitted within the Cemetery.

4.10 Shallow graves

A shallow grave will only be encountered at the time of reopening the grave for a further burial preventing compliance with the legally required depth of less than three feet below the level of the ground adjoining the grave. In instances where it is not possible to gain the required depth to facilitate a further burial in the grave and where the soil is suitable, a further burial can take place with the coffin being placed less than two feet below ground level subject to the requirements of the ICCM's Policy on Shallow Grave Depths.

5 Exhumation

5.1 Exhumation means "any disturbance" of buried human remains. Bodies may be exhumed for many reasons, including the lack of burial space, redevelopment of old cemeteries or crypts; archaeological reasons; individual requests for reburial, repatriation or cremation; criminal investigations or even to correct errors made ie. person was buried in the wrong grave.

5.2 Exhumation is governed by three key areas of legislation:

- [Burial Act 1857](#) (external site)
- [Health & Safety at Work Act 1974](#) (external site)
- [Public Health \(Control of Diseases\) Act 1984](#) (external site)

5.3 The need to exhume is not a common occurrence. However, when exhumation is required it must be done with dignity and respect and with all of the necessary legal licences and documentation in place together with the relevant written consents from the next of kin, close family members, the grave owner and the burial authority. It is unlawful to disturb any human remains (including cremated remains) without these permissions in place.

5.4 Environmental Health Officers (EHOs) appointed by the Burial Authority are required to review each exhumation case approved ahead of any arrangements being made for the exhumation to take place. EHOs are also required, where appropriate, to attend exhumations sanctioned under a Ministry of Justice licence, ecclesiastical Faculty or Coroner's Order to ensure the conditions set within the appropriate Licence or Faculty are met; and that safe working practices are adopted throughout to limit any risk to public safety. The EHO will also ensure that the dignity and respect of the deceased is maintained throughout the exhumation process.

5.5 A family making a request for exhumation for personal reasons should contact the BCP Bereavement Care office who will be able to offer advice and support regarding the necessary paperwork to be completed in relation to applying for the appropriate Licence or Faculty for exhumation and other permissions required.

5.6 A fee for the exhumation process to be carried out will be charged to the family making a request for exhumation. There is no fee associated with applying for a Ministry of Justice Licence. A fee will be charged directly to the family by the appropriate Diocese receiving the ecclesiastical Faculty application.

6 Memorials

6.1 Approval of memorials

No memorial shall be installed or placed on any grave within the Cemetery or any inscription or subsequent or additional inscription made without the Council's written approval. All applications must be made to the

Council on the appropriate memorial application form. The exact dimensions of the memorial and the proposed inscription is to be provided on the appropriate memorial application form. Any subsequent or additional inscription to an existing memorial must also be submitted for approval to the Council. All memorial applications will incur a memorial fee payable to BCP Council at the time of submission.

Memorial application forms can be obtained from the BCP Bereavement Care Office or downloaded from the BCP Bereavement Care website and once completed will contain details of:

- The name and address of the applicant for the memorial
- The name of the last person buried in the grave;
- The name of the cemetery and grave number;
- The written consent of a living registered grave owner or owners;
- The name and address of the appointed stonemason and/or fitter;
- The BRAMM/NAMM registration number of the appointed stonemason or fitter;
- A drawing of the proposed memorial containing all dimensions;
- The type of materials to be used for the proposed memorial;
- The full inscription to be used for the proposed memorial.

Memorials will only be approved and permitted by BCP Council on purchased graves once a burial has taken place within that grave and with the written consent of the registered grave owner.

The charge for a burial in a public grave does not include any right or privilege other than a right of burial in a public grave selected by the Council. No memorial of any kind will be allowed upon a public grave, and nothing shall be placed upon such a grave without the consent of the Council.

All memorials shall be of natural materials.

The installation of approved memorials will be under the direction of the Council and in accordance with British Standards 8415:2018 and any subsequent changes thereof for the fitting and installation of a memorial on a purchased grave.

Only a stonemason or fitter registered with the British Register of Accredited Memorial Masons (BRAMM) or the National Association of Memorial Masons (NAMM) will be permitted to install a memorial within the Cemetery.

Once approved, and payment thereof received, a permit for installation will be issued by the Council to the appointed stonemason or fitter. Any memorial installed or any work executed without such permission or

which does not fully comply with the terms of the permit may be removed by the Council at its discretion and at the expense of the grave owner.

6.2 Inscribed names

The name as given on the Registrar's Certificate of Disposal or Coroner's Order for Burial will be permitted on the proposed memorial. Any other name by which a deceased person was generally known may be allowed in parenthesis subject to all applications being approved by the Council. Should any question arise on the appropriateness of any plan or inscription for any proposed memorial for the consecrated and/or faith group sections of the Cemetery, shall be referred to and determined by the Lord Bishop of the Diocese and other leading faith group leaders.

6.3 Traditional graves

Within each Cemetery is a designated Traditional section. Kerbing around or entombing of grave spaces will only be permitted on graves allocated to a traditional grave section within the Cemetery. Kerbing must include the whole site with dimensions being as outlined in the memorial application form approved. The same applies to a plot set aside for the burial of cremated remains. Crazy paving or wooden post fencing will not be used as kerbing for graves unless enclosed fully by appropriate kerbing in place. If crazy paving or wooden post fencing is in place this shall be removed by BCP Council without notice.

6.4 Lawn graves

Within each Cemetery is a designated Lawned section. It is an absolute requirement that no item other than a single approved memorial shall be placed upon the actual grave space located within a lawned section of the Cemetery. Additional items such as bedding plants, glass vases, flower bases, marble fonts, wooden crosses, kerbing or any other item that may denote the grave boundary or restrict the maintenance of the area will not be permitted. If any such item is placed upon the grave it will be removed by the Council without notice.

6.5 Landings

Landings will not be permitted above ground level on any grave within the Cemetery.

6.6 Markings on memorials

To comply with British Standards 8415:2018 all new memorials shall have a clearly indicated line across the front or back indicating the depth the memorial should be placed below the surface of the ground and is to include the grave number (and section) clearly and conspicuously engraved upon the base. All new memorials must have the stonemason's name clearly inscribed on it in letters no larger than ¾" in height at the base on the reverse of the memorial. Such markings are to be clearly shown on the drawings submitted in support of the memorial application form. The height of all memorials shall be taken from ground level.

6.7 Removal of memorials

No memorial shall be removed from any grave in the Cemetery without the permission of the registered owner or their legal representative and without BCP Council being informed as to the removal. When memorials are removed from graves to enable further burials to take place or additional inscriptions to be added, such memorials and their foundations shall be removed and re-installed by the appointed stonemason or fixer and at the expense of the registered owner of the grave. Re-installation of the

memorial on the grave shall take place between six and twelve months from the date of removal. Following a period of 12 months, a new memorial permit application will need to be submitted and the applicable fee paid for.

6.8 Condition of memorials

It is the responsibility of the registered grave owner or their legal representative to ensure their grave and memorial is kept in good repair. BCP Council reserves the right to remove any memorials which shall have become in a dilapidated or unsafe condition.

Any memorial subject to the terms and conditions of a BCP memorial cleaning contract will be kept clean by BCP Council on the payment of the appropriate annual price for the agreed fixed period of years.

Any external party appointed by the registered owner or their legal representative to clean a memorial in place must ensure that they have the appropriate public liability insurance in place and comply with the requirements of Control of Substances Hazardous to Health (COSHH) when it comes to natural stone cleaning chemicals. BCP Council will not accept any liability for any damage caused or injury sustained by privately appointed individuals while carrying out memorial cleaning work within the Cemetery.

6.9 Marker tablets

The use of Marker Tablets on Hebrew and Muslim graves will be permitted and must bear the name and date of death of the deceased only. The Tablet must not exceed 300mm x 200mm and are to be placed flat on top of the grave, slightly below turf level. Memorial stonemasons must submit all applications for the installation of marker tablets to BCP Bereavement Care for approval.

6.10 Temporary markers

The use of temporary markers on graves is permitted only where a memorial is being installed. The full name and date of death of the deceased is to be shown on the temporary marker and shall be removed on the installation of the permanent memorial by the appointed stonemason. The temporary marker must not exceed 300mm x 200mm in dimension.

6.11 Damage to memorials

BCP Council will not accept liability for any damage caused to private memorials within the Cemetery by vandalism, ordinary wear and tear, extreme weather events or any other circumstances beyond their control. Repair or replacement work will be at the cost of the registered owner or their legal representative in circumstances where memorial damage is sustained in these circumstances. Any memorial rendered unsafe will be removed by BCP Council.

6.12 Working on memorials in the cemetery

All memorials must be completely worked before they are admitted to the Cemetery for installation. No work of any kind other than fixing, lettering and cleaning shall be allowed in the grounds of the Cemetery. Materials for memorials shall be conveyed into the Cemetery in such a manner, under the direction of the Cemetery Team, as to avoid injury to property and personnel as per the requirements of The Construction (Design & Management Regulations) 2015.

The work of fixing or removing memorials must be carried out during the published opening hours of the Cemetery and shall not interfere with the work of the Cemetery Team or any funeral or burial service that may be taking place.

6.13 Expiration of exclusive right of burial

On the expiration of the agreed lease period on the grave, BCP Council may remove and dispose of any memorial installed on the grave subject to BCP Council:

- Giving notice in writing of the proposed removal to the last known person entitled to the grant of right of burial by letter sent to the last known address of such person;
- Not remove any memorial if the person entitled to the grant of right of burial offers to purchase and BCP Council is willing to issue a grant for a further fixed period;
- Not dispose of any memorial so removed for a period of one year from the date of removal during which time the owner of the memorial or their legal representative may remove it from the Cemetery.

BCP Council will not be required to pay any monetary compensation to the owner for any memorial so removed.

6.14 Vases and commemorative plaques

Free standing memorial vases on unpurchased graves will be permitted. Vases must not exceed 200mm in height, 250mm in width, and 250mm in depth and bearing the name of the deceased and a short inscription. The memorial vase must be placed at the head of the grave.

Memorial plaques on unpurchased graves will be permitted. Plaques must not exceed 150mm x 75mm and must be of natural material. The plaque shall be inscribed with the grave number, name or names of the deceased, date(s) of death and a short inscription. The plaque must be firmly attached to a metal leg 225mm in height and placed at the head of the grave.

The approval of BCP Council must be obtained before flower containers, other than vases or commemorative plaques of the permitted size, are placed on the graves.

6.15 Grave maintenance

Grave maintenance packages are available for purchase from BCP Council on any purchased grave within the Cemetery. Agreements can be taken out for 1, 5 and 10 years as per the pricing schedule in place. Only staff employed or appointed by BCP Council will be permitted to carry out grave maintenance work commissioned under the terms and conditions of any grave maintenance package taken out.

7 General

7.1 Offences

Attention is drawn to The Local Authorities' Cemeteries order 1977 and any amendments thereto.

The Order provides that no person shall:

- Wilfully create any disturbance in a Cemetery;
- Commit any nuisance in a Cemetery;
- Wilfully interfere with any burial taking place in a Cemetery;
- Wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants placed on a grave or within the grounds of the Cemetery.

Any person who contravenes any of the prohibition specified in this section shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day the offence continues after conviction. The level of these fines are subject to future variation.

7.2 Exclusion of persons from the cemetery

All persons visiting the Cemetery must conform in all respects with these Rules and Regulations. BCP Council may at their discretion exclude from the Cemetery any member of the public or any person who infringes these Rules and Regulations in any way.

7.3 Unruly behaviour in the cemetery

No person shall in the Cemetery by any violent, indecent or drunken behaviour prevent, interrupt or delay the decent and solemn interment of any body. No person shall play at any game or sport or discharge any firearms, save at a military funeral, or create or commit a nuisance within the Cemetery. All persons visiting the Cemetery shall conduct themselves in a quiet, orderly and decorous manner. Any person who wilfully damages, defaces or destroys any property or causes any nuisance with the Cemetery will be liable to prosecution as outlined in section 5.1 above.

7.4 Commercial activity

No person shall be allowed to sell, or offer or display for sale for monetary or commercial gain without the written consent of BCP Council.

7.5 Environmental sustainability

Wherever possible, any persons visiting the Cemetery to place floral or remembrance items on a grave are asked to place locally sourced and ethical floral tributes on graves that will natural degrade without causing harm to the local environment and wildlife. No artificial wreaths, artificial flowers, plastic-wrapped flowers, glass or plastic jars or bottles is permitted on graves. Items placed on graves in the Cemetery that do not

comply will be removed by BCP Council and where possible stored for up to six months. Items removed will be disposed of by BCP Council if not claimed for or collected during the 6-month holding period.

7.6 Control of vehicles

No vehicle of any nature must be driven at a speed greater than 10 mph within the Cemetery. No vehicle is permitted to park or drive on any grassed areas within the Cemetery. BCP Council have the authority to prevent vehicles from entering the Cemetery during maintenance work or during unplanned events that may potentially pose a risk to health and safety of driver, occupants and vehicle. No animal shall be left within a vehicle for any reason whatsoever without a responsible person in charge.

7.7 Children

Children under the age of 12 years will not be permitted in the Cemetery except under the care of a responsible person.

7.8 Control of dogs

A person shall not allow any dog belonging to them or in their charge to enter or remain in the Cemetery unless on a lead. All dogs are to be kept under strict control at all times and are to be kept to the footpaths at all times. Any dog mess in the Cemetery is to be collected immediately and disposed of by the owner or the person in charge.

7.9 Photographs and filming

No photographs or filming shall take place in the Cemetery for commercial or educational purposes without the written consent of BCP Council. Where any application for commercial or educational filming is made, details of the filming arrangements and the filming script is to be provided at least 48 hours prior to the requested date of filming. Any commercial or educational photography or filming will be subject to the General Data Protection Regulations 2018. The only exception to this will be taking of photographs or filming undertaken by a family member or friend of the person buried in the grave therein.

7.10 Litter

No person shall drop, throw or otherwise deposit or leave in the Cemetery any waste paper or refuse of any kind, except in the receptacles provided for that purpose.

7.11 Soliciting orders

No memorial stonemason or other person shall solicit orders in any manner or on any pretext whatsoever within the Cemetery.

No person within the employment of BCP Council shall solicit or undertake any private work within the Cemetery for financial reward or otherwise. Corporate disciplinary procedures will be followed in such instances.

Any person whom BCP Council considers to be in breach of this regulation may, at the discretion of BCP Council be excluded from the Cemetery for a defined period and formally written to.

7.12 Demonstrations

No demonstration of any kind shall be allowed within the Cemetery nor any religious service at the time of interment, without the prior consent of BCP Council.

7.13 The Commonwealth War Graves Commission (CWGC)

There are a number of registered CWGC war graves commemorating the lives of those men and women who served the commonwealth and fought and died during the First and Second World Wars. Each Cemetery having GWGC graves listed within will have the appropriate GWGC Commonwealth War Graves sign displayed at the entrance to the Cemetery. The GWGC war graves are maintained and cared for by volunteers of the CWGC in addition to the work carried out in the management and operation of the Cemetery by BCP Council. All War Graves are subject to these rules and regulations.

7.14 Power to make alterations to the regulations

BCP Council reserves to itself the right from time to time to make alterations or additions to the specified rules, regulations, charges and fees.

7.15 Extent of regulations

Various fees are chargeable in addition to those mentioned in these regulations. For particulars thereof reference should be made to BCP Council's Crematorium & Cemetery price list.

The Regulations of His Majesty's Secretary of State, under the Burial Acts, are applicable to the Cemetery and must be considered as incorporated herewith.

If there is any inconsistency between the Regulations of His Majesty's Secretary of State (in particular the Local Authorities Cemeteries Order 1977) and these Cemetery Rules and Regulations the effect of the former shall always take precedence in so far as any mandatory requirements are concerned.