

**REGULATIONS ISSUED TO FUNERAL DIRECTORS AND MEMORIAL MASONS GOVERNING
THE GENERAL MANAGEMENT OF BOURTON ON THE WATER CEMETERY
AND GARDENS OF REMEMBRANCE**

1. The Funeral Director shall familiarise themselves with the General Cemetery Management Regulations and abide by these.
2. In order to ensure the public are aware of these Regulations, Funeral Directors should ensure that all applicants are given a copy of the General Cemetery Management Regulations at the time of completing the Interment Notice. Signature of the Interment Notice by the Funeral Director implies compliance with this requirement.
3. No burials, services or work of any kind or description shall be undertaken or carried out within the Cemeteries without obtaining the prior acknowledgement and approval of the application from the Council.
4. A date and time for a burial or interment shall first be agreed verbally with the Council's Officer in advance of the burial in order to avoid a clash of dates and times with other burials at the Cemeteries. All dates will be approved on a first come, first served basis.
5. A telephone notification must be confirmed by a written application made on the Notice of Interment forms provided by the Council's Officer and delivered to the Council Office no less than 5 clear working days prior to the burial taking place. The Notice of Interment must contain all the details requested on the form, and be signed by both the Funeral Director and applicant. Signature of this form implies acceptance of responsibility to make arrangements for the correct preparation of a grave and all subsequent work to restore the ground following a burial to the Council's satisfaction.
6. Applications sent through the post are sent at the applicant's risk and the Council does not accept any liability should any be delayed or lost in transmission.
7. All charges and fees are due when the Notice of Interment is submitted.
8. A complete Certificate for Burial or Cremation must be provided to the Council's Officer within 24 hours of the burial to enable the Council's Officer to return the appropriate portion of the Certificate to the Registrar after the burial has taken place. In the case of a still born child, a Doctor's Certificate will be accepted.
9. The person having charge of the burial shall make all arrangements with the officiating clergy. The Council undertakes no responsibility in this matter.
10. The Parish Council is not responsible for the excavation of any graves. The funeral director shall make all arrangements for the preparation of graves in accordance with these regulations. It is the funeral director's responsibility to ensure that the person preparing the grave is aware of the depth to which the grave must be dug in order to allow the correct permitted number of burials within that grave. The funeral director must notify the Council immediately in the event of any problems during the preparation of a grave that may affect future burials.
11. All persons wishing to work within the Cemeteries must possess Public Liability and Employers Insurance cover in the sum of £1 million to indemnify the Council against any claims arising from any acts or omissions.
12. The plots will be set out according to a grid layout established by the Council and plots will be allocated in sequence, save with the prior permission of Council's Officer.

Burials:

1. The only new graves available for purchase within the Cemetery are Lawn Graves.
2. A maximum of 2 burials and the interment of a maximum of 4 ashes caskets may take place in any one burial plot.
3. The maximum ground dimensions of a full earthen grave shall be 3m x 1.2m.

4. A single grave shall be excavated to a minimum depth of 1.5m and allow for a minimum 0.9m of soil cover between the coffin and ground level, or as required by the prevailing legislation.
5. A double grave shall be excavated to a minimum depth of 1.95m and must allow for a minimum layer of earth between each coffin of 0.15m and 0.9m of soil cover between the coffin and ground level, or as required by the prevailing legislation.
6. All graves must be excavated no more than 3 days prior to the Burial and at least 24 hours before the Burial is scheduled to take place.
7. The person excavating the grave must ensure this is done in a respectful and professional manner and is responsible for the grave being dug to the required depth in accordance with all provisions of the Cemeteries Order, for backfilling following the burial and subsequent turving over to an appropriate standard.
8. The person responsible for preparing the grave must remove all surplus spoil from the Cemeteries on the day of the burial.
9. Soil may be stored temporarily on a neighbouring grave, only if this grave is fully protected by laying a soil box or protective coverings over all parts of the grave to be covered. All graves must be restored to their former condition in all respects immediately following a Burial. This work shall be carried out in all respects to the satisfaction of the Council.
10. The person excavating the grave will be responsible for the provision of all necessary temporary planking and strutting, boarding over and any other safety precautions as may be required by statutory legislation including any such regulations controlling safety of persons employed upon these works.
11. All dug graves must be protected with an appropriate form of rigid cover to prevent accidents between the time of excavation and burial.
12. Following a Burial, the site must be left neat and tidy with wreaths and flowers carefully placed.
13. Any settlement below ground surface level occurring within 3 months of a burial must be made good by the Funeral Director by the end of the 3 month period. The Parish Council will then be responsible for the removal of any remaining mounds by a date 12 months following a burial.

Interment of Ashes

14. In the Garden of Remembrance a maximum of 2 ashes casket interments may take place in any one grave. All plots must be prepared in a manner which will permit the burial of 2 ashes caskets or loose ashes
15. The ground dimensions of each ashes plot will be 0.6m x 0.45m (24" x 18"), with a gap of 0.15m (6") in between each plot.

Ashes Garden

16. No ashes may be scattered in the Ashes Garden without the prior written consent of the Council.
17. Applications to scatter ashes in the Ashes Garden are subject to a written application on the form provided, and approval of the same by the Council.
18. Ashes may only be scattered within the Ashes Garden provided for this purpose, and may not be scattered on any ground outside this garden.
19. There will be no charge to scatter ashes on the garden. However, a fee will be payable at the rate established at that time if the applicant wishes to purchase a memorial plaque for affixing on the surrounding kerb.

20. All memorial plaques will be of a standard size and design, and will be provided by the Council. Each plaque will contain the name of the deceased, together with the date of death, and there will also be space for 2 lines of text for a personal tribute (maximum 60 characters).
21. All plaques purchased will be displayed for a period of 75 years, and the purchase price will include the cost of fixing the plaque, which will be undertaken by the Parish Council.

Memorial Regulations:

1. An application for permission to erect a memorial shall contain the following:
 - a dimensioned drawing or illustration of the memorial;
 - the proposed inscription;
 - memorial materials;
 - details of the deceased's name and date of death;
 - details of the Exclusive Right of Burial;
 - plot number, if known;
 - contact details for the applicant and relationship to the deceased;
 - contact details for the memorial mason.
2. The application shall be submitted to the Council at least 5 days in advance of the works, and must be accompanied by the appropriate fee, as set by the Council from time to time. No memorial work shall be permitted unless written permission from the Council has first been obtained.
3. No memorials shall be placed or erected except on plots for which an Exclusive Right of Burial has previously been purchased.
4. All persons engaged to install memorials must be competent to undertake such works, and all work shall be carried out to the reasonable satisfaction of the Council. The installation of all memorials shall conform to guidelines contained within the National Association of Memorial Masons (NAMM) Code of Practice.
5. These persons must provide all necessary tools and materials for the required works, and must take all steps necessary to protect the surrounding turf and adjacent memorials. Work will not be permitted whilst an interment is taking place. Any damage done to the Council's land or premises or other memorials in the course of memorial works must be made good at the expense of the person causing or responsible for such damage within a period stipulated by the Council.
6. The person erecting or working on a memorial will be responsible for removal of any surplus spoil.
7. The Council has established a set of standard dimensions which shall apply to all memorials and these will be provided in advance to all applicants and monumental masons. It remains the responsibility of the applicant and monumental mason to familiarise themselves with these dimensions prior to submitting an application, and the dimensions must not be exceeded.
8. The plots will be established according to a grid layout with traditional spacing of 9' x 4' and the memorial masons must ensure that new memorials align with existing rows and columns with the headstone placed **on** the grave not behind it.
9. No memorial shall be altered or interfered with after it has been erected in the Gardens according to the design submitted to and approved by the Council.
10. The Council has a duty of care to ensure memorials within the Gardens are maintained at a high standard and all memorials are subject to regular inspections.
11. Ownership of and responsibility for the permanent maintenance of the memorial remains with the owner of the memorial, and their successors in title. All memorials shall be kept in good repair, and in default thereof the Council reserves the right to remove such memorials or to require the owners to remove them.

12. Memorials that do not conform to the Regulations as approved by the Council may be removed without notice. Prior to their removal a letter may be sent to the last known address of the owner of the Exclusive Right of Burial requesting them to remove the non conforming memorial within 14 days, following which date it will be removed by the Council without further notice.
13. All memorials remain at the sole risk of the owners of the plots and the Council shall not be responsible for any damage or breakage which may occur to the same.
14. The Council reserves the right, in the case of plots where the Exclusive Right of Burial is issued for a limited period, to remove all memorials after the expiry of the relevant period of ownership. Council also reserves the right, in every case, to remove any memorial which is considered unsafe or is in a state of disrepair.
15. No trees, shrubs or other items shall be permitted on or near the memorials, and any such items will be removed by the Council. This condition has been established for ease of future maintenance.

Burial plots:

16. All burial plots are designated as Lawn Graves, and all memorials should be appropriate for this type of grave. Flowers will only be permitted if placed in a vase placed at the head of the grave or in a vase built into the memorial tablet, and no trees, shrubs or other items shall be permitted on or near the memorials, and any such items will be removed by the Council. This condition has been established for ease of future maintenance.

Ashes plots:

17. All memorials in the Gardens of Remembrance must be marked by a desk top or wedge shaped memorial tablet (portrait rather than landscape style) of a standard 0.45m x 0.3m (18" x 12") size, placed centrally on a 0.6m x 0.45m (24" x 18") base slab. These dimensions must not be exceeded or changed in any way. Flowers will only be permitted if placed in a vase.

Adopted 7th June 2023