

REGULATIONS MADE BY THE GREAT BADDOW PARISH COUNCIL
ACTING AS THE BURIAL AUTHORITY
IN RESPECT OF LAWN CEMETERY AND OLD BURIAL GROUND
APRIL 2006

It is intended that the Lawn Cemetery will be a peaceful place where visitors can take part in quiet reflection. Visitors are likely to wish to reflect and remember their loved ones in different ways and it is expected that all visitors will respect the feelings of others.

All visitors to the Lawn Cemetery should be able to feel comfortable and at ease as they remember their loved ones and not be unnecessarily distracted or disturbed in any way.

The Burial Authority (Great Baddow Parish Council) will always seek to maintain the appearance of the Lawn Cemetery to a high standard and it is expected that all visitors will also contribute to this high level of quality by observing these regulations.

REGULATIONS

1. No grave or cremated remains plot in Lawn Cemetery shall be raised in any manner above the general level of the surrounding ground.
2. The Burial Authority will maintain the whole of the turfed area of grave plots and cremated remains plots.
3. The Burial Authority has the right to remedy any breach of the Regulations. The Burial Authority will attempt to contact the grave owner to rectify the breach but reserves the right to take action if this is not possible.
4. No person entering the cemeteries shall behave in a manner likely to disrupt the solemn right of burial or cause offence to other cemetery users.
5. No dogs, with the exception of guide dogs, are allowed in the cemeteries.
6. People entering the cemeteries may not conduct any business or distribute advertising material within the grounds of the cemeteries.
7. The Burial Authority maintains the right to restrict the entry of any vehicle into the cemeteries.
8. The Burial Authority reserves the right to tidy away any item that has deteriorated and so detracts from the appearance of the cemetery.

Burials

9. All bodies received for burial shall be enclosed in an appropriate container marked with the name of the deceased. Burial may only take

- place in a biodegradable coffin, casket, or shroud of a type approved by the Burial Authority.
10. As soon as convenient after interment of a body in a grave space, the Burial Authority will sow grass seed or turf the whole area of the grave with the exception of an area 1 foot long and 3 feet wide in front of the headstone of a 9 feet by 4 feet grave space and 1 foot long and 2 feet 6 inches wide in front of the headstone of a 6 feet by 3 feet grave space.
 11. The owner of the grave may plant suitable plants in the unturfed area described above in front of the headstone, where such an area exists. The area may not be enclosed by kerbstones or fences nor may the area be covered in loose chippings. Flat stones laid horizontally will not be allowed. Where necessary the Burial Authority will routinely remove dead foliage.
 12. Stone vases and other tributes may be placed upon the unturfed area immediately in front of the headstone. Such vases may not exceed 10 inches in diameter and 8 inches in height including the base. Items made from glass, or other materials that may shatter and cause a health & safety risk, may not be placed anywhere in the cemeteries. Nothing planted, or placed, on the grave may exceed a height of two feet, encroach on adjacent graves or extend beyond the edge of the unturfed area.
 13. Should items be placed on graves that do not conform with the above rules, the Burial Authority will attempt to contact the grave owner to arrange the removal of such items, but if it is not possible to make contact the Burial Authority may remove such items and store them for a period of 21 days, after which they will be disposed of.
 14. Each full grave space can accommodate up to 2 full coffin burials and 2 sets of cremated remains. The Burial Authority will only give permission to re-open an existing grave for further interments when the registered grave owner makes the request. Where it is the registered grave owner whose remains are to be interred, the Burial Authority will allow the re-opening for the interment only. The Exclusive Right of Burial will then need to be transferred before any further action can be taken – see section on Exclusive Right of Burial
 15. Following a funeral or interment, floral tributes may remain on the surface of the grave for fourteen days, after which they will be removed and disposed of by the Grounds Staff.

Cremated Remains

16. As soon as convenient after interment in a cremated remains plot, the Burial Authority will sow grass seed or turf the whole area with the exception of an area 18" x 18" to allow for the placing of a tablet.
17. The owner of the plot may place around the tablet a metal tray with a maximum size of 24" x 24". This tray may be filled with undyed chippings, which must be bound using an approved binding agent.
18. Vases and other tributes may be placed upon the area of the tablet and tray (if any). Items made from glass, or other materials that may shatter and cause a health & safety risk, may not be placed anywhere in the cemeteries. Nothing planted, or placed, on the plot may exceed a height

of two feet, encroach on adjacent plots or extend beyond the edge of the tablet or tray (if any is in place). Where necessary the Burial Authority will routinely remove dead foliage.

19. Should items be placed on plots that do not conform with the above rules, the Burial Authority will attempt to contact the plot owner to arrange the removal of such items, but if it is not possible to make contact the Burial Authority may remove such items and store them for a period of 21 days, after which they will be disposed of.
20. Each cremated remains plot can accommodate up to 2 sets of cremated remains. The Burial Authority will only give permission to re-open an existing cremated remains plot for a further interment when the registered grave owner makes the request. Where it is the registered grave owner whose cremated remains are to be interred, the Burial Authority will allow the re-opening for the interment only. The Exclusive Right of Burial will then need to be transferred before any further action can be taken – see section on Exclusive Right of Burial.

Rules of Interment

21. The Notice of Interment must be delivered to the Burial Authority during normal office hours at least 48 hours prior to the interment taking place. This should be made on the form provided by the Burial Authority and all sections must be completed in full, giving the information required. In the case of the re-opening of existing graves, the Deed of Grant should accompany the notice.
22. The appropriate Certificate of Burial or Cremated Remains should be forwarded with the Notice of Interment. The interment will not be allowed to proceed until the appropriate Certificate is delivered to the Burial Authority.
23. Interments will not take place before 9.30 am and will not take place any later than 2.15pm (for full burial) and 2.30pm (for cremated remains) during winter months and no later than 3.30pm (for full burial) and 3.45pm (for cremated remains) during British Summer Time.
24. The interment of cremated remains may take place on a Saturday at the discretion of the Burial Authority. No interments may take place on Sundays or Bank Holidays.
25. All fees for interments and the purchase of Exclusive Right of Burial are to be paid prior to the interment taking place. The Burial Authority reserves the right to review the fees at its discretion.
26. The Grounds Manager will allocate the actual grave space/cremated remains plot. However, the particular wishes of any applicant will be taken into account wherever possible.
27. The Funeral Director is responsible for arranging the digging of the grave space/cremated remains plot. All graves must be dug in accordance with recognised guidelines and will be inspected and measured by the Grounds Manager.

28. Gravediggers/Funeral Directors' staff must advise the Grounds Manager of when they intend to be working in the cemeteries. The Funeral Director is responsible for the Health and Safety of his/her staff at all times whilst they are in the cemeteries.
29. Mechanical diggers may not be used in the cemeteries except in very special circumstances and with the express written permission of the Grounds Manager.

Memorials

30. Applications to erect a memorial will only be considered where the Exclusive Right of Burial has been purchased.
31. No memorial or inscription shall be placed in the cemeteries without a permit issued by the Burial Authority. The Burial Authority reserves the right to remove anything erected without written consent or which varies from a written consent. The expenses of removal will be charged to the person who erected the unauthorised memorial.
32. Work on memorials in the cemeteries can only be carried out between 9.00 am and 3.30 pm, Monday to Friday. The stonemason and/or his/her staff must advise the Grounds Manager of when they intend to be working in the cemeteries.
33. Applications must be made on the correct form and must be signed by the registered grave owner and contain full details of the proposed memorial including; dimensions, materials, inscriptions and be accompanied by a photograph or a line drawing of the proposed memorial. All memorials must be well constructed of granite or other stone in accordance with the National Association of Memorial Masons Code of Practice.
34. Headstones must be put up in line with the headstones of adjoining graves and in a position approved by the Burial Authority. They must not exceed 3 feet in height, nor more than 2 feet in width and must not be less than 3 inches thick. In the children's section, headstones must not be more than 18 inches wide. Tablets in the cremated remains area must be no larger than 18 inches by 18 inches.
35. Headstones may only be erected in accordance with the National Association of Memorial Masons Code of Practice. The Burial Authority can provide details of those stonemasons registered with the Burial Authority. Only those stonemasons registered with the Burial Authority are permitted to work in the Cemeteries.
36. Once the work is completed, the Burial Authority may carry out any test or check to verify compliance with the regulations and permit and may require the mason to attend and assist. The mason will immediately carry out any remedial action on any memorial failing such a test
37. Once a memorial is erected it remains the property of the grave owner, who is responsible for its maintenance. The Burial Authority will carry

out regular inspections of all memorials in the cemeteries and will advise owners, wherever possible, if a memorial is in need of attention. If the owner takes no action, or if the Burial Authority is unable to contact the owner, the Burial Authority reserves the right to carry out any work necessary to make safe and/or to maintain the proper aspect of the cemeteries and to recover the cost from the grave owner. The Burial Authority reserves the right to refuse the opening of any grave until all sums due for such work are paid.

38. Any repair work to memorials must have prior permission from the Burial Authority.
39. Requests for additional inscriptions to existing memorials will only be considered when made by the registered grave owner.

Exclusive Right of Burial

40. The Exclusive Right of Burial in a grave space or cremated remains plot may be purchased for a period of 50 years, at the end of which all rights return to the Burial Authority. However the registered owner of the Exclusive Right of Burial may at that time apply to renew for a further period at the discretion of the Burial Authority. Once the Exclusive Right of Burial has been purchased, the Burial Authority will issue a Deed of Grant to the registered owner pertaining to that grave space/cremated remains plot.
41. The Burial Authority reserves the right to apply different charge rates to residents and non-residents of the parishes of Great Baddow and Galleywood.
42. Following the death of the owner of the Exclusive Right of Burial, the Exclusive Right can be transferred to another person or persons. This would normally be the next of kin/beneficiary but can be other persons if they are able to establish a right. The Burial Authority is able to provide assistance in this matter and should be contacted in the first instance.
43. Where the owner of a grave is to be buried within that grave and no other person wishes to be assigned the rights and responsibilities of the exclusive right of burial, then the executor shall surrender the exclusive right to the Burial Authority. Where the exclusive right is not available the executor shall certify that all rights revert to the Burial Authority.
44. At any time the registered owner of the Exclusive Right of Burial can elect to assign the ownership to another person or persons. Enquiries on how this can be achieved should be made to the Burial Authority.
45. The Deed of Grant is a legal document and it is the owners' responsibility to keep it in a safe place and to keep the Burial Authority advised of any change of address.

Regulations

46. The Burial Authority has the right to review and amend these regulations whenever it considers it necessary to do so.

SIGNED ON BEHALF OF GREAT BADDOW PARISH COUNCIL
IN THE CAPACITY AS THE BURIAL AUTHORITY
THIS 15TH DAY OF MAY 2006
PURSUANT TO A RESOLUTION OF THE SAID COUNCIL AT IT'S
MEETING ON 10TH APRIL 2006

MRS C M SHAW - CHAIRMAN
A SOSIN - VICE CHAIRMAN
MISS ANN C WOOD LL.B. DMS - CLERK OF THE COUNCIL

Great Baddow Parish Council
The Parish Hall
19 Maldon Road
Great Baddow
CM2 7DW

Telephone 01245 472937
Fax 01245 477890
e.mail - info@greatbaddowparishcouncil.co.uk