



Battle Town Council



Cemetery Regulations

1. DEFINITIONS

- The term 'Council' means the Chairman and Councillors of Battle Town Council acting by the Council.
- The term 'Proper Officer' means the Town Clerk of the said Council or her/his Deputy.
- The term 'cemetery' means the cemetery owned and managed by the Council, situated off Marley Lane.
- 'Parishioner' means a resident of the area for which the Council is responsible.
- 'Council office' means The Almonry, High Street, Battle, TN33 0EA.

2. OFFICE TIMES

With the exception of statutory holidays, the Council office (01424 772210) will normally be open from Mondays to Fridays inclusive between the hours of 9.00am and 2.00pm when a Cemetery plan will be open to inspection and notices of interment may be given.

3. RIGHT OF INTERMENT

The right of interment is not restricted to those who were parishioners at the time of death. However, non-parishioners may normally only be interred on payment of double the standard fees.

4. EXCLUSIVE RIGHT OF BURIAL

The exclusive right of burial is available for purchase by parishioners both in advance and during the period of arranging an interment whereby the date and time for interment has been supplied to the Council office. The exclusive right of burial in a grave space may be purchased for a period of 100 years.

Purchase of an exclusive right of burial in advance by non-parishioners is at the discretion of the Council. In such circumstances the standard fees will normally be doubled.

The responsibility remains with the purchaser to prove ownership before burial or interment can take place. It is therefore recommended that, unless held in joint names, the names of those to be buried or interred are registered at the time of purchase. Personal information will be retained for the period of the Deed of Grant.

Purchasers or owners of exclusive right of burial cannot in any circumstances dispose of their rights to non-parishioners nor to parishioners without the consent of the Council.

Any transfer of ownership of the exclusive right of burial will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the records of the Council and may be subject to a transfer fee. Where a transfer is to a non-parishioner standard fees will normally be doubled.

5. TIMES OF BURIAL

On Mondays and Tuesdays, the interment of coffins and cremated remains shall only take place between the hours of 9.00am and 3.00pm (2.30pm December to February).

On Wednesday to Friday inclusive, the interment of coffins and cremated remains shall only take place between the hours of 9.00am and 2.00pm.

No interment shall take place on Saturdays, except in case of urgency. In such circumstances the standard fees will be doubled.

No interment shall take place on any Sunday or Christmas Day, Good Friday or Bank Holidays.

6. NOTICE PERIODS

Notices of interment, accompanied by notification of burial, Coroner's order or certificates of cremation, shall be delivered to the Council Office at least three full working days previous to any interment, provided that in reckoning such period of notice, Saturdays, Sundays and Public Holidays shall be excluded. This rule does not apply to interments required to take place immediately under medical certificate or Coroner's order, or in case of urgency.

If a completed notice of interment form is not delivered by the required time the Proper Officer reserves the right to postpone the interment.

7. NOTICE CONDITIONS

Every notice of interment shall be given on the Council's standard form which shall be properly completed and contain the following information:

- a) The full names, age, date of birth and usual residence of the deceased;
- b) The date of death;
- c) The address at which death occurred;
- d) The measurements of the coffin, casket or urn including fixed handles;
- e) The day and hour at which it is requested that the burial shall take place;
- f) The name of the Minister, Celebrant or other Officiant proposing to officiate;
- g) The area of the Cemetery required (and, if significant, whether consecrated, unconsecrated or Roman Catholic);
- h) The depth of the grave;
- i) Identifying number of the grave;
- j) Where appropriate the full name and address of the original purchaser or current owner of the grave space.

On application being made for the re-opening of a grave for interment, the grant of exclusive right of burial must be produced with the application. If for any reason the grant cannot be produced, the applicant shall provide the Proper Officer with such information and such evidence of his or her authority as the Proper Officer shall demand and shall indemnify the Council, its servants and agents, against any claim which may arise from the acceptance of such application by the Proper Officer.

8. PAYMENTS OF FEES

All fees and charges must be paid to the Proper Officer on notice being given of an interment and before the notice is accepted.

9. GRAVE SELECTION

All grave spaces will be allocated by the Proper Officer and will normally be in the next available plot.

10. GRAVE SPACES

The maximum size permitted for a coffin/casket in burial areas (except private plots) is 1.98m long x 60.9cm. Applications for burial of coffins/caskets above this size can be considered by the proper officer, however, purchase of an adjacent grave space may be required.

11. CONDITIONS OF BURIAL

Only one interment may take place at any appointed time. Priority shall be determined by receipt of a properly completed notice of interment.

No interment shall take place in a grave otherwise than in a wooden (or other suitable organic material) coffin, urn or casket without the written permission of the Proper Officer.

No interment shall take place in a grave in the Natural Burial Area otherwise than in a fully biodegradable coffin, casket or shroud. The body must be prepared for burial without the use of chemicals.

Where it is intended that a second and subsequent burial shall take place the soil shall be excavated an additional depth of 0.60 m beyond the ordinary depth of 1.52 m at the time of the initial interment.

No coffin shall be buried in a grave unless separated from any other coffin already placed therein by means of a layer of earth or concrete not less than 15 cm in thickness.

The burial of cremated remains within a grave space which is or may be intended for the future interment of a coffin shall take place within the confines of the grave space but outside that area normally reckoned to be required for such coffin interment viz. at the extreme head or foot corners of the grave space. Once cremated remains have been interred within the area normally reckoned to be required for a coffin interment, no such coffin interment will be permitted except with permission of the Proper Officer.

12. CHAPEL

Interments shall not be allowed in the Chapel.

The Proper Officer shall have power to exclude from the Chapel the body of any person who shall have died from an infectious disease or a corpse that is in her/his opinion in an offensive condition.

13. GENERAL CONDITIONS

Ashes may only be scattered within designated areas of the Cemetery.

No flowers, vases, materials or objects other than an approved vase or memorial may be permanently placed on any grave where an interment (body or cremated remains) has taken place. No solar lights are permitted within the cemetery.

For a period of 6 months following interment temporary appropriate items will be permitted. Appropriate items may also be placed on the grave for one month to recognise a specific occasion with permission of the Proper Officer.

Care of wreaths and flowers is the responsibility of the relatives, but any dead flowers, unsightly artificial flowers or unsuitable or damaged containers may be removed by the Council. GLASS CONTAINERS OR SOLAR LIGHTS ARE NOT PERMITTED as they pose a danger to Cemetery staff.

Miniature-shrubs, plants and flowers (but not trees) may be planted on graves in the old Cemetery. The Council reserves the right to prune, cut down, dig up, and remove any of the shrubs, plants or flowers where, in their opinion, they have become unsightly or overgrown, or when necessary for the purpose of allowing the grave to be re-opened.

Shrubs, plants and flowers may not be planted on graves in the new Cemetery except with the written permission of the Proper Officer.

Trees may only be planted in the Cemetery with the written permission of the Proper Officer.

The Council does not accept responsibility for any memorial tree which is purchased and/or planted on behalf of a parishioner or family member although provision will be made for appropriate tree care to be undertaken.

No permanent mounds will be permitted on any grave.

Every memorial and every grave space shall be kept clean and in good repair, order and condition by the owner or owners thereof; and on default by the owners then after 14 days notice in writing has been sent by recorded delivery post to the registered owner or owners at his or their registered address, the same shall be absolutely and unconditionally forfeited to the Council, who may take possession thereof and remove any such memorial as they may think fit. It is required that owners of memorials and their heirs and successors keep the Council informed of any change in contact details.

Any memorial of unauthorised material, any planted tree or shrub, plants or any memorial or object placed without permission of the Proper Officer and contrary to these Regulations will be removed at the owner's expense from the grave space by the Council after 14 days notice in writing has been sent by recorded delivery post to the registered owner at the last registered address.

No vehicle shall be allowed to remain within the Cemetery longer than is reasonably necessary and in no circumstances shall any vehicle be driven off the roads.

Nothing offensive to public decorum shall be permitted within the Cemetery.

Children under 10 years of age will not be admitted except when accompanied by a responsible person.

All visitors are requested to keep to the roads or footpaths except whilst visiting a grave and to observe proper decorum in all respects.

Dogs on short leads are allowed in the Cemetery.

Smoking is not allowed in the Cemetery or the Chapel building.

No musical instruments, audio equipment, flags or banners shall be allowed or taken inside the Cemetery without the written permission of the Proper Officer.

All visitors to the Cemetery shall respect the solemnity and dignity of all ceremonies conducted in the Cemetery. Vehicles shall not be parked so as to interfere with or impede such ceremonies and all work on

adjacent graves shall cease during the period of any ceremony. Visitors are requested to remain a respectful distance from any ceremonies in which they are not participating.

All instructions for the Cemetery staff are normally given by the Proper Officer. However, if any orders or instructions consistent with these Regulations are otherwise given to Council staff they are executed at the sole risk of the person giving such orders or instructions, and neither the Council nor its staff will be responsible for any misunderstanding that may arise with regard to such orders or instructions.

14. MEMORIALS

Memorials and vases are only allowed on graves where an interment (body or cremated remains) has taken place. The permission of the Proper Officer shall be obtained before any vase is placed or any memorial is erected or any inscription or ornamentation is incorporated on a proposed or existing memorial. Such consent will only be given if the proposed memorial complies with the requirements of these regulations.

Memorials shall be constructed of good quality materials (plastic is not permitted) and shall be fixed to the minimum standard of the National Association of Memorial Masons.

Clear, written details of the form, material, dimensions and foundation of every memorial proposed, and the wording of all inscriptions, must be received with applications for approval. The Proper Officer or such person or persons as she/he may delegate for the purpose shall have power to reject any work, materials or inscriptions under this regulation.

Only wooden memorials, supplied by the Council, shall be allowed in the Natural Burial Area.

No brick graves or vaults shall be allowed.

Any person erecting or replacing a memorial or kerb in the Cemetery shall site it to the satisfaction of the Proper Officer and shall cause to be engraved upon it previous to erection, the letter and number of the grave over which it is to be erected or placed, in letters and figures of not less than one centimetre in height, properly leaded or blacked.

No enclosure shall be placed around any grave in the Cemetery, except private plots.

The Council will carry out an annual memorial inspection, in accordance with the Institute of Cemetery and Crematorium Management guidelines, to ensure memorials are suitably stable and do not present any safety risk to visitors, staff or contractors. Where a memorial is found to be unstable this will be laid down and, where possible, the grave space owner or family will be notified. Any memorial can only be reinstated by an approved memorial mason.

Every memorial remains the responsibility of the owner and must be kept in good repair at all times. The Council reserves the right to repair at the owner's cost or remove any stone, monument or memorial where the owners fail to comply with this regulation. Any monument, stone or kerb erected or placed on a grave required to be reopened for an interment therein shall be removed and replaced by and at the expense and risk of the owner or person arranging the interment.

No memorial shall be removed from the Cemetery except with the permission of the Proper Officer.

Headstones on graves where an interment of a body has taken place, must not exceed 90 cm, nor be less than 45 cm in height; must not exceed 15 cm, nor be less than 7.5 cm in thickness, except on private plots.

The base of a memorial must not exceed 8 cm in height, nor exceed 30 cm in depth, nor 75 cm in width except on private plots.

Kerb sets are not permitted in the cemetery extension. Where a kerb set is permitted, the overall maximum size is 198cm x 75cm

15. ADDITIONAL REGULATIONS APPLYING TO THE GARDENS OF REMEMBRANCE

No casket or urn to be interred shall exceed 48 cm x 23 cm x 30 cm deep.

A second interment within a plot shall be at the discretion of the Proper Officer.

Memorials placed in the Garden of Remembrance shall be a flat tablet, must be 30 cm x 30 cm x 5 cm and made of an appropriate, traditional material.

The planting of trees or shrubs is not permitted.

16. ADDITIONAL REGULATIONS APPLYING TO AREAS SET ASIDE FOR CREMATED REMAINS IN THE NATURAL BURIAL AREA

No casket to be interred shall exceed 48 cm x 23 cm x 30 cm deep.

Up to two interments are allowed within a plot at the discretion of the Proper Officer. Where it is intended that a second interment shall take place, the soil shall be excavated to an additional depth beyond the ordinary depth at the time of the initial interment.

Only wooden memorials, supplied by the Council, shall be allowed in the Natural Burial Area.

17. ADDITIONAL REGULATIONS APPLYING TO OTHER AREAS SET ASIDE FOR CREMATED REMAINS

No casket or urn to be interred shall exceed 48 cm x 23 cm x 30cm deep.

Up to four interments are allowed within a plot at the discretion of the Proper Officer.

Headstones on graves where an interment of cremated remains has taken place in the Maplewood section, must not exceed 60 cm, nor be less than 30 cm in height; must not exceed 15 cm, nor be less than 8 cm in thickness.

The base of a memorial can incorporate an inset memorial vase but must not exceed 8 cm in height, nor exceed 25cm in depth, nor 40cm in width except on private plots.

The planting of trees or shrubs is not permitted.

Memorials placed on graves where an interment of cremated remains has taken place in the Oakwood section, must be 30 cm x 30 cm x 5 cm and made of an appropriate, traditional material. As this area will remain grass laid the Council will not accept responsibility for maintenance of the direct surrounding area.

18. ADDITIONAL REGULATIONS APPLYING TO THE CHILDREN'S CEMETERY

Memorials must not exceed 60 cm, nor be less than 20 cm in height.

The base of a memorial must not exceed 8 cm in height, nor exceed 15 cm in depth, nor exceed 40cm in width.

The planting of trees or shrubs is not permitted.

A maximum of ten toys or similar item may be placed on a grave. No vases, materials or additional objects other than an approved vase or memorial may be placed on the plots.

19. ADDITIONAL REGULATIONS APPLYING TO PRIVATE PLOTS

Memorials may exceed the standard dimensions above, but the written permission of the Proper Officer shall be obtained before any memorial is erected or any inscription or ornamentation is incorporated on a proposed or existing memorial. Such permission will only be given if the proposed memorial is considered to be in keeping with the dignity of the Cemetery.

20. These regulations may be changed from time to time at the discretion of the Council.