



**RULES AND REGULATIONS MADE BY REEPHAM TOWN COUNCIL FOR THE  
MANAGEMENT OF REEPHAM CEMETERY  
(Local Government Act 1972 & Local Authorities' Cemeteries Order 1977)**

**ADMINISTRATION**

The Burial Authority referred to in this document is Reepham Town Council. These rules and regulations will be applied and enforced by designated officers working for the burial authority.

The Cemetery referred to in this document is any cemetery owned and operated by Reepham Town Council.

All correspondence should be addressed to:

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These regulations are made under the Local Government Act 1972 & Local Authorities' Cemeteries Order 1977 as amended by Local Authorities' Cemeteries (Amendment) Order 1986 and the burial authority will review and amend these regulations as necessary.

Regulations have always existed in cemeteries and are a necessary requirement for the effective management of a burial facility and to ensure that the cemetery is maintained for quiet contemplation.

These rules and regulations should be read in their entirety. Section headings are not exclusive and all regulations apply equally to all cemetery users.

As well as the following rules and regulations, the Local Authority Cemeteries Order applies. In particular, Clause 3(1) of this order states that:

***'Subject to the provisions of this order, a burial authority may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery'***

Anyone who is unclear on the rules and regulations should contact the Town Council for advice before placing memorials or tributes. Permission must be sought for anything not covered by these rules.

## **GENERAL CONDUCT FROM VISITORS TO THE CEMETERY**

1. All persons are expected to conduct themselves in an orderly manner and should keep to the roads and footpaths when not attending graves. All vehicles being driven within the cemetery are limited to a maximum speed of 5mph. Parking is for cemetery users only. No vehicles must be parked in the cemetery overnight nor be allowed to park on the grass.
2. Children under the age of 12 should be accompanied by a responsible person over 18 years of age.
3. Dead flowers and other litter should always be deposited in the litter bins provided.
4. Dogs must be kept on leads and under control at all times. Dog faeces must be removed and deposited in an appropriate and responsible manner by the dog owner. (Dog bins are located at both ends of the cemetery).
5. No person shall offer goods for sale or solicit orders for the sale of any goods within the cemetery.
6. Visitors or other persons shall not interfere with any workmen employed by the burial authority and shall not employ them to execute any private work whatsoever in the cemetery.

## **CONDITIONS REGULATING EXCLUSIVE RIGHTS OF BURIAL (ERB)**

7. Exclusive Rights may be purchased by Reepham residents wishing to reserve a grave space close to a loved one or in a specific area of the cemetery. The purchase of the Exclusive Rights of Burial allows the grant holder to determine who may be interred in the grave. ERB are normally for a period of 50 years from the date of purchase. **The purchaser is not buying the grave freehold and does not own any land.** The burial authority determines the total number of burials and/or cremated remains that may be interred in each grave. More than one grave space may need to be purchased to accommodate oversize coffins.
8. Where ERB has been purchased in advance and the rights have not been used or renewed within a 10 year period, the council will assume that they are no longer required and may reassign them.
9. The Exclusive Rights of Burial (ERB) must be purchased prior to interment or the erection of a memorial.

10. The ERB may, at the discretion of the burial authority, be renewed for a further period of time on expiry. A charge will be made for renewal.
11. The deed of grant issued in relation to Exclusive Rights of Burial is an important document and should be kept in a safe place. The burial authority encourages grant holders to ensure that other responsible person/s are aware of the existence of the deed of grant.
12. The ERB can be bequeathed in a will. It can also be transferred to another person by assignment for which a fee may be payable to the burial authority.
13. Any change of address must be notified to the burial authority in order that up-to-date records are maintained and so that the burial authority is able to contact holders of ERB as and when required. No responsibility can be accepted for information which does not reach a grant holder if the burial authority has not been informed about a change of address.
14. Graves for which the Exclusive Rights of Burial apply can only be opened with the written consent of the person to whom the Deed of Grant is issued. If the interment is to be that of the grant holder the Exclusive Rights of Burial must be updated with the new grant holder details before a grave may be opened.
15. An interment fee is payable each time a grave is reopened.
16. In the event that the holder of the grant of ERB wishes to return these rights to the burial authority, no refund will be made if any burials have been made in the plot. If the plot is empty, a refund will be payable according to the amount of unexpired whole years remaining on the Exclusive Rights. The refund will be calculated on the fees paid when the ERB was originally purchased. An administration fee will be charged.
17. Holder of the ERB has an automatic right to be buried in the grave providing there is space for another interment in the grave space. They can place a new memorial or alter an existing one once they have obtained permission to erect a memorial.
18. The burial authority will refuse to allow the purchase of ERB to a third party if, in the opinion of the burial authority, such a purchase would:
  - present a third party with the opportunity to decide who could and who could not be buried within the cemetery;
  - provide an opportunity for the third party to profit from the use of the grave;
  - create lack of clarity for future management issues, particularly the ownership of, and liability for, any memorial.

## **CONDITIONS REGULATING BURIALS**

19. The location of each new burial plot will be allocated by the burial authority. Where a new burial plot is required (i.e. the burial will not be in an existing, purchased plot) all reasonably practicable efforts will be made to accommodate the wishes of the deceased and the preferences of the bereaved. The final decision on the allocation and use of any new burial plot rests with the burial authority.

20. Those requiring interments in the unconsecrated area of the cemetery should make their wishes clear to their funeral director / burial authority. Such requests will be accommodated subject to sufficient space being available.
21. Funeral directors must arrange where necessary, for memorials to be removed from the grave to allow graves to be reopened. Responsibility for any memorial removed will remain with the funeral director or stone mason as instructed by the holder of grant of Exclusive Rights of Burial (ERB).
22. Erection or reinstatement of a headstone memorial following an interment is not normally permitted for a period of nine months to allow the ground to settle. After this time the instruction of the holder of Exclusive Rights of Burial to the funeral director or monumental mason may be carried out.
23. All graves are excavated by authorised contractors, employed directly by the funeral directors.
24. Floral tributes placed on a grave after a funeral should be removed when the tributes are seen to be decaying, normally within four weeks of the date of the funeral. Tributes not removed by this time may be disposed of by the burial authority.
25. In certain circumstances, it may be necessary for the soil that is excavated from a grave being prepared for an interment to be laid onto an adjacent grave. The burial authority will ensure that this is for the shortest time possible and that any adjacent grave affected will be protected by boards on the grave and in front of any headstone. This will only occur if the soil cannot reasonably be placed elsewhere and after the funeral any affected grave will be fully reinstated.
26. No brick lined graves will be permitted. All coffins and caskets must be biodegradable. No metal coffins or caskets are permitted.

#### **CONDITIONS REGULATING FUNERAL DIRECTORS AND OTHER PERSONS WORKING IN THE CEMETERY**

27. All funeral directors and persons working in the cemetery are required to obtain the permission of the burial authority and to provide on request the following documentation: Full risk assessments and method statement showing how work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property. These must cover all aspects of work the funeral director / contractor are likely to undertake and all issues relating to vehicle access and movements within the cemeteries.

A copy of their health and safety policy and appropriate code of practice

A copy of their Public and Employee Liability insurance with at least £5 million cover.

#### **CONDITIONS REGULATING GRAVES**

28. No plants, trees, shrubs or other vegetation of any kind should be planted on or around graves or anywhere in the cemetery. The burial authority may prune, cut down or remove any vegetation which, in the opinion of the burial authority, has become unsightly, overgrown or is interfering with graves.
29. To assist with the maintenance of the cemetery, tributes are permitted on the plinth of the headstone / memorial only. Flowers and wreaths are not permitted on the grassed area of the grave except for the period of 4 weeks after interment. Where in the past, a separate vase has been authorised, this must be placed on the plinth or as close to the plinth as possible.
30. If there is no headstone or memorial on a grave, tributes must be restricted to an area at the head of the grave in line with other memorials and not exceeding an area covering 92cm wide x 36cm deep. Any additional tributes must be approved by the burial authority.
31. In the interests of health and safety no breakable items are permitted (i.e. no glass vases) The burial authority reserve the right to remove any items which have been placed on the grave if, in the opinion of the burial authority, they present a health and safety risk (particularly if damaged).
32. No grave mound, edging, kerbing, kerb sets, railings or fencing of any style or height is permitted. No stones, chippings or shingle is permitted on the grave space.
33. No wooden memorial post or other wooden erection shall be placed around, over or upon any grave except as a temporary memorial pending a permanent stone memorial being erected. The maximum permitted height for a wooden marker is 800 mm (32 in). Permission must be sought from the burial authority in advance for wooden memorials that are intended to remain in situ for longer than 12 months.
34. The burial authority is not responsible for any items placed in the cemetery by visitors and may remove any such items placed in the cemetery at any time and without prior notice. Unauthorised items will be removed without payment or consideration of compensation.

### **CONDITIONS REGULATING HEADSTONES, MEMORIALS AND MONUMENTAL MASONS**

35. Memorials are not permitted on un-purchased graves or anywhere in the cemetery excepting with the written permission of the burial authority and in relation to an interment within the cemetery
36. No memorial shall be erected upon any grave, unless the ERB has been purchased and an application for permission to erect a memorial has been made by the grant holder and approved by the burial authority. A licence to erect a memorial will be for a maximum of 20 years but can be extended on application at the end of this term upon payment of an additional fee that may be in force at the time.

37. Applications for permission to erect a memorial are available from the burial authority and can be downloaded off the website [www.reephamtowncouncil.org.uk](http://www.reephamtowncouncil.org.uk). The written application should be submitted to the burial authority accompanied by the appropriate fee.
38. The full design and installation specification must be provided by the monumental mason to the burial authority in advance of any works commencing on site. Headstones must not exceed a height of 137cm. The base shall be no larger than 36cm by 92cm. Only one memorial is permitted per plot.
39. All memorials are privately owned and remain the sole responsibility of the owner at all times. Contact details for the owner must be given to the burial authority and the burial authority must be advised should these details change or if responsibility for the memorial is passed to another person.
40. Each memorial must be kept in good repair by the owner.
41. The burial authority reserves the right to refuse to allow the placing of an inscription upon any memorial if, in the opinion of the burial authority, it is deemed to be libellous, inaccurate or likely to cause offence to any person or body of persons.
42. Any memorial that is erected without the written approval of the burial authority is unauthorised and may be removed and stored until such time as a proper application is made and approved. A fee will be charged in respect of the removal and storage in addition to the appropriate erection fee.
43. All memorials must be designed and installed to meet the standard BS8415, the BRAMM (British Register of Accredited Memorial Masons) guidelines (Blue Book) and the NAMM (National Association of Memorial Masons) Code of Practice (current versions).
44. All memorials must be installed using NAMM approved ground anchor system that conforms to BS8415.
45. All new memorials will be subject to inspection as part of the memorial inspection programme to ensure that they are securely installed and do not present a health and safety risk and to ensure that there are no discrepancies between the memorial and original application. Any corrective or remedial works required must be carried out within 28 days.
46. Each memorial shall have on the side close to the base the mason's name and the number of the grave and an anchor symbol to indicate that a ground anchor has been fitted.
47. Each memorial shall be placed in line with other memorials in the same section.
48. All memorial masons are required to provide to the burial authority on request the following documentation: full risk assessments and method statement showing how

work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property. These must cover all aspects of work the mason is likely to undertake and all issues relating to vehicle access and movements within the cemeteries.

A copy of their health and safety policy and appropriate code of practice

A copy of their Public and Employee Liability insurance with at least £5 million cover.

49. No hewing or dressing of any memorial will be permitted in the cemetery.
50. The burial authority will arrange for a continuous programme of safety inspections to establish whether memorials are at risk of falling and causing damage or injury. If any memorial is found to be unsafe the burial authority has a duty to minimise the risk and will take the action which best suits the circumstances relating to the individual memorial. Any memorials deemed to be unsafe will be reported to the owner who should arrange immediate repair. If the owner fails to repair any damage within three months, following notification from the burial authority or cannot be contacted within that time, the burial authority has the right to take appropriate action. It should be noted that the burial authority will not take steps to effect repairs.
51. In the case of vandalism to a memorial, it is the responsibility of the owner or representative to make any repairs. The burial authority advises owners to take out insurance to cover any damage. Any damage that is caused must be made safe to the standard of NAMM and be carried out, in agreement with the burial authority by a certified memorial mason.
52. The burial authority will follow relevant guidelines and best practice and will publish full details of the inspection programme and procedure. The burial authority will use its own website, local media and cemetery signage to communicate this information and will make reasonable efforts to contact grave owners, subject to paragraph 13 of these rules and regulations.

#### **CONDITIONS REGULATING CREMATION PLOTS IN MEMORIAL GARDEN**

53. A cremation plot is 60cm x 60cm and two interments will be permitted. Memorial tablets shall not exceed 45cm x 45cm and shall be laid level with the ground and in line with other tablets. All holders containing cremated remains must fit within the area of the cremation plaque and must be biodegradable.
54. Flower containers and approved tributes must sit within the area of the tablet at all times. Unauthorised items will be removed without payment or consideration of compensation.
55. No trees, shrubs, plants or any kind of memorial will be permitted on the cremation plots and the burial authority will remove unauthorised vegetation.
56. All cremation plots will be allocated consecutively by the burial authority.

Approved by Reepham Town Council on 10<sup>th</sup> September 2014