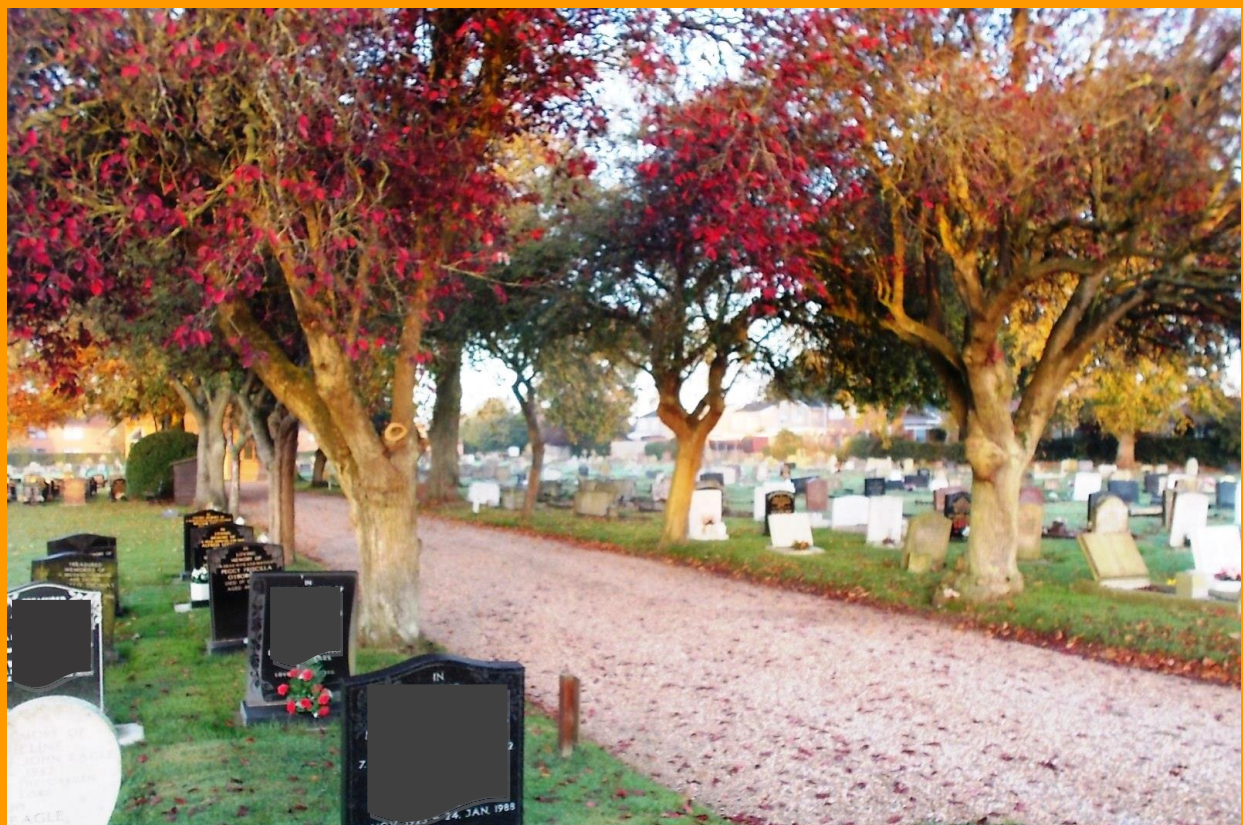


**SWAFFHAM TOWN COUNCIL.
SWAFFHAM CEMETERY
BRANDON ROAD.**



SWAFFHAM TOWN COUNCIL

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Rules and Regulations made by the Council for the Management of Swaffham Cemetery

The Town Council is responsible for the upkeep of the Cemetery and Chapel but the responsibility for maintenance of memorial headstones is a matter for the next of kin who are asked to observe the rules & regulations to help us in the maintenance and upkeep of the Cemetery.

1. The Cemetery will be open to the public daily between 8.00 a.m. and half an hour before sunset. Information relating to the Cemetery should be directed to the Town Clerk at the Town Hall, 4 London Street, Swaffham (Telephone 01760 722922).
2. Plans showing the situation of each grave are kept at the Town Hall office, and may be inspected, without charge, during normal office hours. A Plan of the layout of the Cemetery is also at the office.
The Town Hall is open Monday 9.30am – 1.00pm. 1.30 4.00pm.
Tuesday - Friday 9.30a.m – 1pm.
3. Three clear days' notice must be given to the Clerk of the Council for an interment in an earthen grave, Saturdays, Sundays and Bank Holidays are excluded in reckoning the length of notice. This rule will not apply to any religion which requires immediate burial or, in the case of death from endemic disease upon medical certification.
4. All requests must be confirmed on appropriate forms at the Town Hall, Swaffham before the interment and, in the case of monuments, headstones and other memorials, before they are erected. The subsequent fees or charges are to be paid under the terms of the Invoice.
5. The certificate for the disposal of a body, or in the case of an inquest the Coroners Order for Burial, must be produced before interment. If the deceased was diagnosed with CJD or Anthrax only a single grave will be dug, and it cannot be reopened for a second interment. For the burial of a still-born child an appropriate certificate issued by the Registrar of Births and Deaths or the Coroner will be required. A certificate of Cremation must be produced within 10 days following the interment of ashes.
6. The time fixed for the funeral must be that at which the procession is at the Cemetery. No interment will take place after 2.30pm Saturday, Sunday, Good Friday, Christmas day, or Bank Holiday except on the certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary. Interments may take place at the Cemetery upon payment of the ordinary fees on Mondays, Tuesdays, Wednesdays, Thursdays & Fridays between the hours of 9.00am and 3.30 p.m. October to March, extended to 4 p.m. April to September.
7. Purchasers of Exclusive Rights of Burial may select the sites thereof subject to the Regulations of the Council. The sites of un-purchased or common graves or those reserved for cremated remains will be determined by the Council or their Clerk. Exclusive Right of Burial may be purchased by the next of kin upon payment of the appropriate charge. This entitles the purchaser to determine who shall be interred in that particular grave. The grant of such rights does not confer on the owner any right of title to the land, the grave itself remaining at all times the property of the Council.

GRAVES WHERE EXCLUSIVE RIGHTS OF BURIAL IS PURCHASED

The charge for an exclusive right of burial is payable in addition to ordinary interment and other fees and entitles the person to whom the grant is made to the exclusive right of burial in the grave mentioned. This means that the person to whom the grant is made possesses the exclusive right of burial in that grave for the period of 100 years. The Council will also permit a kerbstone, headstone or other suitable memorial to be placed over a grave in which the exclusive right of burial has been granted. BEFORE any such kerbstone, headstone or memorial is erected it is necessary to obtain the Council's permission to its erection and for the proper fees to be paid.

GRAVES WHERE NO EXCLUSIVE RIGHT OF BURIAL HAS BEEN GRANTED

Upon payment of the usual interment and other fees, the Council permit burials in graves where no exclusive right of burial has been purchased. In these circumstances the Council reserves the right to make further burials in the same grave at a later date. Because there will normally be more than one burial in a grave where an exclusive right of burial has not been purchased, it is not possible to permit an erection of kerbstones, headstone or other memorials over these graves. Subject to the payment of the specified fee, however, a small moveable vase may be placed on the grave.

8. All graves are to be excavated by persons appointed by the Council or authorised by them and, except in the case of children's graves and graves for the reception of cremated remains, are to be dug at least 4 feet 6 inches deep (single). It is recommended that the depth for a double should be 6 feet 6 inches, but a minimum depth of 6 feet is acceptable.
9. All grave mounds will be removed after the expiry of twelve months from the date of interment. Temporary markers must be erected by the undertaker but may be removed after 9 months from the date of interment. Temporary markers must be removed when a memorial (headstone etc) is erected. If you wish to have the temporary marker returned to you please ensure you inform the undertaker, stonemason and Swaffham Town Council.

MEMORIALS

10. No monument of any sort will be allowed to be erected or placed on any grave or in any part of the Cemetery without the written consent of the Council. Permission to erect a headstone or other memorial is normally applied for by the stonemason. Before any monument is placed or erected a drawing thereof, with the proposed inscription and details of any decorative engraving, must be left at the Council Office for at least seven days in order to obtain the necessary approval. All applications must be accompanied by the appropriate fee. No approval will be given until the fees are received. Any questions concerning the fitness of any inscription or the design or material construction of any monument erected or placed on consecrated ground shall be determined by the Bishop of any Diocese. If any monument is erected in violation of the Regulations of the Council, the same may at any time be removed by the Council without notice.

The Cemetery rules have been created by the Council and apply to all parts of the Cemetery, with Regulations as follows:-

No mounds may be constructed on graves and no memorial stones (other than approved headstones and/or flower vases) may be erected.

MEMORIALS which may be permitted are only in the form of:-

- (a) Option 1 - A Headstone not exceeding 2'6" in width, 4" thickness and 3'0" in height.

- (b) Option 2 - A Headstone not exceeding 2'6" in width, 4" thickness, exceeding 3'0" in height up to a maximum of 4'6"

If a stepped plinth is incorporated in the design the base will be permitted up to 2'6" by 1'6". The concrete base should not be above ground level when fitted.

- (c) Option 3 - A Headstone memorial with a kerb stone enclosing a space not exceeding 7'x 3' with a Headstone not exceeding 3'0" in height, 4" thickness and 3'0" in width.

- (d) Option 4 - A Headstone memorial with a kerb stone enclosing a space not exceeding 7'x 3' with a Headstone exceeding 3'0" in height, 4" thickness and 2'6" in width, up to a maximum of 4' 6"

- (e) Option 5 – A Headstone memorial with a kerb stone enclosing a space not exceeding 7'6"x 7'6" with a Headstone not exceeding 3'0" in height, 2'6" in width, and 4" in thickness.

- (f) Option 6 - A Headstone memorial with a kerb stone enclosing a space not exceeding 7'6"x 7'6" with a Headstone exceeding 3'0" in height, 4" thickness and 2'6" in width, up to a maximum of 4'6".

On the Ashes Section a desk tablet not exceeding 1'6" x 1'6" will be permitted. All these tablets must be placed on a 24" x 24" slab base.

A maximum of 2 vases not exceeding 8 inches in height, width or thickness are permitted per grave. These can be freestanding vases, pots or receptacles and must be placed in line with the memorial headstones, or two vases preformed within the headstone itself.

Unapproved materials such as stones metal/hoop wire lawn edging placed around graves will be removed without notice.

Unauthorised temporary memorials including wreathes, ornaments, vases and silk flowers, may be removed without notice and disposed of by the Council.

Christmas wreaths are permitted for a longer period and will be removed by the Council in the beginning of February.

Flower vases or any receptacles of any kind must not be glass and are not permitted anywhere in the Cemetery.

11. All foundations of monuments, the removal of or re-fixing of same, and other work connected therewith will be regulated by the Clerk of the Council (or designated officer). Any person undertaking such work must use such means as the Clerk of the Council (or designated officer) shall direct for the protection of the grass and the walks during the progress of the work. Such persons shall, upon completion of the work, clear away any materials not used, or any other rubbish deposited on the site of the works to the satisfaction of the Clerk of the Council (or designated officer), and shall be responsible for any damage done in carrying out and completing any of the above works.

FIXING

The memorials shall be in line at the head of the grave on a 3" deep reinforced concrete foundation or landing with ground anchorage, set firm and level 1/2" below ground level, with a 4" projection all-round the bases of the headstone or plinth.

Headstones shall be securely dowelled to the landing or the plinth and bedded in cement mortar. Plinths shall be bedded on to the landing.

Tablets (and Flat Stones) on ashes plots shall be secured in a concrete foundation, set firm and level 1/2" below ground level, such foundation not to exceed 24" x 24".

N.B. ALL MEMORIALS must be erected to the specifications applicable at the time by members of the National Association of Memorial Masons (NAMM). These may change at various times in line with Government Legislation and Stonemason guidance. All memorials shall be the subject of a Topple

12. All monuments shall be inscribed with the grave section, row and number to which they relate. Any monument/inscription for a person not interred in Swaffham Cemetery must indicate that fact (e.g. "interred elsewhere", "buried at sea", etc)
13. At least 24 hours' notice must be given to the Council Office before the monument/cross is erected to avoid clashing with other activities in the Cemetery.
14. All monuments including permanent wooden crosses shall, after erection, be kept in good repair by the owner and unless this is done the Council reserve the right to cause them to be repaired or removed at the owner's expense. Small wooden crosses may be erected temporarily for a short period after interment either to identify a new grave or until a permanent memorial stone is erected. However, these crosses must not be left on graves for more than one year. Grave mounds will be levelled nine months after each burial. Headstones cannot be placed before a period of 10 months after any burial. Full kerb stones cannot be placed before a period of 12 months after any burial. Cleaning of any memorial stone is the responsibility of the owner of the stone. If any monument is erected in violation of the Regulations of the Council, the same may at any time be removed by the Council without notice.
15. Christmas Wreaths, Floral Tributes and other adornments: - Next of kin and visitors are welcome to place wreaths (and cards) on graves during the Christmas period provided they are removed by the 14th February. ALL wreaths (and cards) left on graves after that date will be removed by the Council and disposed of respectfully. Other floral tributes will be removed when faded. Other adornments should be restricted to the memorial headstone. The Town Council holds no responsibility for these.
16. No Shrubs, plants or flowers may be planted within the Cemetery or on any grave therein, nor may any shrubs, plants or flowers be cut or carried away without consent. The Council reserve the right without notice and payment of compensation to prune, cut down or dig up and remove any shrub, plant or flower planted without authorisation or which in their opinion has become unsightly or overgrown. Problems occur when grass is cut and, although Cemetery staff take every care to replace vases on the correct grave and not to damage any vases, any unmarked vases could be placed back on the wrong grave.
17. Motor vehicles are prohibited from entering the Cemetery burial areas, vehicles are permitted only to use the entrance drive and designated tracks located mainly around the perimeter. Temporary parking for short periods is only permitted for the purposes of funerals and in connection with the erection and maintenance of monuments. This rule will not apply to any approved means of invalid conveyance.
18. Every person who shall wilfully destroy or injure any building, wall, fence or seat belonging to the Cemetery, or destroy, damage or injure any tree or plant therein, or who shall daub or disfigure any wall thereof, or put up any bill therein or on any wall thereof, or wilfully

destroy injure or deface any monument, tablet, inscription or grave stone within the Cemetery, or do any other wilful damage therein shall be liable for prosecution.

19. Children under the age of twelve years of age will not be allowed within the Cemetery except under the care of a responsible adult; and visitors will be expected to observe proper decorum at all times.
20. No person shall be allowed to offer goods for sale or to solicit orders for the sale of any goods within the Cemetery. Offenders will be liable to expulsion.
21. Every person who shall play at any game of sport, or discharge firearms, except at a military funeral, in the Cemetery or who shall wilfully and unlawfully disturb any person assembled in the Cemetery for the purpose of burying a body therein, or who shall commit any nuisance within the Cemetery, shall; be liable for prosecution. The consumption of alcohol within the Cemetery is strictly prohibited. Alcohol may be consumed in the Cemetery Chapel at a Wake, with the prior permission of the Clerk of the Council (or designated officer)
22. Persons bringing dogs in to the Cemetery must keep them on a lead and under proper control at all times.
23. The riding of horses through and within the Cemetery is strictly prohibited.
24. The riding of cycles and motorcycles through and within the grassed areas of the Cemetery is strictly prohibited.
25. The Council reserve the right from time to time to make alterations or additions to the foregoing Rules and Regulations consistent with the Burial Acts. The Regulations of Her Majesty's Secretary of State, under the Burial Acts, and applicable to the Cemetery must be considered as incorporated herewith.

