

## Swaffham Cemetery Brandon Road, Swaffham



### **Rules and Regulations created** by the Council for the Management of Swaffham Cemetery

The Town Council is responsible for the upkeep of the Cemetery however the responsibility for maintenance of memorial headstones is a matter for the next of kin.

There are rules relating to memorials and graves, to help achieve the highest possible standard of maintenance.

We ask that these be observed to help us in the maintenance and upkeep of the Cemetery

### **General Information**

- The Cemetery is 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 Hall, 4 London Street, Swaffham, PE37 7DQ, 01760 722922, [reception@swaffhamtowncouncil.gov.uk](mailto:reception@swaffhamtowncouncil.gov.uk)
- A layout of the Cemetery including the situation of each grave is kept at the Town Hall office, and may be inspected, without charge, during normal office hours.
- The Town Hall is open Monday – Thursday 10am – 4pm, Fri 10am-1pm.

### **Procedure**

All requests:

- **Three clear days'** notice must be given to the Clerk of the Council for an interment in an earthen grave – burial or ashes.
  - Saturdays, Sundays, and Bank Holidays are excluded in reckoning the length of notice.
  - This rule does not apply to any religion which requires immediate burial or, in the case of death from endemic disease upon medical certification.
- All requests must be received on Council Application forms - available 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.
- Interments can take place – Monday to Thursday between 9.00am and 3.30 p.m. and Friday 9.00am to 1.00pm October to March, extended to 4 pm on a Monday to Thursday between April to September.
- No interment will take place on a 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.

### **Burials & Ashes**

- A Council Interment application form is required from the Funeral Director.
- Council approval is given once records are checked.
- For new plots an Exclusive Rights fee & certificate will be issued for the plot
- The certificate (green form) 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.
- Once the funeral/interment has been completed the Council will issue an invoice.
- Once the invoice has been paid the relevant Exclusive Rights certificate is issued via the FD or direct to the next of kin.

## **Memorials**

- A Council Memorial application form is required from the relevant stonemason – including a drawing, with the proposed inscription and details of any decorative engraving, must be provided to the Council. before approval can be given.
- Approval can only be given by the Council for plots where a burial/ashes has been allocated/completed.
- For Burials the memorial stone cannot be laid for at least 10 months after interment.
- Full kerb stones cannot be placed before a period of 12 months after any burial.
- For Ashes it is acknowledged the stone may be required for the same date as the interment – in these instances the Council require an Interment Form for the Ashes interment be approved first - even if a date has yet to be agreed – before approval can be given on a stonemason request.

## **Graves - burials & ashes**

- All graves must be excavated by qualified persons appointed by the Funeral Director 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 a minimum of :
  - a. 4 feet 6 inches deep (single).
  - b. 6 feet 6 inches deep (double)
- 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 or when a memorial (headstone etc) is erected, whichever is sooner.

## **Exclusive Rights**

- Any member of the public or Funeral Director can enquire as to available plots - plots can be provisionally set aside however until a formal Exclusive Rights approval has been given (by form or via interment) then the plot remains available to the public.

## **Purchasing Exclusive Rights of Burial**

- Purchasers 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 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 pre 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 99 years.

## **Graves where no Exclusive Right of Burial has been granted**

- For new Interment applications, where no Exclusive Rights have been purchased previously, the Council will issue an Exclusive Rights of Burial as part of the interment.
- Once the funeral/interment has been completed the Council will issue an invoice.
- Once the invoice has been paid the relevant Exclusive Rights certificate is issued via the FD or direct to the next of kin.

## **Transfer of Ownership of Exclusive Right of Burial**

- Effecting a legally sound transfer of ownership is vitally important in order to protect your authority or company. It is imperative that you only allow a transfer of ownership to take place to the person or persons who are entitled.
- A transfer can be legally effected on the production of a Grant of Probate or Letters of Administration.
- If one or the other of these legal documents have not been issued a Statutory Declaration made by the lawful next of kin must be completed.
- Check ICCM website for clarification: <https://www.iccm-uk.com/iccm/>

## **Memorials**

- No monument 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.
- 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.
- No mounds may be constructed on graves and no memorial stones (other than approved headstones and/or flower vases) may be erected.
- Cemetery grave memorial inscriptions should either record those interred in the grave, matching burial records, or buried "elsewhere" and referenced in the memorial inscription.

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

**Grave Sections – A, B, C, D, F, G H, I, J**

- A Headstone not exceeding 2'6" in width, 4" thickness and 3'0" in height.
- 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.
- 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.
  - 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"
  - 7'6" x 7'6" with a Headstone not exceeding 3'0" in height, 2'6" in width, and 4" in thickness.
  - 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".
- Coloured graphics on headstones by prior approval only.
- Flat stone placed horizontally with the top at ground level 12"x12".
 

For use when ashes are interred in a grave or for a person not interred in Swaffham Cemetery eg "resting elsewhere", "buried at sea", etc

**Ashes Section E**

- Flat stones placed horizontally with the top at ground level 15"x12"
  - A desk tablet not exceeding 1'6" x 1'6" will be permitted. All ashes 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.
  - Flower vases or any receptacles of any kind must not be glass and are not permitted anywhere in the Cemetery.
  - All foundations of monuments, the removal of or re-fixing of same, and all other connected work will be regulated by the Council; work undertaken must ensure the protection of the grass and the walks during the progress of the work and once completed must clear away any materials not used, rubbish etc. 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***

- 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., "resting elsewhere", "buried at sea", etc
- 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.

- 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.
- 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.

### **Greenery/Decoration**

- 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 14 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.
- 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, to cut down or 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.

### **Vehicles**

- 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.

### **Visitors**

- Vandalism, of any kind, within the cemetery will be reported to the Police and offenders will be liable to prosecution.
- Children under the age of twelve years of age are not allowed within the Cemetery except under the care of a responsible adult; and visitors will be expected to observe proper decorum at all times.
- 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.
- It is forbidden to play any sports, discharge firearms, except at a military funeral, or disturb any person assembled in the Cemetery for the purpose of burying a body or commit any nuisance within the Cemetery; offenders will be liable for prosecution.
- The consumption of alcohol within the Cemetery is strictly prohibited.
- Persons bringing dogs into the Cemetery must always keep them on a lead and under proper control.
- The riding of horses, cycles and motorcycles through and within the Cemetery is strictly prohibited.

**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.**