



Acting as the Burial Authority for Sapcote Cemetery Full Rules and Regulations

A copy of this document will be sent to all clients, via email, by the Burial Authority upon receipt of payment for the Exclusive Rights for a burial plot. The document will also be available on the Parish Council website; www.sapcote-parish-council.org.uk

The Burial Authority reserve the right to and will review the Cemetery Rules and Regulation frequently. Changes and amendments can be made without notice.

1. General Information

- 1.1 Sapcote Cemetery is owned and maintained by Sapcote Parish Council.
- 1.2 Sapcote Parish Council is aware that bereaved people may have clear ideas about the way in which they wish to commemorate their relatives and friends who wish to be buried in a plot in Sapcote Cemetery.
- 1.3 As far as possible, the Council would want these wishes to be fulfilled but, at the same time, must ensure that memorials, flowers and the way in which plots are maintained are in keeping with the general appearance of the cemetery and do not cause problems for the owners of neighbouring plots or those charged with the cemetery's upkeep.

2. Definitions

In the following paragraphs, unless specified, the terms:
'grave' means an earthen burial plot or plot for the burial of cremated ashes 'parishioner'
means a current or recent previous resident of Sapcote.

In any dispute whether the deceased qualifies as a 'parishioner' or any other query relating to the cemetery, the Parish Council, as Burial Authority, in its absolute discretion will decide.

3. Layout

- 3.1 The cemetery is divided into sections for earthen burials and interment of ashes.
- 3.2 A plan of the cemetery showing this arrangement and the grave spaces numbered thereon is held, with all other information relating to the cemetery with the Clerk to the Parish Council and it may be inspected on application to the Clerk.

3.3 Please see the sections for Earthen Burials and for Ashes Burials (Cremation Section) for further details on each section.

4. Visiting the Cemetery

4.1 The cemetery will be open to the public all day, every day throughout the year.

4.2 The Burial Authority reserve the right to exclude the public from the cemetery on such occasions they deem necessary for any maintenance, grounds keeping or while new graves are being prepared.

4.3 All visitors are requested to observe the following:

- Children should be always supervised
- Litter and dead flowers should be removed from the cemetery and placed in the litter bins provided
- Please keep dogs on a lead

4.4 Please help to promote a tranquil atmosphere in this setting and respect the feeling of others visiting the final resting place of their loved ones. The following are prohibited

- Picnicking/camping,
- singing or playing music (except as part of the funeral rites),
- the playing of games,
- horse riding,
- the consumption of alcohol, drugs, and
- the use of any kind of guns or bows except in connection with a military funeral where prior permission has been granted in writing)

4.5 The Burial Authority asks all users and visitors to the Cemetery to be alert to vandalism, littering and disrespectful behaviour, and report the same as soon as possible to the Police or the Clerk to the Burial Authority (Sapcote Parish Council).

5. Flowers, plants etc

5.1 Cut flowers shall be placed in a suitable container at the head of the grave.

5.2 Bottles, jugs, jars or other glass or other easily breakable objects are not permitted and may be removed by the Burial Authority without notice if deemed a potential hazard.

Memorials and tributes must not be placed on the ground between plots, exceeding the maximum dimensions for each plot given in the relevant section below, as this makes ground maintenance difficult. Such items may be removed by the Burial Authority.

5.3 Water for flower vases may be obtained from the tap by the entrance to the cemetery. Please turn off the tap after use and replace any water container borrowed.

5.4 Turf may not be removed to enable planting to take place.

5.5 Trees, Rose bushes or other shrubs are not permitted to be planted on or between graves.

6. Offences in the Cemetery

6.1 In accordance with Article 18 of the Local Authorities' Cemeteries Order 1977 no person shall:

- a. Wilfully create any disturbance in the cemetery
- b. Commit any nuisance in the cemetery
- c. Wilfully interfere with any burial taking place in the cemetery
- d. Wilfully interfere with any grave or memorial, or any flowers or plants on any grave or
- e. Play any game or sport in the cemetery

6.2 And no person, not being an officer or servant of the Burial Authority, or other person so authorised by or on behalf of the Burial Authority shall enter or remain in the cemetery at any hour when it is closed to the public.

7. Interments

7.1 The right to interment in Sapcote Cemetery is exclusive to parishioners of the Parish and to former parishioners of long standing, upon receipt of payment by the Burial Authority of the appropriate fees as set out in the scales of fees at the time of burial.

7.2 At the discretion of the Burial Authority, non-parishioners may request to be interred in the cemetery subject to the receipt of payment fees set out in the scale of fees at the time of burial and with prior agreement of the Parish Council.

8. Fees

8.1 A table of fees, payments and sums due to the Burial Authority in respect of the purchase of Exclusive Rights of Burial, interments and memorials is shown in the attached schedule. All payments are due in advance and paid by BACs (cheques and cash are no longer accepted).

8.2 Fees and charges may be updated from time to time without notice.

8.3 Fees and charges for non-parishioners are set higher than for parishioners because the costs of land purchase, development and maintenance of the cemetery is and has been exclusively borne by the domestic ratepayers of the parish.

9. Purchase of the Exclusive Right of Burial

9.1 Before the first burial may take place in any grave an Exclusive Right of Burial must be purchased from the Burial Authority.

9.2 Enquiries should be made to the Parish Council (admin@sapcoteparishcouncil.org.uk) who is responsible for the administration of the Cemetery for the Burial Authority and will advise on the correct procedures. The Burial Authority will accept no responsibility for verbal

arrangements until the appropriate application form has been received and a confirmation email (which may include a permit) has been sent by the Burial Authority.

- 9.3 In all sections the Exclusive Right of Burial in a grave space or plot may be purchased on payment of the charges in operation at the time.
- 9.4 Such rights may be granted for a period not exceeding **25 years**. A Deed of Grant will be issued by the Burial Authority in respect of each right purchased. The Deed should be kept safely for future use. Additionally, for any burial or any other opening of the ground a burial fee must be paid.
- 9.5 To reserve a grave or a double grave (a pair of adjacent graves) for him/herself and members of his/her family an 'Exclusive Right of Burial' for each grave may be bought in advance. Enquiries should be made to the Burial Authority.
- 9.6 If the right has not been exercised by the end of the 25 years period and the grave remains vacant, the Burial Authority will be entitled to resell the plot, however every effort will be made to contact the Exclusive Rights holder and offer the opportunity to extend the Exclusive Rights (in blocks of 10 years at a time.)
- 9.7 The owner of an unexpired Exclusive Right of Burial may use the grave space to bury members of his/her immediate family (e.g., spouse/partner, parent, brother, sister, or child) subject to inclusion in the exclusive right.
- 9.8 The owner of an unexpired Exclusive Right of Burial may not sell, will, convey, assign or transfer the right without the written permission of the Burial Authority being first obtained and paying the administrative and legal fees.
- 10. Burials and Interment of Ashes**
- 10.1 Not less than **forty-eight hours' notice of intention to inter a body in a grave space must be given to the Clerk to the Burial Authority**, provided that such notice may be dispensed with at the request of the local health or competent authority if the preservation of public health so requires.
- 10.2 **Such notice shall be given in the appropriate form prescribed by the Burial Authority - Notice of Interment full burial or ashes burial) and the person giving notice shall**
1. **furnish a Certificate for Burial or Cremation issued by a Coroner or Registrar of Births and Deaths when it is intended to inter a body or,**
 2. **when it is intended to inter cremated remains, the Notice of Interment shall be issued by the person undertaking the cremation that such Certificate had been received by him.**

- 10.3 **In all cases, a completed form and the appropriate fees should be provided to the Clerk to the Burial Authority not less than two days before the intended burial. The following information must be included:**
- **the name of the deceased • plot reference number for the space in which it is agreed the burial will take place (details of plot number can be obtained from the Clerk to the Burial Authority) • day and time agreed for the burial rites and**
 - **in the case of grave space for which the Exclusive Right of Burial is in force, the written consent of the owner of that right (if applicable).**
- 10.4 Burials may only take place between the hours of **9.00am and 4.00pm from Monday to Friday of each week (except public holidays)**. During the winter months, all burials will need to be completed by **3.00pm**.
- 10.5 The time fixed for the funeral ceremony should be the time at which the mourners or cortege arrive, and punctuality is requested to avoid overlap with other funeral groups.
- 10.6 **All burials must be complete, and grave filled in, before sunset.** In very exceptional circumstances other arrangements may be agreed with the Clerk to the Burial Authority – please contact them to discuss the matter.
- 10.7 All new graves will be turfed/seeded after settlement of the grave surface and when weather permits.
- 10.8 Any items (including artificial grass) or planting placed on or by graves or elsewhere in the cemetery precincts not in accordance with the Burial Authority's specifications or written permission can and will be removed without notice.
- 11 Full Earthen Burial Plots**
- 11.1 Each burial plot will be no larger than 6ft 6in and the overall external width shall not exceed 3ft.
- 11.2 Each burial plot holds a maximum of one coffin and up to two cremation urns
- 11.3 Plots will be allowed to settle and then will normally be levelled, and grass seed or turf added. This also makes maintenance and mowing easier.
- 11.4 Applications for artificial grass should be made in writing, preferably at the time of applying for a memorial to be installed. Applications will be considered.
- 11.5 Stone surrounds are permitted in the burial section providing they comply with the following specification:
- The overall length shall not exceed 6ft 6in and the overall external width shall not exceed 3ft.

- All parts of the surround shall be below ground level to facilitate mowing and any headstone and/or base shall be contained within the surround as described above.
- No surrounds shall be permitted other than stone.
- The Parish Council shall not be responsible for any damage caused to any stone surround which does not comply with the above specification.

11.6 All Headstones/Memorials and Flower Containers must be of a size to be contained within the limits of the Plot and to allow mowers to be used between each Plot. They must not exceed 3ft (92 cm) in height. Memorials should not normally be wider than 2ft (61cm), however consideration will be given to special requests with the decision being taken according to the merits of each individual one.

11.7 Normally there will only be one Headstone on each grave. However, consideration will be given to a request for an additional memorial with the decision being taken according to the merits of each individual case.

11.8 Where there two adjacent graves containing related remains (e.g., husband/wife) consideration will be given for the erection of one headstone between both graves. Any such request should be made to the Parish Council with the decision being taken according to the merits of each individual case.

12 Cremated Remains Plots

12.1 The cultivated or landscaped area of graves in the section reserved for cremated remains shall not exceed 3ft (92cm) in length or 28in (71 cm) in width.

12.2 Each cremation plot holds a maximum of three cremation urns.

12.3 Surrounds of any description are not permitted in the cremation section of the cemetery.

12.4 Monuments in the form of an iron or stone vase or combined tablet, vase and base are permitted in the cremation section.

12.5 Tablets shall not exceed 18in (46 cm) in length or width and 6in (15 cm) in height.

13 Memorials

13.1 The Parish Council feels it is important that the Cemetery continues to provide a calm and attractive environment that reflects its role in the community.

13.2 To ensure that Headstones, Memorials and Tablets are in keeping with the overall appearance of the Cemetery, therefore, and do not cause undue problems for other users/visitors or those charged with its upkeep, some requirements must be imposed as follows:

14 Purchasing the right to install a memorial (includes Headstones and Tablets)

- 14.1 Any person to whom the Exclusive Right of Burial has been granted, in respect of a grave space or plot, who wishes to erect or place a memorial on the said grave space or plot must first apply to the Burial Authority.
- 14.2 The application must include a sketch, details of dimensions, inscriptions, and materials to be used.
- 14.3 The Inscription of a Headstone or other Memorial must clearly record the name of the deceased person.
- 14.4 Memorials must not include any images or words which may be considered offensive. Permission will be withheld if the Parish Council considers that a proposed Headstone, Memorial, Flower Container or Memorial Plaque or any Inscription is unsuitable.
- 14.5 Memorials must not include recognisable brands or logos unless permission has been sought from the Burial Authority, who will require written permission for the trademark/logo to be used from the appropriate company.

15 Installation and upkeep of Memorials

- 15.1 Responsibility for ensuring that any Memorial or Headstone erected on a grave in the Cemetery is maintained in a safe condition lies with the deceased person's next of kin/family members or other specified individual. For this reason, the Parish Council recommends that care is taken in the selection of suppliers of memorials and headstones to ensure their quality and durability.
- 15.2 Memorials/tablets must only be installed by recognised and certified stone masons.
- 15.3 When erecting any tablet, monument, gravestone, or other form of grave marker all works undertaken on site shall be in accordance with the National Association of Memorial Masons Code of Working Practice (Revised June 2014) and to use an accredited fixing method.
- 15.4 The Burial Authority is not liable for damage, however caused, and it is the deed holder's responsibility to organise insurance (available from stonemasons and funeral directors), if required, and maintain the memorial to current Health and Safety standards.
- 15.5 All memorials must be kept in repair by the owner thereof and if not repaired, after due notice, may be removed by order of the Burial Authority.
Temporary memorials (wooden crosses) placed on a grave by funeral directors may remain for a period not exceeding 6 months, after which time a written notice will be sent to the deed holder to remove it. If this is not done, it will be removed if an application for a permanent memorial has not been made.
- 15.6 The Burial Authority reserves the right to reinstall or to lower any such items to ground level when in the Burial Authority's opinion, it has become unsafe.

15.7 The Parish Council requests those persons tending graves ensure that dead flowers are removed. The Parish Council reserves the right to remove dead flowers and any other unsuitable items under its management of the cemetery.

16 Conditions of Sale

16.1 The Purchaser of a plot is asked to keep the plot tidy to contribute to the overall appearance of the Cemetery necessary to provide a proper reflection of its role and to be pleasant for those who visit Sapcote Cemetery at any time.

16.2 The Purchaser of a plot is expected to observe the requirements set out in this document if they are not being adhered to, the Parish Council will raise the matter with the Purchaser so that the matter may be resolved amicably. Of course, the Council reserves the right to take appropriate action if agreement cannot be reached and the infringement continues.

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Sapcote Parish Council