



SHERINGHAM TOWN COUNCIL

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R U L E S

and

R E G U L A T I O N S

made by

THE TOWN COUNCIL OF SHERINGHAM

acting as

THE BURIAL AUTHORITY

for the

PARISH OF SHERINGHAM

with respect to

THE WEYBOURNE ROAD BURIAL GROUND, SHERINGHAM

With effect from 1st June 2005

And as amended 5 February 2008

And as amended 7th February 2012

And as amended on 4th February 2014

With effect from 1st April 2014

And as amended on 15th September 2015

And as amended on 26th April 2016

SHERINGHAM BURIAL GROUND

RULES AND REGULATIONS

1. Interments
 - (a) Notice of Interment must be given on printed forms which will be supplied by the Council Office and all fees and charges must be paid to the Council before the ground is opened, any Grave prepared or a Memorial is erected. Failure to comply with these terms will delay any Interment.
 - (b) The Certificate of Registration of Death, or in cases of an inquest the Coroner's Order, must be produced and all other information required must be stated at the time the Notice of Interment is given. For the burial of a stillborn infant a certificate from a Registered Medical Practitioner or if no such Practitioner's certificate can be obtained a declaration will be required. In the case of Interment of Ashes the Cremation Certificate should be supplied to the Council.
 - (c) Seventy two hours previous notice must be given of a proposed Interment (excluding Sundays, Christmas Day, Good Friday and statutory Bank Holidays). If the Interment is to take place on a Monday notice must be given no later than the preceding Wednesday.
This rule is not to apply in circumstances where religious belief requires burial within 24 hours.
 - (d) No Interments shall take place on Sundays except under special circumstances submitted to and allowed by the Council or on the Certificate of a Medical Practitioner.
No Interments shall take place on Christmas Day or Good Friday.
 - (e) No Grave in which the Exclusive Right of Burial has been purchased shall be opened without the production of the Certificate of Grant and the consent in writing of the persons entitled to the burial rights under the Grant.
 - (f) The time fixed for a Funeral must be that at which the procession will be at the Burial Ground and the time fixed must be punctually observed to prevent inconvenience.
 - (g) The first burial in a grave must be at a depth of 1.828.8m (6ft).
 - (h) All graves are to be purchased.
 - (i) There should be no more than 2 burials and 4 interment of ashes in one grave space, with ashes interments commencing from the headstone.
 - (j) No scattering of ashes is allowed in compliance with health and safety regulations.
2. Hours: **Interments shall take place Monday - Saturdays between the hours of 9.00am and 4.00pm, except during the months of January, February, November and December, when they shall be between the hours of 9.00am and 2.00pm.**

3. Excavation of Graves

All Graves shall be excavated by persons appointed by the Council or appointed by Agents of the Council.

4. Coffins

A coffin should be used for all burials.

5. Purchase of Exclusive Right of Burial

- (a) The Exclusive Right of Burial in any Grave space may be purchased by a resident or non resident subject to the approval of the Council and the payment of fees as prescribed by the Council, but no person may purchase the Exclusive Right of Burial for more than two Grave spaces without the consent of the Council.
- (b) No transfer of the Exclusive Right of Burial in a Grave space will be allowed without the approval of the Council or the Clerk of the Council, and no transfer will be valid unless the Deed of Grant has been properly endorsed by the Clerk of the Council.
- (c) If it is found not to be practicable to effect an immediate transfer of the Exclusive Right of Burial following the death of the registered owner, the person submitting the Notice of Interment as agent for an owner of the Right shall thereby indemnify the Council against all claims in respect thereof.

6. Garden of Remembrance

- (a) Ashes may be buried in a space at the **low wall** subject to notice being given for Interments and on payment of the fees and charges, a maximum of 2 Interment of Ashes in each space - the installation of a ground tablet will be allowed at the low wall, but see section 8 for plaques on the high wall.
- (b) Ashes may be buried in a space adjacent the **high wall** subject to notice being given for Interments and on payment of fees and charges, a maximum of 2 Interments of Ashes in each space – **Strictly no ground tablets**, but see section 8 for plaques on the high wall.
- (c) No commemorative shrubs or plants or artificial flowers may be placed in the Garden of Remembrance.
- (d) Cut flowers can be placed in the troughs.

7. Erections of Headstones

- (a) No palisading, railing or other erection may be erected or placed in the Cemetery. Before the erection of any Headstone a drawing in duplicate, with the proposed inscription detailed on forms supplied by the Council, must be submitted to the Council fourteen days at least before the work is required to be commenced for the approval by the Clerk or the Council. In the consecrated area any question regarding the fitness of the inscription shall be determined by the Bishop of the Diocese. The erection, removal and refixing of any Headstones shall be done by a Stonemason in accordance with NAMM and BRAMM regulations or by a person appointed by the Council. After erection they shall be kept in repair and

proper condition by the owner or person entitled. If not kept in repair and proper condition the Headstone may be removed by the Council.

Flower vases are limited to one per grave and must be placed adjacent to the headstone. If any Headstone or other work is erected in violation of this regulation that Headstone may at any time be removed by the Council without notice.

- (b) The following dimensions shall not be exceeded, measurements in all cases being taken from the ground level:-
Headstones 915mm (3 ft) in height by 762mm (2ft 6ins) in width.
Headstones shall be placed in line with other headstones of the same section. The letter and number of the Grave, corresponding with the register, must be cut on the front of each Headstone, at the expense of the registered owner of the Right of Burial in the Grave.
Headstones may contain no more than two ceramic photographs (head and shoulders only) measuring not more than 10cms x 8cms (4" x 3¼").
Any Memorial deviating from the normal shape requires approval of the Council.
- (c) No monuments, edgings or borderings or memorial post or other erection shall be placed around, over or upon any Grave.
- (d) All foundations of memorials, removal or re-fixing, and other work connected therewith shall be done by a Stonemason in accordance with NAMM and BRAMM regulations. All Headstones are to have ground anchors and are not to be erected within six months of the burial.
- (e) Bell glasses, shells, chippings or other fragile or moveable embellishments shall not be placed upon Graves.
- (f) If a ground tablet is laid in place of a headstone on a grave the dimensions should not exceed 610mm x 305mm (24" to the width of a headstone x 12"). The tablet must be flush with ground level and completely without surface protrusions for grass cutting purposes.
- (g) A tablet can be laid in addition to a headstone in all sections of the Cemetery excluding the new Ashes section at the High Wall in the Garden of Remembrance. The tablet should not exceed 610 mm x 305 mm (24" to the width of the headstone x 12"). The tablet must be flush with ground level and completely without surface protrusions for grass cutting purposes
- (h) Memorials not covered by or included in the foregoing regulations will not be allowed.

8. Erection of Plaques

Plaques may be affixed to the high wall bordering the Garden of Remembrance providing:

- (a) At least 14 days before the erection of the plaque, a drawing in duplicate, with the proposed inscription on forms supplied by the Council, is submitted for approval to the Clerk or Council.
- (b) The plaque must be of white marble with black lettering.
- (c) It must be of oblong or square design and must be of the following dimensions –

305mm x 152mm (12in x 6in) or 305mm x 305mm (12in x 12ins). No other design will be allowed.

- (d) It must be affixed to the wall in a proper manner in the spaces designated by the Council and must be in line with other plaques and fixed by a Stonemason.

9. Erection of Ground Tablets

Tablets may be laid at the **low wall** inside the Garden of Remembrance providing:

- (a) At least 14 days before the erection of the tablet, a drawing in duplicate, with the proposed inscription on forms supplied by the Council is submitted for the approval of the Clerk or the Council.
- (b) The tablet must be unpolished black or grey granite.
- (c) It must be of square design and must be of the following dimensions: 305mm X 305mm (12" X12"). No other design will be allowed.
- (d) The tablet must be flush with ground level and completely flat without surface protrusions. It must be placed in the ground in spaces designated by the Council. The Council reserves the right to re-lay any incorrectly placed Tablet.

10. Maintenance of Good Order

- (a) The Burial Ground will be open to the public for admission on all days from 9.00am to Sunset.
- (b) Children under 12 years of age will not be allowed within the Burial Ground except under the care of a responsible person.
- (c) Visitors will be expected to keep on the roads and walks and to refrain from touching the shrubs and flowers and shall observe due decorum in all respects.
- (d) Dogs are not allowed within the Burial Ground.
- (e) Smoking in the Burial Ground is strictly prohibited.
- (f) No photography or video filming within the precincts of the Burial Ground during Funerals, except under the express desire of the relative concerned.
- (g) The conduct of persons visiting Cemeteries is covered by various laws and this Cemetery is subject to all the laws of the land, which are in force from time to time. Therefore a person will be prosecuted if in the Cemetery they:
 1. Wilfully creates any disturbance.
 2. Commits any nuisance.
 3. Wilfully interferes with any burial taking place.
 4. Wilfully interferes with any grave, any tombstone or other memorial, or any flowers or plants.
 5. Commits any other offence.
 6. The Council asks visitors to be respectful to other people attending graves.
- (h) The Council will not be responsible for any damage or loss caused by vandalism or theft.

- (i) Vehicles of duly appointed Undertakers are permitted within the Cemetery for the purpose of an Interment but all other vehicles must park in the car park provided, emergency vehicles are exempt.

11. Administration

- (a) All notices or applications required by these Regulations are to be sent to the Clerk of the Council.
- (b) No gratuities are allowed to be demanded or received by employees of the Council.
- (c) Registers of Interments and of the Burial and Scattering of Ashes are kept by the Clerk of the Council at whose offices searches of the Registers may be made.
- (d) The Council reserves the right to alter or vary the foregoing Rules and Regulations or to deviate from, in any particular instance, if it shall appear to them desirable to do so.
- (e) These Rules and Regulations shall come into force on the first day of April 2016, on which date all previous Rules and Regulations shall be rescinded.

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The Council will remove all persons infringing these Rules, or otherwise misconducting themselves in the Burial Ground.