

Sutton-at-Hone and Hawley Parish Council
The Pavilion, Hawley Road, Hawley DA2 7RW



BURIAL GROUND RULES AND REGULATIONS

1. In these regulations:

- a) The 'Council' shall mean the Parish Council of Sutton-at-Hone & Hawley
- b) 'Parishioner' shall mean a person who permanently resides in, or immediately before their death resides in, the Parish of Sutton-at-Hone & Hawley, or a person who only left the parish for purpose of entering hospital, residential home or similar institution.
- c) 'Memorial' shall mean any gravestone, tomb, kerb, tablet, book, vase or any other object of a memorial nature.
- d) The 'Table of Fees' means the list of fees which was adopted by the Council on 8th January 1968 and received the approval of the Minister of Housing and Local Government on 29th January 1968 and became effective on and from the 12th February 1968

2. One portion of the burial ground is consecrated for burials according to the rites of the Church of England, the other portion is unconsecrated. An area of unconsecrated ground, known as the Garden of Remembrance, is reserved for the interment of cremated remains.
3. Interments may be made in graves or in common graves.
4. A grave plot may be purchased at the time of need only due to limited cemetery space and appropriate Parishioner or Non-Parishioner status will be applied.
5. A non-parishioner can be interred at the Burial Ground if they are the parent, child, husband or wife of any person who is already buried there. .
6. Notice is to be given to the Clerk of the Council, on the form provided by the Council, completed with all details required, at least 3 clear days, excluding Saturdays, Sundays & Public Holidays, previous to an intended interment. Exceptionally, on the certificate of a coroner or registered medical practitioner that immediate interment is necessary, a grave will be provided upon such shorter notice as may be practicable.
7. All fees and charges payable to the Council are to be paid to the Clerk on giving notice of the interment and all fees for inscriptions and the erection of memorials must likewise be paid before the work is commenced.

8. The certificate of the Registrar of Deaths of the registration of the death of the person to be buried, or of the still-birth of a child, or the Coroner's Order, where an inquest has been held, must be delivered to the representative of the Council, previous to the interment.
9. The selection of grave sites shall be decided by the Council or their representative.
10. All interments shall be in earthen graves
11. All interments shall be carried out in accordance with the provisions of the table of fees.
12. No grave shall be re-opened within fourteen years after the burial of a person above ten years of age, or within eight years after the burial of a child under ten years of age, unless to bury a member of the same family, in which case a layer (not less than six inches thick) shall be left undisturbed above the previously buried coffin; but if on re-opening the grave the soil is found to be offensive, such soil shall not be disturbed and in no case shall human remains be removed from the grave.
13. No coffin shall be buried in any grave within three feet of the ordinary level of the ground
14. All coffins shall be of wood
15. Cremated remains must not be interred in caskets or containers in the Garden of Remembrance. Cremated remains may be interred in a biodegradable container in a grave plot and advice on this should be sought from the Parish Council.
16. Grave spaces shall be nine feet by four feet and interment shall be made centrally.
17. The plots in the Garden of Remembrance shall be one foot square and not more than two interments are allowed in each plot
18. No new grave for an adult shall be less than seven feet six inches in depth from the surface of the ground, nor can arrangements be made to exceed this depth.
19. Graves shall only be dug and excavated by persons appointed by the Council
20. Interments will not be allowed within two feet of the boundary walls
21. Whenever a burial has taken place, the surface of the grave shall, as soon as practicable, unless a memorial is to be erected, be levelled and planted with grass, flowers or other suitable vegetation and in no case shall bare earth be left exposed.
22. Small shrubs or flowers may be planted on a reserved grave in an area not exceeding six feet long by three feet wide, but the Council may at any time, cut or entirely remove the same if they think it necessary or expedient to do so. No trees can be planted in any part of the burial ground except by the Council.
23. Memorials may only be erected or placed on reserved graves

24. No memorials will be permitted other than those provided for in the table of fees. Tablets in the Garden of Remembrance shall be one foot square.
25. All memorials and inscriptions are subject to the approval of the Council and a drawing showing the form and dimensions of a proposed memorial must be sent to the Council office for approval. Maximum installed size of headstone/memorial shall be 3'6" high x 3' wide. Kerb sets maximum 7ft in length.
26. Damage caused by the conveyance into the burial ground of memorials or materials for their construction and/or erection, shall be made good by those responsible
27. No hewing or dressing of stones will be permitted within the burial ground, or any approaches thereto; and all rubbish, refuse, stones etc., remaining after the erection of a memorial must be removed forthwith by those carrying out the work.
28. The Council do not hold themselves responsible for any damage to, or loss of, a memorial, however caused and if any memorial shall at any time need repair, the Council, after 28 days' notice hereof, to be affixed to the Notice Board in the burial ground, may remove such memorial and level the ground, if such repairs are not performed in the meantime. The Council may also, without notice, remove any wreath case, wreath, evergreen, decayed shrub, or other thing which is, or has become, in their opinion unsightly or objectionable.
29. The burial ground is open to the public daily, but children should be accompanied by an adult. The cutting or picking of any trees, shrubs or flowers in the burial ground is not permitted.
30. A plan of the burial ground and a register of burials therein are kept at the Council office, whereby prior arrangement, searches may be made and certified extracts obtained.
31. Every person who shall willfully destroy or injure any building, wall fence belonging to the burial ground; or destroy or injure any tree or plant therein, or who shall daub or disfigure any wall thereof, or put up any bill thereon or on any wall thereof; or willfully destroy, injure or deface any monument, tablet, gravestone or inscription; or do any other wilful damage; play at any game or sport; discharge any firearms, save at a military funeral, in the burial ground; or willfully or unlawfully disturb any persons assembled therein for the purpose of burial, or commit any nuisance within the burial ground; will be liable to the Council for every offence a sum not exceeding five pounds under the provisions of the Burial Acts (1852-1906) and other incorporated Acts.
32. The Council reserve to themselves the right to make any alterations or additions to the foregoing Rules and Regulations from time to time as may be found necessary or desirable.

2016