

# Ormesby St Margaret with Scratby Parish Council

## Burial Ground Regulations - 2019

Before a burial takes place, authority for the burial should be produced. This will normally consist of a certificate from the Registrar of Births and Deaths, or the coroner's burial order. In the case of a death overseas, the Registrar may issue a certificate of no liability to register (except in the case of a stillborn child where no provision exists in law to issue this certificate where still birth occurred abroad), which will include authority to bury. In the absence of the Registrar's certificate or coroner's order, a declaration in prescribed form that the certificate or order have been issued may be accepted. A duplicate certificate may also be issued by a Registrar.

At least 72 hours' notice (on a form prescribed by the Parish Council) of every intended interment must be given to the Parish Clerk. Except in special circumstances no notice will be received on Sundays or Public holidays and such days must be excluded from the period of notice. An exception will be made on production of a medical certificate stating that early interment is necessary.

**Within 96 hours of a burial, the Registrar of Births and Deaths must be notified of the details of the date and place of the burial. The detachable portion of the Registrar's certificate ('green form') or Registrar's certificate of non-liability ('white form') or the coroner's order may be used for this purpose.**

All grave spaces and memorial tablets will be allocated by the Clerk acting for the Parish Council. All graves must be dug and filled to the reasonable satisfaction of the Parish Council.

Grave diggers must not use the churchyard steps to the Burial Ground and only use the footpath from Station Road.

Grave diggers to ensure that any surplus soil after grave filling must be left in the allocated area provided.

All fees in connection with an interment must be paid to the Clerk at the time notice is given.

Hours of interment will be between 10.00am and 4.00pm. No interment may take place on Sundays or public holidays. Not more than one funeral will be allowed to take place at one time.

A body shall not be buried in a grave so that any part of the coffin is at a depth of less than three feet below the level of the ground adjoining the grave nor shall the cremated remains of a body be interred in a grave so that any part of the casket is at a depth of less than one foot below the level of the ground adjoining the grave.

A body shall not be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than six inches in thickness.

Only coffins made of wood or wood products will be allowed, except with the express permission of the Parish Council.

Whenever an interment has taken place the surface of the grave must be covered with turf to the reasonable satisfaction of the Parish Council as soon as possible after the natural subsidence of the earth has taken place. No mounds will be allowed on any graves. Once a grave has been levelled the Council requires access at all times for maintenance purposes.

Where any grave in which an interment has previously taken place is re-opened for the purpose of making another interment, no person shall disturb any human remains interred therein or remove there from any soil which is offensive.

The exclusive rights of burial in a grave may be purchased on payment of the appropriate fee. This provides exclusive rights to the Grantee and his/her successors in title for a period of 75 years. The owner of an exclusive right of burial shall maintain the grave in good order and condition to the satisfaction of the Parish Council.

No flowers or shrubs may be planted in any grave space without the express permission of the Parish Council.

Wreaths and cut flowers may be laid upon a grave but when withered must be removed. The Council's Groundsman may also remove wreaths and cut flowers that are withered.

Once a grave is levelled, not more than one flower vase may be placed on a grave. They shall be placed at the head of the grave space and inserted there so that the tops of the vases are at least two inches below ground level. No glass containers are to be used and no other objects shall be placed on a grave.

The Burial Ground is closed to non-parishioners except for reserved plots, those being interred in existing plots, and any other exceptional circumstances.

Caskets for ashes should be made of wood or metal. Memorial slabs shall be standard size (18" x 15" x 1.5") in grey or black and unpolished.

The Garden of Remembrance in the Burial ground is closed, except for reserved plots and those being interred in existing plots.

## **Memorial Headstones**

The consent of the Parish Council shall be obtained before any memorial is erected or any inscription is placed upon a proposed or existing memorial. In all cases designs, monument requests will only be accepted six months after the burial. Requests should be made to the Parish Clerk in writing by completing the 'Memorial Permit Application Form' and should be completed in duplicate.

Dimensions should be no more than 3ft 6in high, 2ft 6ins wide by 3in deep, and no less than 2ft 6in high and inscriptions proposed must be submitted to the Parish Council for approval.

Headstones should be simple. The face being flat and not curved and must be erected vertically from the ground. Materials used should be of natural stone. Permitted colours are black or grey which may be polished or unpolished. Wooden crosses are permitted.

All memorials must be erected according to the standards in the NAMM (National Association of Memorial Masons) Code of Working Practice.

A base forming an integral part of the headstone is permitted. It shall be properly secured to the headstone, preferably by two non-ferrous metal dowels, and these must be at least 4ins in length. All joints must be firmly fixed.

The base shall not project more than 4ins beyond the headstone in any direction (except where a vase is incorporated when the base may extend a maximum of 8ins in front of the headstone). Ground spikes must be fitted to all memorials for stability.

The name of the Stone Mason may be inscribed on the side or on the reverse of the headstone in unpainted and unleaded letters no more than half an inch in height.

Stone Mason to put the Row and Grave Number on the back of every headstone.

Payment of the appropriate fees must be paid in advance.

Burial Ground Regulations 11.02.19 (452.02.19)

All foundations of monuments, removing or re-fixing of same, and other work connected therewith, to be carried out by the owner, having given prior notification to the Clerk and consent being obtained from the Clerk of the Council.

Heart shaped memorials are prohibited.

Concrete, pottery, ceramic, plastic, metal or fibreglass memorials are prohibited.

Photographs will be allowed providing they are professionally made from enamel, guaranteed against cracking or fading for a lifetime and they are fully frost proof. Photographs must not be larger than 6" x 4" (152mm x 100mm)

All photographs must be viewed and authorised by the Parish Clerk before submission to the Stonemason.

Ornaments or laminated items/photographs/drawings are prohibited.

Curbs, footstones or planting are prohibited.

Advertisements or trademarks are prohibited.

Dogs accompanying visitors to the burial ground must be on a lead.

No games, sports, riding of bicycles, skateboards, roller blades etc are allowed within the burial ground.

No seats or other structures may be placed or erected in the burial ground without the express permission of the Parish Council. If permission is granted, it is the responsibility of the applicant to maintain any fabric. The council also reserves the right to remove damaged or poorly maintained benches.

No motor vehicles may be taken into the burial ground without the express permission of the Parish Council.

Visitors to the burial ground are required to refrain from damaging shrubs, flowers and memorials and to behave in a dignified manner.

Any object introduced into the burial ground without permission, or not in accordance with a permission which has been granted, the Parish Council will require the removal without delay.

The Parish Council reserves the right to dig up, remove and dispose of any unauthorised items without being liable. Except for Remembrance Day poppies, artificial flowers are not permitted in the burial ground. At the discretion of the Parish Council and the incumbent Christmas wreaths will be permitted however these must be removed within a reasonable time.

No legal responsibility or liability shall attach to the Parish Council or any of its members in respect of its or their custody of any such object or thing removed. The family will be notified of anything which is removed and the item will be available for collection within 1 calendar month. After this time the item will be disposed of.

Ownership of Memorials remain with the family of the deceased and any actions taken by the Parish Council to manage risks within the burial ground, such as loose and unstable memorials will be sensible, proportionate and undertaken in a sensitive way.

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*I have read and understood the attached and agree to adhere to the regulations as set out.*

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*Name of Next of Kin:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Contact Number* \_\_\_\_\_

*Date:* \_\_\_\_\_

If you have any queries regarding your interpretation of these Regulations, please contact:

Parish Clerk  
Ormesby St Margaret with Scratby Parish Council  
Ormesby St Margaret Village Centre  
Station Rd  
Ormesby  
Great Yarmouth  
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