



CEMETERY RULES AND REGULATIONS

CLEOBURY MORTIMER TOWN COUNCIL ACTING AS THE BURIAL AUTHORITY FOR THE PARISH OF CLEOBURY MORTIMER

RULES AND REGULATIONS

1. BURIAL GROUND

- 1.1 The Cemetery will be open to the public from 8 am each day and will close at sunset.
- 1.2 Children under 12 years of age must be accompanied by a responsible adult.
- 1.3 Cemeteries are not just burial grounds they are places of remembrance and history. Visitors are expected to behave respectfully to maintain peace and safety for all visitors.
- 1.4 No bicycles, dogs or other animals (except on a leash) will be allowed within the burial ground, and no disorderly person shall be permitted to enter the ground. Visitors are requested to keep to the paths.
- 1.5 No person shall willfully destroy or damage any wall, fence or building erected in the burial ground, or destroy or injure any tree, plant, shrub or flower therein.
- 1.6 No person shall mark or disfigure any wall therein or put up any printed or other paper, handbill or placard therein, or on any wall thereof.
- 1.7 No person shall willfully destroy, injure or deface any gravestones, monument, tomb, palisades, kerb, tablet, memorial or inscription within the burial ground, or do any other willful damage therein.
- 1.8 No person shall play at any game or sport or discharge firearms in the burial ground (save at a military funeral with the Council) or commit any nuisance within the burial ground.
- 1.9 No person shall willfully and unlawfully disturb any person or persons assembled in the burial ground for the purpose of burying a body therein.
- 1.10 No person shall sit, stand or climb upon or over any gravestone, headstone, tombstone, monument, kerb, gate, wall, fence or building belonging to the burial ground.
- 1.11 The penalties prescribed in the Burial Acts for damaging the burial ground or committing any nuisance therein, will be strictly enforced by the Council.

2. INTERMENTS

2.1 Notices

- 2.1.i Notice of every intended interment in an earthen grave shall be given at least 48 hours prior to such interment to the Cemetery Administrator.
- 2.1.ii Except under special circumstances no notices can be received on Saturdays, Sundays or public holidays, which must be excluded from the period of notice. An exception will be made regarding the production of a medical certificate stating that early interment is advisable.
- 2.1.iii In all cases of burials in purchased graves, the written consent of the registered owner of the exclusive right of burial must be received before any burial can take place. The burial of the registered owner can take place without written consent, and without a transfer of ownership prior to the burial. When you purchase the Exclusive Right to a single or joint cemetery plot, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot/s. Please see our Privacy Policy and Privacy Notice for full information.
- 2.1.iv All fees and charges in connection with interments must be paid to the Town Council on giving the notice of interment.



2.2 Certificates

- 2.2.i The certificate of the Registrar of Deaths or in cases where an inquest has been held, the certificate of the coroner must be handed to the Cemetery Administrator or, in exceptional circumstances, to the Town Clerk and passed to the Cemetery Administrator as soon as possible.
- 2.2.ii For the burial of a stillborn child, the Cemetery Administrator must receive either a certificate from the Registrar of Deaths or from a medical practitioner who attended the birth or saw the body after birth. If no medical practitioner was present or saw the body, a declaration in the prescribed form must be completed and signed by the child's mother or father, the occupier of the house where the birth took place, or, if neither is available, the midwife or another person present at the birth.

2.3 Place for Interments

- 2.3.i The selection of the grave space is on a next available plot basis as determined by the Cemetery Administrator.
- 2.3.ii All graves will be excavated and dug by a person, or persons approved of by the Council.
- 2.3.iii The Council reserves the right to determine the position of any unpurchased or unreserved grave in the burial ground.

2.4 Hours for Interments

- 2.4.i The hours for interments in the burial grounds will be between 10 a.m. and 4 p.m. Monday to Saturday. **Interments may not take place on Sundays or on public holidays, except for special reasons.**
- 2.4.ii Only one funeral shall be permitted to take place at any one time.
- 2.4.iii The Undertaker or person in charge of a funeral arriving at the burial ground must act under the directions of the Cemetery Administrator, as to when the funeral service may proceed, and generally in connection with the interment.

2.5 Cremations

- 2.5.i Cremated remains may be interred in the Cemetery either in a standard grave or in a cremated remains plot.

3. GRAVES

3.1 General

- 3.1.i The grave space set aside for each person shall not exceed 9 feet long by 4 feet 6 inches wide [2740mm x 1370mm].
- 3.1.ii All graves must be constructed under the direction of the Council acting through the Cemetery Administrator.
- 3.1.iii Apart from Memorials the ground must be kept in its natural state ie grassed in all areas. No artificial grass or covering of the ground is acceptable in any form. Any such ground covering will be removed by the Council without further reference to the owner. This is considered a Health and Safety concern. Health and Safety legislation is always in force.

3.2 Depths of Graves

- 3.2.i No interment will be allowed at less depth than 6'6" [1980mm] for a grave intended for the burial of two bodies and 4'6" [1370mm] for a single burial.
- 3.2.ii A person shall not cause a body to be buried in a grave in such a manner that any part of the coffin is at a depth less than 3 feet [915mm] below the level of the surface of the ground adjoining the grave.
- 3.2.iii Undertakers are responsible for engaging grave diggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation in force at the time of the excavation. **The grave digger must ensure that all excess soil and stone be placed at the collection point by the top gate.**



3.3 Coffins

- 3.3.i Only coffins made of biodegradable materials will be allowed.

3.4 Reopening of Graves

- 3.4.i A person shall not in the burial ground cause a body to be buried in a grave in which an interment has already taken place, unless the coffin containing the body is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 6 inches [150mm] in depth.
- 3.4.ii Wherein the burial ground any grave in which an interment has previously taken place is reopened for the purpose of making a second interment therein, no person shall disturb any human remains interred or remove any soil which is offensive.

3.5 Grave Tributes

Proper maintenance of the Cemetery is necessary to support the overall condition and to help keep these important spaces respected and welcoming. To allow maintenance to take place including grass cutting, it is essential that grave decoration follows the below rules.

The person in charge of the grave space shall **not** be allowed to plant flowers, shrubs or trees, or to place any ornament or fencing except for those which have received prior approval from the Cemetery Administrator.

The Council reserves the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

- 3.5.i Kerbs, railings, posts or chains to enclose a grave are **not** permitted.
- 3.5.ii Wreaths and floral tributes may be laid on the grave following interment and on special occasions (see 3.5.v). Cut flowers may be arranged in metal or stone vases placed on the memorial plinth.
- 3.5.iii Domestic bottles, vases, jars, tins, plastics or other unsuitable receptacles as defined by the Town Council are **not** permitted. Any such receptacles will be removed by the Town Council without further reference to the owner.
- 3.5.iv Plastic flowers and cellophane are **not** permitted. Silk and high-quality artificial flowers **are** permitted, but the Council reserves the right to remove them at any time if they become faded or show signs of decay or interfere with another grave space.
- 3.5.v Seasonal tributes, ie Christmas Wreaths, Mother's Day, Father Day tributes will be removed one month from the anniversary date by the Town Council if not already removed.
- 3.5.vi The Council will give due notice bi-annually regarding 'Cemetery clear-up dates'. Council reserves the right to remove any items placed on graves that do not conform to this policy. The notice period given is to allow sufficient time for family members to remove any items of sentimental value for safekeeping.

3.6 Exclusive Rights

- 3.6.i No grave in which the exclusive right of burial has been purchased can be opened or reopened without the production of the written consent of the owner or owners, together with such evidence of the person or persons giving such consents as the Cemetery Administrator may require.
- 3.6.ii After the interment of the owner of a grave, the personal representatives should produce to the Cemetery Administrator the probate of the will, letters of administration, or other evidence, in order that the change of ownership may be registered.
- 3.6.iii The transfer of the exclusive right of burial in any grave must be entered in the Register kept by the Cemetery Administrator. The owner of a purchased grave cannot transfer his or her rights to the grave space without written consent of the Town Council.
- 3.6.iv The owner of a purchased grave is responsible for the maintenance of any memorial and the grass over the grave. If the grass is not maintained, efforts will be made to contact the owner to remind them of their responsibilities. If the grass is still not maintained, then the Council will ensure the ground is level and cut the grass without further reference to the owner.



4. MEMORIALS

4.1 Memorials General

All memorials of any description are subject to the approval of the Cemetery Administrator.

- 4.1.i A drawing showing the description, form and size of every memorial proposed to be erected or constructed over or at any grave and a copy of the proposed inscription and its position on the memorial must be submitted to the Cemetery Administrator for approval prior to construction / installation.
- 4.1.ii All memorials will bear the plot number of the grave.
- 4.1.iii All memorials admitted into the burial ground or permitted to be erected over or at any grave shall be erected and remain at the sole risk of the owner of such memorial, and the Council shall not be responsible for any damage which may occur to the same.
- 4.1.iv The Council reserves the right to make any memorial safe which, in the opinion of the proper officers of the Council, is unsafe or unfit without further reference to the owner of the Memorial to protect the safety of visitors to the burial ground. Inspections into the safety of all memorials shall be made by the Council at least once within each twelve-month period.
- 4.1.v The position of memorials shall be subject to the approval of the Cemetery Administrator and the foundations of such works shall be executed to the satisfaction of the Cemetery Administrator.
- 4.1.vi Kerb Stones will not be permitted in the burial ground.
- 4.1.vii All memorials shall be completed before they are admitted into the burial ground, and no work of any kind thereon, apart from that of fixing and cleaning, will be allowed in the burial ground, except any inscription which cannot be made prior to the erection of the memorial within the burial ground.
- 4.1.viii Masons or other people employed in fixing memorials in the burial ground will be required to remove all spare soil and to clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within the burial ground and charged accordingly with the cost of such damage.
- 4.1.ix The Council reserve the right to remove any memorial not executed in a workmanlike manner, or one which disfigures the ground in any way.
- 4.1.x No mason shall display any advertisement within the burial ground. This includes, but is not limited to, marking memorials with the name address or other contact details of the supplier.
- 4.1.xi No mason shall solicit orders, exhibit designs or distribute business cards in the burial ground.
- 4.1.xii No mason shall obtain from any employee of the Council information as to grave owners.
- 4.1.xiii No mason shall take measurements of, photograph or copy any memorial, unless the written permission of the owner is first produced to the Cemetery Administrator.
- 4.1.xiv In case any dispute shall arise on the fitness or suitability of any inscription proposed on a grave or vault within the consecrated portion of the burial ground, it will be referred by the Council to, and determined by, the Lord Bishop of the Diocese. In all cases, expressions fairly recording the faith of the deceased, without offence to the feelings of other people will be admitted.
- 4.1.xv All materials of every description and all private graves must be kept in reasonable repair at the expense of the owners. Reasonable efforts will be made by the Council to communicate with the owners when repairs are needed, but if such repairs are not carried out within one month (from the date of such notification or efforts to trace) the memorial or grave may be dealt with by Council as they may think fit. It is vital that those with exclusive rights to a grave ensure their contact details are kept up to date with the Town Council so that contact can be made for such purposes if required.
- 4.1.xvi It shall not be lawful for any person, without the consent of the Cemetery Administrator, to remove, alter or disturb any memorial which has been erected within the burial grounds.
- 4.1.xvii The erection of any memorial constructed of any material other than stone, marble or wood will not be allowed without the special permission of the Council.
- 4.1.xviii Memorial Plaques (if used instead of a Memorial Headstone) shall measure 350 mm (14") by 230 mm (9") by 52 mm (2") and be of high durability materials and must be placed flush to the ground.
- 4.1.xix Flower Containers, if required with a Memorial Plaque, shall be a flush to the ground receptacle or one incorporated with the plaque.
- 4.1.xx Flower Containers, if required, with a Memorial Headstone, shall be a flush to the ground receptacle or one incorporated with the headstone.



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- 4.1.xxi Any unauthorized ornaments shall be removed by the Council without further reference to the owner.
 - 4.1.xxii Memorial Benches may be permitted upon application to the Cemetery Administrator. Such benches will be the responsibility of the family installing the bench and as such the bench must be kept in reasonable repair at their expense. See also 4.1.xv.

5. GENERAL

- 5.1. Contractors need prior approval from the Cemetery Administrator to engage in any work in the cemetery. Visitors with reduced mobility or contractors who wish to take vehicles into the Cemetery should first seek the permission of the Cemetery Administrator or Town Clerk.
- 5.2. The fees and charges payable to the Council in respect of interments in the burial ground, and in respect of grave spaces, headstones, inscriptions and memorials, or in connection with the burial ground in any way, shall be those set out in the Cemetery Fees and Charges approved by the Council.
- 5.3. A register of all burials will be kept by the Cemetery Administrator. Searches may be made and verified extracts obtained at reasonable hours, upon application to the Cemetery Administrator.
- 5.4. Copies of the foregoing Rules and Regulations, together with copies of the Cemetery Fees and Charges, may be obtained from the Cemetery Administrator or Town Clerk.
- 5.5. The Council may from time to time make any alterations, additions or amendments in or to the foregoing Rules and Regulations. These Rules and Regulations will come into operation from 6th July 2026. All previous Rules and Regulations are hereby superseded.

6. REVIEW

The effectiveness of these rules and regulations will be reviewed every four years unless changes in legislation or proper practices require an earlier review.

Policy Review Date: July 2030.