

BURIAL GROUND REGULATIONS

Caister Parish Council (CPC) aims to provide the highest possible standards of care, choice and dignity to those who suffer bereavement, and to create and maintain an environment, so far as reasonably practicable, where the bereaved can pay their respects. To assist with this, CPC request that all visitors to the Cemetery follow these regulations. Please be aware that CPC reserves the right to change these regulations from time to time, and, that compliance with any changes is required. A person who has lived outside the boundary of Caister for over five years or has been living in a care home with residency of five years prior to that, is not eligible to be buried or ashes interred in the village cemetery (this applies to new graves only). Exceptions may be made, on a case by case, basis for persons in residential care who have lived in the village prior to going into care for the five years before moving into residential care. All funerals and cemetery administration will be under the control of the Assistant Parish Clerk.

1. Cemetery Opening

The Cemetery is open to the public 24/7. CPC reserves the right to make closures as may be necessary for repairs, or in the interests of public safety, at any time.

2. Dogs

Dogs are to be kept on a lead at all times in the cemetery and Dog waste **MUST** be removed from the cemetery.

3. Cycling

Cycling is not permitted at any time within the boundaries of the cemetery. All cyclists must dismount and walk.

4. Council Authorisation

All interments are to be authorised by CPC prior to the funeral arrangements being publicly announced by the Funeral Director.

5. Cremated Remains, Caskets and Urns

Please be aware that cremated remains will only be interred in a casket or urn, and, are not permitted to be interred directly into a grave space and not be scattered within the cemetery without permission of CPC.

6. Selection of Grave Spaces

The selection of grave spaces, in all cases, is at the sole discretion of CPC.

7. Exclusive Right of Burial

A purchased grave is one where the Exclusive Right of Burial has been purchased for a period of 75 years from the date of purchase and will be excavated to a depth which will allow the eventual interment of one coffin. Please be aware that when a grave in Caister Cemetery is purchased, what the purchaser is actually buying is the Exclusive Right of Burial for a period of 75 years, which may be renewed for a further period of expiry. The purchaser is not buying the grave freehold and will not own any land. He or she has purchased the right to determine who may be buried in the grave, and whose cremated remains may also be interred in the grave. A deed of grant is an important document issued by CPC and should be kept in a safe place. Purchased graves are subject to Cemetery Regulations.

8. Change of Address for an Exclusive Right of Burial

Change of addresses are to be notified to CPC giving the previous address.

9. Ownership of a Deed

Possession of a Deed does not necessarily give the person in possession ownership of an Exclusive right of Burial. Where the owner is deceased, subsequent ownership depends upon whether or not the deceased left a valid Will. The law concerning this matter can be very complex and it is strongly recommended that a Solicitor must be consulted to establish new ownership. Ownership of a Deed may also be transferred, or assigned, by contacting the Parish Council for further information on this process.

10. Interment

Only human remains may be interred in the Cemetery (plus any small articles that can be reasonably contained in a coffin or casket).

A Certificate of the Registrar of Births and Deaths, or a Coroner's Order for the Burial must be delivered to the Clerk, or other authorised officer, prior to the interment.

11. Interment Fee

Please be aware that an Interment Fee for opening and closing the grave is charged. The Interment Fee is charged every time the grave is opened for an interment.

12. Opening of Graves for Interment

Please be aware that a grave for which an Exclusive Right of Burial applies may only be opened with the written permission of the registered owner of the exclusive right, unless

the interment is to be that of the registered owner. No interments will take place on Saturdays, Sundays, Good Friday, Christmas Day, or Bank Holidays, except on the certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary.

13. Grave Mounds

All grave mounds are to be removed by the appropriate authority after the expiry of twelve months from date of interment.

14. Grave Tributes

No shrubs, plants or flowers may be planted within the Cemetery or on any grave without authorisation from CPC. CPC reserves the right to prune, cut down or dig up and remove any shrub, plant or flower planted without authorisation, or which in the opinion of the CPC has become unsightly or overgrown. Plastic fencing around the grave will be removed without notice being given by CPC. Floral decorations may be placed on the grave. When these are seen to be decayed, CPC reserves the right to remove and dispose of them if the owner fails to do so. CPC reserves the right to remove any receptacle for flowers, damaged wreaths, mementos etc. that it considers unsuitable, or which are broken, without notice. Glass containers, burning candles, incense, Yew twigs or similar items are strictly prohibited.

15. Christmas Wreaths

At Christmas, wreaths are often left on graves. Our grounds staff will remove them but if you wish to remove them yourself, please do so before 1st February. Memorials in the form of the donation of seats, shrubs, trees, roses, bird boxes, etc may be permitted subject to approval of CPC.

16. Theft

Expensive fresh flowers and silk flower arrangements are occasionally stolen or removed and placed on other graves. Please inform the Police in the first instance and CPC if you experience this.

17. Right to Erect a Memorial

The permission of CPC is required before The Right to Erect a Memorial is issued and gives the purchaser the right to erect a memorial (which must conform to CPC's current regulations) on the grave. Please contact the Assistant Parish Clerk in the first instance.

18. Application for Memorial Work

The permission of CPC is required before any memorial may be erected, renovated or removed. Permission is also necessary for additional inscriptions to be inscribed. All memorials must be fixed or re-fixed in accordance with the National Association of Memorial Masons (NAMM) Recommended Code of Working Practice. Any question touching the fitness of any inscription, or the design or material construction of any monument erected shall be decided by the Assistant Parish Clerk of CPC. Appeal against any decision may be made to CPC. If any monument is erected in violation of the Regulations of CPC will be removed and costs to be borne by the owner of the Exclusive Right of Burial. Any decision regarding the suitability of any inscription will be decided by the Assistant Parish Clerk of CPC.

19. Types of Memorial

Allowable dimensions, excluding foundations, are:

19.1 Only one memorial shall be erected on each grave, as a headstone with or without base not exceeding 24" width, 36" in height and 4" in depth (750mm x 900mm x 170mm). Memorials must not be erected until six months after the date of the burial.

19.2 A memorial not exceeding 24" height is permitted in the Ashes area. There is no requirement to wait six months before erecting memorials in the ashes section.

20. Safety of Memorials

Although, as such, choice is allowed when selecting a memorial, please be aware that any memorial erected in our Cemetery must be done so in a manner that ensures it is safe. Thus, all memorials being erected or re-erected, other than vases, must be fixed using a ground anchor or shoe system that will withstand a pull/push force of 350 Newton (approx 35kg). In addition, all 'book type' and similar memorials must be dowelled to the base to ensure stability. Please be aware that all memorials erected in our Cemetery are erected at the owner's risk and it is advisable to have them insured against damage. The responsibility of maintaining a memorial in a safe condition rests with the owner of the memorial. CPC has adopted the Institute of Cemetery and Crematorium Management's guidelines for The Installation, Inspection, Maintenance and Management of Memorials. Memorials in our Cemetery will be inspected periodically on a regular schedule. Details of the results of the inspection will be recorded and where remedial work is deemed necessary the owner will be notified. The owner is responsible for any repairs or maintenance notified by CPC. If any required work is not carried out within 3 months of the owner being notified, CPC reserves the right to carry out repairs and place a charge on the grave space. Any inspection will be undertaken by an authorised, competent person.

21. Maintenance of Memorial

We ask all registered owners to be aware that memorials are erected at their own risk and it is their responsibility to keep memorials in a good, safe condition. CPC cannot accept any liability for the making good of any damaged or fallen memorials. Please understand that CPC reserves the right to re-fix, move, line up or otherwise alter the position of any memorial as may be required.

22. Fees

CPC may charge such fees as it thinks proper for, or in connection with, interments in the Cemetery; and for the grant of right to place a memorial in the Cemetery; or inscribe an additional inscription thereon. CPC may amend fees from time to time. A Table of Fees is available from the Assistant Parish Clerk upon request.

23. Non Compliance with Regulations

CPC in exercising its powers under these regulations will adhere to the following procedure where non-compliance with the regulations has occurred:

- 23.1 Before any action is taken with regard to the removal of any memorial or object that is considered to be in contravention of these regulations, CPC will notify the grave holder in writing of CPC's intentions at their last known address.
- 23.2 One month's notice of any intended action will be given, unless there is an immediate risk under the Health and Safety Act, where the duty of care demands immediate action.
- 23.3 The grave holder will have the right to appeal against any decision made. Any appeal should be in writing and addressed to the Assistant Parish Clerk to CPC and received within one month of the notification date, with the exception of the above
- 23.4 If the grave holder is still not satisfied with the outcome, they will be given the opportunity to have the matter considered by CPC. The decision of CPC is final.

Signed:

Chair

Date: