



EAST HAMPSHIRE DISTRICT COUNCIL

CEMETERY REGULATIONS

INTRODUCTION

The Council owns five cemeteries, Catherington, Petersfield, West Liss, Whitehill and Alton. Petersfield and Alton cemeteries were opened in the 1850's while Catherington, Liss and Whitehill are more recent.

The following regulations have been made by East Hampshire District Council and are supplemental to the provisions of the Local Authorities' Cemeteries Order 1977.

For any help or advice regarding these regulations, please contact the Cemetery team on 01730 234285 or email frank.swift@easthants.gov.uk

ADMISSION TO CEMETERIES

1. Unsocial behaviour and the playing of games are prohibited. Children under 12 years of age must be accompanied by an adult.
2. No person shall prevent, interrupt or delay a burial by behaviour inappropriate for a cemetery.
3. No person shall sit, stand or climb on any memorial in the cemetery or any gate, tree, hedge, wall or building of the cemetery.
4. The riding of bicycles is not permitted in the cemeteries.
5. Dogs shall be kept on a lead. Owners shall clean up the faeces if fouling takes place.
6. Admission to the cemeteries is available 24 hours per day, however, the Council does reserve the right to close cemeteries for short periods of time for maintenance issues.

BEFORE THE BURIAL

7. The Council is open for telephone bookings of interments and other administrative duties during office hours of 09:00 – 14:00 Monday to Friday. After 14:00 all booking requests will need to be emailed to Newfuneralbookingrequest@easthants.gov.uk
8. Please note that a maximum of two full interments within East Hampshire Cemeteries can be booked per day. In addition, ashes interments may be possible, although this cannot be guaranteed. Therefore, any interment is subject to the existing bookings of the service.

9. The certificate for Burial or Cremation, or, where an inquest has been held, the Coroner's Certificate will be handed to the Council either before or at the time of the interment. For the burial of a still-born child, the certificate of the Registrar of Deaths or of a medical practitioner who was present at the birth, must be delivered to the Authority before or at the time of the interment.
10. The Authority must be given at least 2 clear working days' notice of an interment and this can be done by telephone between the hours of 9:00 to 14:00 or via email – by emailing newfuneralbookingrequest@easthants.gov.uk The notice of interment is the confirmation of the telephone booking and must contain full details of the deceased, the interment date and the size of the coffin. The interment form must be signed by: -
 - (a) The applicant for Exclusive Right of Burial.
 - (b) The owner/ person authorising the opening or re-opening of the grave.
11. Interments can take place between 10:00 and 14:00 Monday and 09:00 to 14:00 Tuesday to Friday. In exceptional circumstances, Interments can take place after 14:00 on Monday to Friday, or between 09:00 and 12:00 on Saturday, however an additional fee is levied during these periods. Please note due to poor light conditions during winter, the last interment should not be later than 14:00
12. Only coffins made of wood or other bio-degradable materials will be permitted
13. Ashes caskets for interments will need to be no larger than 12"x9", if there is a need for a double casket then the funeral directors must inform the cemetery team so that they can advise the Sexton.

DURING THE BURIAL

13. Any grave will be prepared in good time prior to an interment and will always be ready at least half an hour before the burial. The spoil from the grave digging process will be covered by artificial grass matting and the area will be left, ready for the burial, in a visually attractive manner.
14. The Council will provide suitable webbing and putlocks.
15. No use of powered equipment shall take place in a cemetery when a burial is taking place.
16. The Contractor will remain on site during interments, at a respectful distance, should assistance be required.
17. The Council will remove around 2/3 weeks after the funeral (dependant on weather conditions) the flowers, wreaths and other items from the grave. (unless you request otherwise in writing within 1 week of the funeral)

18. The Council will request that all additional items left on the grave, are removed, this allows for the grounds maintenance team to carry out their work without damage to any items left on the grave. Failure to comply can result in the Council removing the items or the items being damaged, the Council will not take responsibility for any items that are damaged.
19. The Council will check the grave for settlement, add top soil where necessary and level it. Once the grave appears to be stable, the contractor will turf or seed the grave when the weather is suitable. If there are any items left on the grave they will be removed for the grave to be topped and turfed.
20. No interments will be carried out without permission and without the Council's Contractor/Council representative being present. Please email ehealth@easthants.gov.uk for further information.

PRE - PURCHASE OF GRAVES

21. Subject to availability the Council will endeavour to enable a member of the public to pre-purchase the Exclusive Rights of Burial of a particular grave space. Please note that the pre-purchase fee is in addition to any future burial fee.
22. No grave in which an exclusive right of burial has been purchased can be opened or re-opened without the written consent of the deed owner.
23. After the interment the Exclusive Rights of Burial must be transferred. The Authority will contact the person who authorised the burial in due course.

ERECTION OF MEMORIALS

24. The right to erect a memorial may be applied only when the Exclusive Right of Burial and the Right to Erect a Memorial for the grave space has been purchased. Only the registered owner has the right to apply for the erection of a memorial. Kerb sets are not permitted.
25. An application for the right to erect a memorial, additional inscription, refurbishment, re-fix, replace an existing or re-fix **MUST BE** submitted to the cemeteries officer on the appropriate memorial application form and must include: -
 - The cemetery name,
 - Grave number,
 - Name of the deceased
 - Date of burial

- A description of the proposed works,
 - The inscription text.
 - Size of the memorial (including any foundation stones) together with a drawing showing dimensions.
 - Fixing Method
 - The name and address of the Memorial Mason (only those Masons registered with either BRAMM or NAMM will be permitted to erect memorials).
26. If the owner is deceased, ownership of that grave will need to be transferred to a person who is legally entitled. The deed must be transferred before the permit on any memorial will be submitted.
27. Memorial permits will only be issued to those Memorial Masons registered with either BRAMM (British Register of Accredited Memorial Masons www.bramm-uk.org) or NAMM (National Association of Memorial Masons www.namm.org.uk). Any memorial work undertaken must fully comply with the terms and conditions specified in each registration scheme and in accordance with the Cemetery Regulations of the Council.
28. We will deal with applications for stonemason licensing within 10 working days. If we are unable to complete the process within that period, we will write to you, to advise you when you should get a complete response.
29. Once approval has been provided for the erection of a memorial, the Stone mason **MUST** advise the Council when it will be installed. The installation shall be carried out in accordance to the approved written procedure
30. Any memorial erected will be on condition that it is inspected every five years (by the Council). Any repairs must be carried out by a Memorial Mason. The grave number shall be on the bottom right hand corner on the back of the memorial. Trade names will be permitted discreetly at the bottom left hand corner on the back of the memorial.
31. All memorials shall be constructed out of natural stone, granite marble or other hard stone, which must be durable and sound. No memorial shall be constructed of Bath, Caen or other soft stone zinc, iron or any other metal. The Council has the right to reject any memorial which, in their opinion, is not of suitable quality or description.
32. It is necessary to allow the grave to settle before a permanent memorial is permitted (9 – 12 months), however, a temporary wooden marker may be placed on the grave but should not exceed 3 ft. above ground level and in the case of a cross no more than 2 ft. wide. This temporary marker shall be removed by the owner of the Exclusive Right of Burial when a permanent memorial is erected. The Council reserves the right to remove any temporary marker should it fall in disrepair.

33. No kerb-sets, stones, fencing or ledger stones will be permitted on any grave.
34. The planting of trees, shrubs and or rose bushes will not be permitted on any grave and will be removed or cut down to prevent excessive growth that may cause damage to other graves within the vicinity, pathways and or to visitors to the cemetery. Excessive memorabilia are not permitted as this prevents the grave being maintained. The contractor will periodically inspect for settlement and top the grave up if necessary. After the settlement has finished, the contractor will turf/seed the grave and will be prevented from doing this if there are mementoes and ornaments on the grave. The Council may contact the deed holder to remove trees, shrubs and memorabilia and or invoice the deed holder for any costs incurred for their removal. For further information please follow the link
<https://www.easthants.gov.uk/sites/default/files/documents/rights%20of%20burial%200619.pdf>
35. At the discretion of the Cemetery Manager, other forms of memorials may be considered, e.g.: trees, bird boxes, benches and birdbaths.
36. No memorial shall exceed 3'6" high and 2'6" wide
37. All cremated remains in the ashes section must be covered by a tablet 18"x14" (set flat in the ground – portrait only) with one hole for a flower container. No desk top style tablets are permitted.
38. No work on memorials shall be carried out on Saturdays, Sundays or Bank Holidays.

REMOVAL OF MEMORIALS

37. No memorial shall be removed from the cemetery without the authority of Council.

RESPONSIBILITY FOR MEMORIALS

38. Any memorial erected in the cemetery remains the property and responsibility of the owner of the Exclusive Right of Burial and remains in the cemetery at their sole risk. All memorials must be kept in good state of repair.
39. The Council will not accept liability for damage to any grave or memorial or injury to any person within the cemetery except where such damage is directly attributable to the negligence of the Council or their employees.
40. The Council recommends that memorial owners take out insurance.

INSPECTION OF MEMORIALS

41. The Council has overall responsibility for the health and safety of all the visitors to the cemeteries. This includes testing the stability of headstones every five years. In certain circumstances, it will be necessary to lay the headstone down or alternatively make it safe with a support. We will contact you, but if your contact details are out of date, a sign will be left by the memorial. Please note any repairs required in making the memorial safe are your responsibility.

CONVEYANCE AND REMOVAL OF MEMORIAL MATERIALS

42. All tools and materials required in the erection of memorials must, whilst in the cemeteries, be conveyed by hand to avoid damage to grass or paths. All tools and materials used in the erection of memorials must be removed from the cemeteries immediately on completion of the work.
43. All surplus material will be removed from the cemeteries. If any Stonemason fails to do this the Council reserves the right to carry out the work and charge the relevant person accordingly.
44. If an existing memorial is to receive an additional inscription, or a reopening is to be carried out, any memorial or kerb-set which has to be removed to allow this process to occur must be removed completely from the cemetery.

FEEES AND CHARGES

45. All fees shall be in accordance with the scale provided annually and must be paid to the Council in advance of the interment or erection of the memorial.

MISCELLANEOUS

46. The Council will hold periodical Cemetery Visitor and Funeral Director meetings to update existing issues and discuss any new developments.