



Sherborne Town Council

The Manor House, Newland, Sherborne, Dorset, DT9 3JL

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Sherborne Cemetery (2016 Extension)

Introduction

It is the aim of Sherborne Town Council to provide the highest standards within its cemetery service to meet the needs of the bereaved and those who visit. It is therefore essential that Cemetery Rules and Regulations are in place to maintain the dignity of the cemetery, as well as to inform all cemetery users of the reasonable requirements applicable to them to enable the Council to effectively manage the service.

The Cemetery Rules and Regulations include the statutory requirements contained within the Local Government Act 1972 and the Local Authorities' Cemeteries Order 1977 and any relevant legislation governing this service.

Sherborne Town Council reserves the right to make any amendments, alterations or additions to the Cemetery Rules and Regulations as and when necessary.

1. Enquiries

1.1 Enquiries regarding the cemetery should be addressed to Sherborne Town Council, The Manor House, Newland, Sherborne, DT9 3JL. The office is open Monday to Thursday 10.00 to 16.00 and Friday 10.00 to 13.00.

2. Opening hours & associated information

2.1 Sherborne Cemetery (2016 Extension) is open for pedestrian access at the following times:

- Weekdays school term: 8am to 4pm
- Weekdays school holidays: closed
- Weekends: closed

2.2 Sherborne Town Council reserves the right to make such closures as may be necessary for repairs, emergencies or in the interest of public safety at any time.

2.3 No dogs are permitted in the cemetery.

3. Burial Service Times

3.1 The following first and last times for booking a funeral are necessary to provide cemetery staff with sufficient time to carry out the preparation before a burial and the reinstatement following a burial in a professional, caring, and dignified manner.

- First burial is 10.30 Monday to Friday
- Last burial is 14.30 Monday to Thursday and 12.00 on Friday

3.2 Burials at other times can be arranged in exceptional circumstances at an enhanced rate.

4. Additional burials and cremated remains

4.1 All new burials will be double depth to facilitate the burial of two coffins and up to six caskets of cremated remains after the second burial has taken place. If a casket of cremated remains is interred after only one full burial has taken place, there will only be space for further caskets of cremated remains and there will not be space for a second full burial. A transfer of burial rights will be required if the grave owner is deceased.

5. Interments

5.1 No interment shall take place without permission of Sherborne Town Council.

5.2 A Notice of Interment Form and any other relevant form including the full Certificate for Burial or Cremation must be delivered to Sherborne Town Council offices no later than 12 noon five working days prior to any interment. The notification must be made on the official form provided by Sherborne Town Council.

5.3 All graves will be excavated and prepared for interment by Sherborne Town Council's employees only. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of Sherborne Town Council.

5.4 Ashes may not be scattered unless an application has been made to Sherborne Town Council.

5.5 When a further interment is to take place in an existing grave, the Funeral Director or a member of the family will visit the grave prior to the grave being re-opened to agree it is the family grave.

6. Certification

6.1 No burial will be permitted without production of the Certificate of Death, Cremation Certificate signed by the Funeral Director, the person responsible for the arrangements of the person to be buried, or the Coroner's Certificate where an inquest has been held and must be delivered to Sherborne Town Council with the interment application form prior to a burial taking place.

6.2 Sherborne Town Council must be informed of any persons who have died from a notifiable disease prior to a burial taking place.

7. Alterations to arrangements

7.1 When a booking for a burial has been made, no alteration of any details will be allowed unless notice of alteration is given in writing to Sherborne Town Council at least 48 hours before the time booked for the funeral.

7.2 Sherborne Town Council will not be responsible for any misunderstanding arising as a result of verbal instruction, therefore all requests must be confirmed in writing.

7.3 Any alteration may have a cost implication and will be at the discretion of Sherborne Town Council.

8. Coffins

8.1 A body will not be accepted for burial unless it is enclosed within a suitably secured coffin. Cardboard / willow coffins will be accepted provided that they have first been authorised by Sherborne Town Council.

8.2 All coffins and cremation remains caskets shall be of a biodegradable nature.

8.3 Any coffin entering a cemetery must bear a nameplate or other suitable form of identification which must contain the name of the deceased.

8.4 It is the responsibility of the Funeral Director or other persons conducting the funeral to ensure that enough people are available to transfer the coffin to the graveside and the lowering into the grave.

9. Selection of graves

9.1 Every burial shall take place in a grave that will be selected by Sherborne Town Council.

9.2 Graves will be allocated on the basis of the next available grave space in the section currently in use for burial purposes. Sherborne Town Council reserves the right to decide on an alternative location at any time.

9.3 All graves shall be opened and back-filled by the cemetery staff only. No grave shall be opened beyond a depth of seven feet except by special permission. Ground conditions may prevent any grave depth being attained.

10. Grave Ownership - Deed of Grant of Exclusive Right of Burial

10.1 On the purchase of the Exclusive Right of Burial in a grave, a Deed of Grant shall be issued to the person or persons on whose behalf the Exclusive Right of Burial is purchased. This person shall be registered in the records held by Sherborne Town Council as the owner(s) of the grave.

10.2 The maximum number of names that may appear on a Deed of Grant is three.

10.3 Burial Rights may be purchased at the time of arranging an interment or after an interment has taken place. No Rights may be purchased in advance.

10.4 Whilst the ownership of the land remains with Sherborne Town Council, the purchase of the Exclusive Right of Burial means that the grave owner(s) have the “Right” to:

- Be buried in that grave, subject to sufficient space being available
- Arrange further burials in that grave, subject to sufficient space being available
- Place or replace a memorial, subject to approval of the application by Sherborne Town Council
- Add an additional inscription to an existing memorial, subject to approval of the application by Sherborne Town Council

The signature of the living grave owner(s) is always required before permission for any of the above is granted by Sherborne Town Council.

10.5 When the grave owner is deceased a transfer of burial rights will be required to establish a new legal owner.

10.6 It is the responsibility of the grave owner to inform the Town Council of any change of address in order that contact can be maintained.

10.7 A Deed of Grant is the legal document issued to the new grave owner for the exclusive Right of Burial and shall be for the period as stated in the Deed of Grant. (Currently 75 years.)

11. Transfer of Burial Rights

11.1 Any transfer of the Exclusive Right of Burial shall not be deemed valid unless such a transfer has been registered at Sherborne Town Council.

11.2 Where the current grave owner is alive and wishes to transfer ownership to another person or persons, a Form of Assignment will have to be completed.

11.3 Transfer of ownership of a grave may take place where the registered grave owner is deceased by submitting any of the following to Sherborne Town Council:

- Letter of Administration
- Proof of a named Executor who may then decide on ownership
- Completion of a Statutory Declaration

12. Grave Maintenance

12.1 After a burial has taken place, Sherborne Town Council staff will replace the soil and a temporary soil mound may be formed to allow for any soil settlement. The grave will be levelled and either turf re-laid or topsoil and grass seed applied depending on the conditions.

12.2 After the reinstatement of the turf/grass, Sherborne Town Council staff will be responsible for the grass maintenance thereafter. No other person will be permitted to carry out grass cutting.

12.3 After a burial has taken place, floral tributes may be placed on a grave. In order to preserve the dignity of the cemetery, Sherborne Town Council staff will remove any faded floral tributes once identified. After one month from the date of the burial all remaining floral tributes will be removed. Thereafter, all flowers should only be placed in containers integral to the memorial or placed on the memorial base. Flowers and/or containers must not be placed along the grave as this damages the grass and prevents grass maintenance. Any flowers and/or containers placed incorrectly will be removed by Sherborne Town Council. Artificial flowers of any kind shall not be permitted at any time.

12.4 The planting of any shrub, tree, conifer, bedding plants, bulbs, flowers or plants of any kind is not permitted.

12.5 The placing of any kerb sets, stone chippings, fencing, glass items, solar lighting, wind chimes, or items of any kind is not permitted.

12.6 No tree or shrub may be used to support or hang any items.

12.7 Unauthorised items will be immediately removed by Sherborne Town Council staff and stored for collection for a period of one month after which time the items will be disposed of.

12.8 Any items considered to be causing a hazard or danger will be immediately removed without notice.

12.9 For maintenance reasons, permanent grave mounds are not permitted.

13. Cremated Remains Section

13.1 The Cremated Remains Section is for the burial of cremated remains only. Each cremated remains grave provides for the burial of two standard cremation caskets.

For regulations regarding memorials, please see 15. Memorials.

14. Children's Section

14.1 Sherborne Town Council recognises there is a greater desire to personalise the grave in memory of a child. What pleases one may offend another, therefore, in an effort to be supportive of the needs of a bereaved parent but still maintain the dignity of the children's section, Sherborne Town Council respectfully requests that any items are confined to the grave area only.

14.2 As with elsewhere in the cemetery, for health and safety reasons no glass items are permitted and will be removed immediately.

14.3 Memorials or tablets in the Children's Section must comply with the specifications of memorials and tablets elsewhere in the cemetery. (Please see 15. Memorials)

15. Memorials

15.1 Memorial installation works shall be carried out in accordance with BS8415 and any Industry Standard or Code of Working Practice that complies and conforms to BS8415 and BRAMM / NAMM recommendations.

15.2 No memorial shall be permitted unless an Exclusive Right of Burial has been granted for the grave space.

15.3 Memorial masons need to phone Sherborne Town Council to arrange the date and time for the removal/installation of any memorial.

15.4 Memorials shall be of natural quarried material only with the exception of a temporary wooden cross.

15.5 Memorials shall not exceed 700mm (27.5ins) in width, 75mm (3ins) thick, and 900mm (35.5ins) in height. No tablets are permitted on full burial grave spaces.

15.6 Tablets only are permitted as memorials in the Cremated Remains Section and must not exceed 56cm x 56cm x 56cm (22ins x 22ins x 22ins). The foundation to be no more than 8cm (3ins) larger than the tablet.

15.7 All foundations and dowelling etc. must comply with BS8415/ BRAMM / NAMM recommendations.

15.8 Only one memorial per grave space is permitted.

15.9 All memorials shall have the grave space reference number inscribed in characters of 15mm on the rear side near the base so as to be visible above the ground surface.

15.10 The name of the memorial mason shall be inscribed in characters of 15mm on the rear side near the base so as to be visible above the ground surface.

15.11 QRs, photos or images are not permitted on any memorial. Simple engraved decorations are permitted with the approval of Sherborne Town Council.

15.12 Applications to erect a memorial, or to add an inscription to an existing memorial, must be made on the Sherborne Town Council application form and signed by the registered grave owner(s) and the memorial mason. The form must include a drawing of the memorial, details of the stone to be used, the inscription and the dimensions of each element of the installation. No work must proceed until Sherborne Town Council has approved the application and issued the permit.

15.13 Inscriptions with dates on memorials shall only refer to the remains of those laid to rest in the grave space.

15.14 Sherborne Town Council reserves the right to refuse any application which does not comply with these regulations and/or if the inscription is, in his/her opinion, improper or undesirable.

15.15 No memorial shall be interfered with or altered once erected in the cemetery according to the design submitted, nor shall any additional inscription be cut thereon without the approval of Sherborne Town Council.

15.16 The memorial is the sole responsibility of the grave owner and does not become the property of the Council. The Council therefore shall not be held responsible for any damage or breakage and accepts no responsibility or liability for any vandalism caused to any memorial or be liable for damage to any memorial in the Cemetery caused by storm, wind, subsidence or by any other cause.

15.17 Memorials are not permitted to be installed before 6 months from the date of burial.

15.18 Wooden crosses are permitted for a period of 12 months from the date of an interment.

15.19 It is the grave owner's responsibility to ensure that the memorial is maintained in good order and repair and in a safe condition and does not pose a hazard to the visiting public or cemetery staff. In the unfortunate event of a memorial being found to be unsafe at any time, Sherborne Town Council reserves the right to immediately make it safe and recover the cost from the grave owner, or remove the same.

15.20 It is the appointed memorial mason's responsibility to ensure that the memorial is placed on the correct grave and to the required standards and that the ground is reinstated satisfactorily.

15.21 The right to erect and maintain a memorial on a grave is granted for the period of the Exclusive Right. Sherborne Town Council may authorise the removal of memorials from graves where the right of burial period has expired or if the memorial has not been maintained.

15.22 Sherborne Town Council recommends that grave owners insure their memorials.

16. Seats and Benches

16.1 No seat or bench is permitted to be placed in the Cemetery without the permission of Sherborne Town Council.

17. Removal of remains

17.1 Human remains may not be removed unless a licence has been obtained from the relevant Government Department and application then made to Sherborne Town Council.

18. Fees

18.1 Cemetery fees are revised annually. A schedule of fees is available upon request.

18.2 Fees apply where the person to be interred was, or immediately before their death, a parishioner of Sherborne, or where a person's last place of residence was Sherborne prior to them being taken into care elsewhere, or in the case of a stillborn child, where the parents were such. In all other cases (non-residents of Sherborne) the fees will be doubled unless the burial rights and memorial rights were originally purchased at parishioner rates.

18.3 No additional charge will be made for additional burials in the same grave on the same day.

18.4 All cemetery fees will be required at the point of booking a funeral or making an application for a memorial or any other service.

19. Local Authorities Cemetery Order 1977

19.1 It is an offence under the Local Authorities Cemetery Order 1977 to:

- wilfully create any disturbance in a cemetery
- commit any nuisance in a cemetery
- wilfully interfere with any burial taking place in a cemetery
- wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter
- play at any game or sport in a cemetery
- enter or remain in a cemetery at any hour when it is closed to the public unless so authorised by the Council.

Disclaimer

Sherborne Town Council cannot be held responsible for any damage to any memorial or any personal property taken into the Cemetery. If any damage is caused to Sherborne Town Council's land or premises by bringing in any materials, gravestones, or monument or from any other cause, the person or persons doing such damage will be held responsible for the same and Sherborne Town Council may recover the cost of repairing such damage from such person or persons and, in addition, take proceedings under Article 18 of the Local Authorities' Cemeteries Order 1977.

These Regulations have been approved by Sherborne Town Council, which reserves the right to make alterations/additions as appropriate.

Date agreed.....