

# Cemetery Regulations

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GREAT SHELFORD PARISH COUNCIL

Adopted: 21<sup>st</sup> March 2022

## 1. Introduction

- 1.1. These regulations apply to the Cemetery owned and managed by Great Shelford Parish Council.
- 1.2. Currently the sites include:  
Cambridge Road Cemetery, Cambridge Road, Great Shelford

## 2. Contact Details

- 2.1. All enquiries concerning the Cemetery should be directed to:  
The Clerk to the Council, Great Shelford Parish Council, PO Box 1492, Cambridge CB1 0YQ.  
Telephone: 01223 616622  
Email: [clerk@greatshelfordparishcouncil.gov.uk](mailto:clerk@greatshelfordparishcouncil.gov.uk)  
The offices are open from 9am until 5pm Monday to Friday.  
An answerphone is available for messages to be left outside office hours.
- 2.2. These Regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

## 3. Admission to the Burial Grounds

- 3.1. The Cemetery is open for visitors every day of the year.
- 3.2. The Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the cemetery. No consumption of alcohol or drugs may take place within the cemetery, and anybody under the effects of such substances will not be admitted.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees, etc. will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments within the cemetery.
- 3.5. No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Clerk.
- 3.6. No motor vehicle shall be driven in any of the cemetery other than in the connection with the conduct of servicing funerals, or in connection with the erection of memorial monuments and care of graves or cemetery grounds maintenance.
- 3.7. No person shall drive any motor vehicle onto the grassed areas, except for sole access over grassed areas for the purposes of grass cutting and excavating or backfilling of graves. Any such vehicular access over grassed areas for these purposes shall be kept to an absolute minimum, and all reasonable protective measures shall be taken to avoid damage to the grass surface.
- 3.8. Any person driving a motor vehicle onto a grassed area of the cemetery shall be liable to pay Great Shelford Parish Council its costs incurred in making good any damage thereby caused.
- 3.9. Authorised vehicles will not exceed a speed of 5mph in the cemetery.
- 3.10. Visitors with disabilities or other special requirements should contact the Clerk who will be pleased to assist.

## 4. General Regulations

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the cemetery.
- 4.3. All fees for interments or memorial works must be paid in full to the Council in advance.
- 4.4. The Council will publish a scale of fees and charges annually (available on the website: [www.greatshelfordparishcouncil.gov.uk](http://www.greatshelfordparishcouncil.gov.uk) and on the cemetery noticeboard). A person to be interred or for whom an Exclusive Right of Burial is granted, must be before their death, a past or present inhabitant or parishioner of the Parish of Great Shelford or in the case of a still-born child, where one of the parents is, or at the time of the interment was, such an inhabitant or parishioner.
- 4.5. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

## 5. Graves

- 5.1. Graves are available in the cemetery, which consists of unconsecrated sections. The selection of grave spaces shall be at the final discretion of the Council, but the wishes of applicants will be met wherever possible.
- 5.2. Every interment shall take place either in a private grave. Private graves are graves to which an Exclusive Right of Burial has been issued.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 99 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process adopted by the council.
- 5.5. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.
- 5.6. The area of the cemetery in use is a lawn design and consequently only headstones are allowed with a small space at the head of the grave available for planting. Cremated Remains Graves are for the burial of cremated remains only.
- 5.7. All graves will be excavated and prepared for interment by persons appointed or authorised by the funeral director arranging the funeral with the permission of the Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 5.8. Following the interment the persons appointed will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

## 6. Coffins

- 6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard, etc.

## 7. Booking of Interments

- 7.1. A provisional booking for a funeral may be made by telephone to the Clerk to the Council.

- 7.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by Great Shelford Parish Council) to the Clerk at least 48 working hours in advance of the intended date and time of the funeral. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the provisional booking.
- 7.3. In respect of private graves, the deed of grant for the exclusive right of burial will be registered in the name of the applicant for the burial indicated on the notice of interment and signed by that person.
- 7.4. A coffin grave shall not exceed 229cm (7ft 6inches) in length, and 91cm (3 feet) in width.
- 7.5. As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, e.g. large number of mourners expected, motorbike cavalcade, jazz band, piper, etc.
- 7.6. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices prior to the funeral.
- 7.7. The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

## 8. Interments/Burials

- 8.1. Funerals will normally only be permitted Monday to Friday 9am til 4pm (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times subject to additional cost. Please contact the Clerk if a time outside of the permitted hours is required.
- 8.2. All funerals will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the grave as appropriate.
- 8.3. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.4. Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 7 days before being cleared by Council staff (unless family have already removed them).

## 9. Memorials

- 9.1. All memorials fixed in the cemetery must comply with British Standard 8415 (latest version) and the BRAMM Blue Book (latest version).
- 9.2. Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (latest version).
- 9.3. Only those memorial masons businesses that are BRAMM accredited, and those memorial masons that hold a current BRAMM Fixer Licence, will be able to work in the cemetery. Fixers who do not hold a BRAMM Fixer Licence will only be permitted to work under the direct supervision of a mason who holds a BRAMM Fixer Licence.
- 9.4. Memorials will only be permitted on purchased graves.
- 9.5. Memorials other than those fixed by a BRAMM accredited memorial mason are not allowed. On lawn sections planting is confined to the head of the grave and no objects must be placed on the length of the grave.
- 9.6. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Clerk on the appropriate form supplied by the Council. The grave owner must sign the form to give their permission for the proposed

memorial/works. On approval by the Council a permit will be issued to the responsible Memorial Mason.

- 9.7. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable. As the Council has declared a Climate Emergency, they will not permit stone imported from outside the EU.
- 9.8. The maximum height of lawn memorials is 3', the maximum width is 2' and the depth is 12". The memorial must be a minimum of 3" thick. On traditional graves the Council will consider applications for larger memorials subject to them being satisfied that the installation is compliant with current recognised industry standards. On cremated remains and children's graves the maximum height of a memorial is 2' and the maximum width 18".
- 9.9. The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high.
- 9.10. Memorial masons must remove all arisings from the cemetery at the conclusion of their work, and must leave the area in a tidy condition.

## 10. Care of Graves and Memorials

- 10.1. All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.
- 10.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 10.3. All flower holders or other items left on graves must be made of non-breakable material. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Council may remove any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site.
- 10.4. Grave owners will be permitted to place personal items on either side of the memorial and/or on a one foot strip to the front of the memorial. Grave owners are requested to adhere to this rule so as to enable maintenance of the grass areas without risk of damaging any personal items.
- 10.5. No trees may be planted on graves. Only suitable planting such as annual bedding or small shrubs will be permitted on traditional graves and in the head border of lawn graves. The Council may remove any plants that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's maintenance work.

Document History		
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