



## **Rules and Regulations for the Management of Costessey Cemetery in Longwater Lane, Costessey**

### **1. NOTICE OF INTERMENT**

At least two clear days' notice must be given to the Clerk of the Council for an interment. Saturdays, Sundays and Bank Holidays are excluded in reckoning the length of notice.

### **2. CERTIFICATE OF DEATH**

The Certificate for the Disposal of the Body, the Coroner's Order for Burial (in the case of an inquest), or the Cremation Certificate (in the case of cremated remains) must be produced before or immediately after interment and delivered to the Clerk of the Council. For the burial of a stillborn child an appropriate certificate issued by the Registrar of Births and Deaths or the Coroner will be required.

### **3. PAYMENT OF FEES**

All orders must be given and fees and charges paid at the Town Council Office, The Costessey Centre, Longwater Lane, Costessey, Norwich NR8 5AH within three days after interment or, in the case of headstones and memorials, before they are erected.

### **4. TIME OF BURIAL**

The time fixed for the funeral must be that at which the procession is at the Cemetery. No interment 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 or on specific religious grounds. Interment may otherwise take place at the Cemetery upon payment of the appropriate fees, on Mondays, Tuesdays, Wednesdays, Thursdays and Fridays between the hours of 9am and 3.30pm. The Clerk must be notified of the time of the interment.

### **5. ADMISSION OF VEHICLES**

Motor vehicles are prohibited from entering the Cemetery other than for the purpose of funerals, in connection with the erection of memorials, or for the attendance at graves. No vehicles are permitted beyond the car park area except in connection with the funerals and the erection of memorials, without the express permission of the Clerk to the Council. (This rule would not apply to any approved means of invalid conveyance) The riding of cycles and motorcycles in the Cemetery is strictly prohibited. Caravans are strictly prohibited in the Cemetery at all times.

### **6. GRAVE DIGGING**

All grave digging must be undertaken by Mr P Robson (Tel: 01362 422038, Mobile: 07429 859125), who is the designated grave digger for Costessey Town Cemetery. Cremation plots may be dug by the Funeral Director officiating at the burial of ashes.

## **7. OPENING OF GRAVES**

The responsibility for excavation of all graves shall rest with the Funeral Director.

## **8. RE-OPENING OF GRAVES**

The owner or executor shall be responsible for the removal of all memorials on the re-opening of graves and the replacement of same within 18 months. The cost of such removal must be borne by the owner, and the Council will not be responsible in the event of a monument or stone becoming broken or damaged, lost or destroyed during the work.

## **9. DEPTH OF GRAVES**

No grave shall be deeper than 8 feet (2.44m) but the Council, if they find it impractical for any reason, reserves the right to specify the maximum depth to which the grave can be dug. No body shall be buried in a grave in such a manner that any part of the coffin is less than 3 feet (0.9m) below the level of any ground adjoining the grave.

## **10. SITE OF GRAVES**

Exclusive rights to grave plots and burials will be in strict rotation on application as per the plan kept by the Clerk to the Council. No deviation from this plan will be allowed.

## **11. EXCLUSIVE RIGHTS OF BURIAL**

Whenever an exclusive right of burial is acquired the full name and address of the purchaser must be supplied. The purchaser shall not dispose of the rights without the consent of the Council. Where rights have not been exercised the burial authority may at any time after the expiration of 70 years, beginning with the first day, serve notice on the owner unless within 6 months of the date the owner notifies the authority in writing of his intention to retain them.

When it is necessary to re-open a grave in respect of which an exclusive right of burial has been acquired, the Grant, or in default, such other authority of the owner to open as may be considered necessary by the Clerk, must be produced before notice of interment can be accepted. Nobody shall be buried in a grave unless the coffin is effectively separated from any other coffin interred in the grave on a previous occasion by means of a layer of earth not less than 6 inches thick.

In the transfer of the ownership of an exclusive right of burial in a grave or graves (owing to death or otherwise) such transfer must be registered and the Grant produced for endorsement before the grave can be opened or re-opened, or stone repaired, etc.

If the owner of an exclusive right of burial in a grave desires to acquire a similar right in relation to an adjoining vacant grave space he must at once give notice to the Clerk to the Council, and the Council will reserve the space for three months pending purchase, but after the expiration of that period the Council will not reserve the space if the purchase has not been made.

## **12. HEADSTONES, TABLETS, MEMORIALS AND INSCRIPTIONS**

**Children's Graves:** On a child's plots in the area of the cemetery set aside for the burial of children: Vertical headstones not exceeding 26" (66cm) high, 12" (31cm) deep and 21" (53 cm) wide, will be permitted. (These dimensions include the plinth size).

**Standard Grave Plots:** Only vertical headstones not exceeding 3 feet (0.9m) in height and 2 feet (in width with bases not exceeding 2 feet (0.61m) in width and 18 inches (0.45m) in depth will be permitted.

**Casket Plots:** Only vertical headstones not exceeding 38" (high and 3 feet (0.9m) wide (including the plinth dimensions) will be permitted.

**Cremated remains:** Only tablets not exceeding 15 inches by 18 inches (0.38 x 0.45m) which are flat and laid level with the ground will be permitted.

**No kerbs or surrounds, (including garden fences), vaults or brick graves will be permitted.**

**Installations and Inscriptions:** In respect of all memorials, headstones, tablets, and inscriptions, a full description of materials, design, size wording, etc must be submitted to the Clerk to the Council for approval before installation.

14 days' notice must be given to the Clerk to the Council by masons, etc before the installation of headstones, tablets or inscriptions after which all works must be completed as soon as possible.

**The grave reference number must be inscribed on all headstones and tablets.**

All headstones and tablets shall, after installation, be kept in good repair by the owner, and unless this is done, the Council reserves the right to cause them to be repaired or removed at the owner's expense. If any headstone or tablet is erected in violation of these regulations, the same may at any time be removed by the Council without notice.

**Temporary Cross Memorials on Cremation Plots:** No crosses permitted on cremation plots, except as as a temporary measure for a maximum of six months before a memorial stone is laid. Flat stones only to be permitted on cremation plots.

**Damage:** The Council will not be held responsible for any damage to headstones, tablets, memorials, vases, etc howsoever caused.

**Floral Tributes, etc:** No shrubs, plants or flowers may be planted within the Cemetery or on any grave therein nor may any shrubs, plants or flowers be cut or carried away without the prior consent of the Clerk to the Council. The Council reserves the right to prune, cut down or dig up and remove any shrub, plant or flower planted without authorisation or which, in their opinion, has become unsightly or overgrown.

**Photographs on Headstones:** Permission must be sought from Costessey Town Council for photographs included on headstones. The image should show only the head and shoulders of the deceased and the dimensions should not exceed 9 cm x 12 cm.

Where permission has been granted, tributes, whether floral or otherwise, may only be placed in the vicinity of the headstone area of the grave to facilitate maintenance of the cemetery. This rule will not be enforced in the first six months after the burial, when tributes will be allowed within the confines of the grave. After 6 months permission must be sought from the Council for tributes, floral or otherwise to be renewed, otherwise they will be removed at the Council's discretion.

**No wind-chimes or solar lights are allowed within the cemetery.**

### **13. OFFENCES IN THE CEMETERY**

Every person who shall wilfully destroy or injure any building, wall, fence or seat belonging to the Cemetery, or destroy or injure any tree or plant therein, or daub or disfigure any wall thereof, or put up any bill therein or on any wall thereof, or wilfully destroy, injure or deface any monument, tablet, inscription or grave stone within the cemetery, or do any other wilful damage therein, shall be liable for prosecution.

Every person who shall play at any game or sport, or discharge firearms, save at a military funeral, in the Cemetery or who shall wilfully and unlawfully disturb any persons assembled in the Cemetery for the purpose of burying a body therein, or who shall commit any nuisance within the Cemetery, shall be liable to prosecution.

The consumption of alcohol within the Cemetery is strictly prohibited.

All dogs, except assistance dogs, are prohibited in the Cemetery.

No person shall be allowed to offer goods for sale or solicit orders for the sale of goods within the Cemetery. Offenders will be liable to expulsion.

### **14. REGISTER OF BURIALS**

A Register of Burials will be kept by the Clerk to the Council. Searches may be made and certified extracts obtained. A fee may be charged for such searches and extracts.

A plan showing the situation of each grave will be kept by the Clerk to the Council and may be inspected without charge, by arrangement, during office hours.

### **15. REVISION OF REGULATIONS**

The Council reserves the right to make alterations or additions to the foregoing Rules and Regulations consistent with the Burial Acts.

**These Rules and Regulations are made in conformity with and subject to the Local Authorities Cemeteries Order 1977 and any amendment thereof. The Regulations of Her Majesty's Secretary of State, under the Burial Acts, and applicable to the Cemetery, must be considered as incorporated herein.**

**(Revised June 2017)**