

Waste & Neighbourhood Services

**APPROVED BY**

September 17

Mae'r ddogfen hon hefyd ar gael yn Saesneg.

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## INTRODUCTION

It is the Aim of the 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 provide an acceptable balance between the provision of a sensitive service with the need to maintain the dignity and sanctity of our Cemeteries; 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 other relevant legislation governing this service.

Neath Port Talbot Country Borough Council reserves the right to make any amendments, alternations or additions to the Cemetery Rules and Regulations as and when necessary.

All persons admitted to a cemetery and using the Cemetery Service will be subject to the Rules and Regulations set out in this document. The Council reserves the right to remove from a cemetery any person infringing the Regulations.

For the avoidance of doubt, nothing within this document shall prejudice or affect the Council's rights, powers, duties and obligations in the exercise of its functions as a Local Authority.

On request, a copy of these regulations will be issued to all Funeral Directors and BRAMM Monumental Masons that are located within the County Borough. Policy will be available on the Council's website.

In these Regulations, except where the context otherwise requires, the following expressions shall have the meanings hereby assigned to them.

“The Cemetery” shall mean:

- Carmel Cemetery, Heol Hir, Gwaun Cae Gurwen
- Godre’r graig Cemetery, Graig Road, Godre’r graig
- Onllwyn Cemetery, Wembley Avenue, Onllwyn
- Llantwit Cemetery, Llantwit Road, Neath
- Ynysymaerdy Cemetery, Ynysymaerdy Road, Briton Ferry, Neath
- Goytre Cemetery, Goytre Road, Goytre, Port Talbot
- Margam Cemetery, Longlands, Margam
- Cymmer Cemetery, Eastern Avenue, Cymmer
- Giants Grave, Briton Ferry , Neath

and shall include all grave spaces, verges, walls, fences, access roads, designated car parks, amenity areas, buildings and all other structures of whatsoever kind for the time being within its confines.

Should anyone have any queries in relation to the Rules and Regulations, they should, in the first instance, contact the Cemeteries Office [cemeteries@npt.gov.uk](mailto:cemeteries@npt.gov.uk) or call 01639 686121/686122. Any complaints will be dealt with in accordance with the Council’s Corporate Comments, Compliments and Complaints Policy.

Bereavement Services  
2017

## CEMETERY INFORMATION

### Addresses

The Council has responsibility as a burial authority for nine cemeteries located at:-

<b>CEMETERY</b>	<b>ADDRESS</b>	<b>POSTCODE</b>
Carmel Cemetery	Heol Hir	SA18 1PL
Cymmer	Eastern Avenue	SA13 3NT
Godre'r'graig	Graig Road	SA9 2NY
Goytre	Goytre Road	SA13 2YN
Giants Grave	Giants Grave Road	SA11 2ND
Ynysymaerdy	Ynysymaerdy Road	SA11 2TL
Llantwit	Llantwit Road	SA11 3LB
Margam	Longlands Lane	SA13 2NR
Onllwyn	Wembley Avenue	SA10 9HG

### Contact

**All Burial records and communication should be directed to:-**

**Cemeteries Office  
Neath Port Talbot Country Borough Council  
The Quays  
Brunel Way  
Briton Ferry  
SA11 2GG  
[cemeteries@npt.gov.uk](mailto:cemeteries@npt.gov.uk)  
Tel: 01639 686122**

## Cemetery Office Opening Hours

The Cemetery office is located within the Service Response Centre at The Quays Brunel Way, Briton ferry and is available from:-

Monday to Thursday	8.45am to 4.00pm
Friday	8.45am to 3.30pm

## Cemetery Opening times

The pedestrian gate of a Cemetery will remain open at all reasonable times as determined by the authority.

The main entrance gates will be open for funerals, stone masons, and private vehicles when staff are on-site or such other times as the authority shall determine or may be agreed.

Users and Visitors must leave the Cemetery when requested to do so by the authority's officers.

## Special Days

The Cemeteries office will be open for reduced hours over Easter and Christmas periods and details will be available Via the Council's web-site [www.npt.gov.uk/1108](http://www.npt.gov.uk/1108)

## BOOKING AND SERVICE ARRANGEMENTS

### Notice of Interment

Following notification to the Cemeteries Office by telephone, the Written Forms of Notice of Interment must be delivered to the Cemeteries office *at least 48 hours prior to the agreed time/day of the interment.*

Notices shall be accompanied by any required legal documents and payment in full of all fees and charges due to the Council in respect of interments. Failure to comply with this procedure may result in delaying interments.

The Notice shall be given on the form provided by the Council and must contain the following information:-

- a) The name or names as included on the death certificate, address, date of death and age of deceased.
- b) The day, date and time of the arrival of the funeral
- c) The coffin size and grave space intended to be occupied
- d) Whether in an earthen grave, bricked grave or vault
- e) Religious denomination of the deceased (if applicable)
- f) Whether the “exclusive right of burial” has been purchased and the signature of the owner obtained
- g) Whether a headstone is on the grave requiring temporary removal
- h) Whether cremated remains are in an urn or casket
- i) The Document effecting a legally sound transfer of ownership where appropriate
- j) The council must be informed of any persons to be buried who have died from a notifiable disease.



The schedule for booking interments is normally:-

**(Please note that this schedule is only guidance and the authority reserves the right to amend at any time)**

<u>Initial Request Received</u>	<u>Earliest Funeral</u>
Monday before 10.30 a.m.	Thursday a.m.
Monday after 10.30 a.m.	Thursday p.m.
Tuesday before 10.30 a.m.	Friday a.m.
Tuesday after 10.30 a.m.	Friday p.m.
Wednesday before 10.30 a.m.	Saturday a.m.
Wednesday after 10.30 a.m.	Monday a.m.
Thursday before 10.30a.m.	Tuesday a.m.
Thursday after 10.30 a.m.	Tuesday p.m.
Friday before 10.30 a.m.	Wednesday a.m.
Friday after 10.30 a.m.	Wednesday p.m.

Due to the following (not an exhaustive list) the above schedule is subject to change without prior notice:

- High demand
- Bank Holiday periods
- Coffins which are above the standard grave dimensions (see page 19)
- If a test dig is required
- Adverse weather conditions
- A delay in removal of a memorial

Interments required at shorter notice will, where practicable, be arranged at the sole discretion of the council to meet the needs of a Religious denomination or exceptional circumstances.

### **Orders or instruction by telephone/post**

Any orders or instructions given by telephone will be received at the sole risk of any person giving such orders or instructions, and the Council shall not be responsible for a misunderstanding, which may arise with regard to orders or instructions given by telephone.

Orders or instructions given by telephone must be immediately confirmed in writing to the Council (Email accepted [cemeteries@npt.gov.uk](mailto:cemeteries@npt.gov.uk)).

Orders accompanied by remittances will be accepted if sent by post but the Council will not accept responsibility for any loss or delay which may occur if orders do not reach the council in time.

### **Times and Days for Burials**

The time stated for a funeral shall be that at which the procession is to arrive at the Cemetery.

All funerals will be met by a member of staff from the Council. No burial will be allowed to proceed unless accompanied by such member of staff. A check of the name plate will be made against the statutory paperwork prior to any service taking place.

Unless otherwise mutually arranged with the Council, the time for burial during the British Summer Time period must be between 10.00am and 3.00pm (10.15am and 2.45pm in Margam Cemetery) Monday to Friday inclusive.

During the Winter (Greenwich Mean Time period) the last burial is to take place at 2.00pm (2.15pm in Margam Cemetery).

Where two full interments are requested in the same Cemetery, (but not in the same grave) a minimum of 2 hours between services is required with the council reserving the right to determine the time of the later interment.

Where two interments of ashes are requested on the same site, (but not in the same grave) a minimum of 1 hour between services is required with the council reserving the right to determine the time of the later interment.

Saturdays burials shall be between 10.00am and 12.00noon (10.15am and 11.45pm in Margam Cemetery) only. (Additional fees applicable)

No burials are permitted on Sundays, Bank Holidays, Christmas Day, Good Friday or any other public holidays except in cases of emergency and by permission of the Council. (Additional fees applicable)

### **Reservation of graves and cremation plots**

The Exclusive Rights of Burial for Cremation Plots may be reserved at locations determined by the council. Graves intended for coffins can no longer be reserved in any of the Council Cemeteries.

## Fees

Cemetery fees are payable to the Council in respect of the following:-

- Burial (coffin or ashes)
- Scattering of ashes
- Installation and reinstallation of a memorial
- An additional inscription on a memorial
- Reservation of cremation plot
- Storage and transfer of ashes in Vault (Cymmer only)

Any other matter in connection with the Cemetery Service which has been approved by the Council.

A single fee for burial will be charged in all cases, even if two or more burials of coffins or cremated remains are taking place in the same grave or plot on the same day. A schedule of such fees is available on the Council's Web-site [www.npt.gov.uk/1108](http://www.npt.gov.uk/1108) or from the Cemeteries Office.

## Funeral arrangements

For all Burial Services, the relatives or friends of the deceased appoint the officiating person. The person having charge of the funeral must make all the arrangements with the person intended to officiate. The Council undertakes no responsibility whatsoever on this account.

The person arranging the funeral or his/her representative shall ensure that they have sufficient persons to transfer the coffin from the vehicle to the grave side and lower the coffin into the grave. In all cases this should be a minimum of 4 persons for a burial of an adult.

All funerals within the confines of the Cemetery shall be under the control of the Council, who will direct all vehicles and carriages within the Cemetery.

The time appointed for the funeral is that at which the procession is to arrive at the Cemetery. To avoid disruption to later Funerals we ask that Funerals arrive at the Cemetery punctually. A surcharge may be imposed if late arrivals result in the cemetery staff having to work additional hours.

No funeral processions shall be allowed to enter the Cemetery or Car Parks within the Cemetery except by permission of the Council.

The Council reserves the right to exclude from the Cemetery any person or persons directly or not directly connected with a funeral.

In the case of a burial where a large number of persons are expected to attend, it is advised that the Council be notified prior to the funeral to enable arrangements to be made accordingly.

The production of the Registrar for Deaths Certificate for Disposal, Cremation Certificate, Notice of Interment of a Stillborn Baby or a Coroner's Order for the Burial must be made to the Council prior to burial. No interment will be allowed except on the production of required certificates.

If a certificate is not available at the time of burial, the Declaration Form 18 of the Births & Deaths Registration Act 1926 Section (1) has to be completed by the Funeral Director (or person conducting the funeral at the Cemetery) for the funeral to proceed.

## CEMETERY RULES AND GUIDANCE

### Coffins and Cremated Remains Containers

A body will not be accepted for burial at the Cemetery unless it is enclosed within a suitable secured coffin. Cardboard, willow and homemade coffins are acceptable provided that they have first been authorised by the Council. Cremated remains must be held in a container designed for the purpose of burial and approved by the Council.

All coffins and cremated remains containers entering a Cemetery must bear a nameplate or other suitable form of identification which must contain the name of the deceased. The nameplate shall be confirmed against the correlated record by an appropriate member of Cemetery staff to allow the burial to proceed.

### Vehicles/Transport

Vehicles shall not be allowed entry to any Cemetery unless permitted by the Council.

All vehicles within a Cemetery shall be under the direction of the Council.

The Council reserves the right to remove any vehicle within a cemetery's grounds if such vehicle is impeding or likely to impede the progress of the funeral procession taking place, or about to take place.

The Council reserves the right to bar the use of the car park to any vehicle.

No vehicle shall be parked on grassed areas within or outside any Cemetery. Vehicles shall not be parked in such a way as to cause a nuisance, annoyance or inconvenience to other Cemetery users or persons.

A speed limit of 5mph applies in all the Council's Cemeteries.

Stone masons' vehicles will not be allowed to remain in a Cemetery for longer than is necessary. The proprietor shall be responsible for any damage caused by the bringing of any materials or works, and will be held responsible for the reinstatement/repair/costs in relation to such materials or works.

No person other than those who are employed by the Council or work in connection with a Cemetery shall draw, drive or wheel any carriage, vehicle or trailer on to the grassed areas within a Cemetery.

Prams, push chairs, mobility scooters and wheelchairs will be allowed within a Cemetery, including the grassed areas; but the Council will not be responsible, under any circumstances, for loss or damage howsoever caused by their use.

No person shall ride any pedal cycle of any description in a Cemetery.

The use of Skates, Skateboards and Go-Carts are forbidden within any part of a Cemetery.

The Council reserves the right to bar access to any persons who either intentionally, negligently or persistently, causes or allows damage to be caused to graves, monuments, stones or the turfed areas of any Cemetery, or to the kerbs, paved areas etc, within a Cemetery.

For any of the above, the Council may pursue (by legal action if necessary) the reimbursement of the cost of any damage above caused.

### **Admission to the Cemeteries and Buildings**

No person, other than an officer of the Council or a person employed by the Council shall enter or remain in a Cemetery whilst the Cemetery is closed to the public.

All persons within a Cemetery will be subject to the directions and instructions from the Council.

All persons visiting a Cemetery must conduct themselves in a quiet and orderly manner, and must keep to the access roads, paths and designated Car Park and not tread upon the turfed areas of the Cemetery unless in the course of visiting a grave.

The Council reserves the right to exclude any person from any part of a Cemetery.

All persons in a cemetery shall take all reasonable care to protect their own physical safety and property.

No person, unless authorised by the Council to do so shall be allowed access to any of the buildings, outbuildings or enclosures within a Cemetery.

A person shall not enter or leave a Cemetery than through one of the gates or entrances constructed and provided and kept open by the Council for that purpose.

### Offences in Cemeteries

No person shall in any Cemetery: -

- ❑ Create any disturbance in the Cemetery.
- ❑ Commit any nuisance in the Cemetery.
- ❑ Interfere with any burial taking place in the Cemetery.
- ❑ Interfere with any grave, memorial or any flowers or plants which he or she is not authorised to tend.
- ❑ Play any game or sport in the Cemetery.
- ❑ Discharge a firearm within the Cemetery without prior consent from the Council.
- ❑ Carry any weapon, ammunition or any object which may be used as a weapon without prior consent from the Council.
- ❑ Sit, stand or climb upon any grave, gravestone, headstone, monument, tree, gate or fence within the Cemetery.
- ❑ Use any indecent or obscene language to the annoyance of any person within the Cemetery.
- ❑ Pluck or otherwise interfere with any bud, blossom, flower, or leaf of any tree, sapling, shrub, underwood, gorse, furze, fern or plant in the Cemetery, except for the purpose of properly tending any grave which he or she is authorised to tend.
- ❑ Place in any part of the Cemetery any literature/posters/business cards.
- ❑ Throw, or place any item that is likely to set fire to or damage anything either growing in/on any part of the Cemetery.
- ❑ Sell or offer for sale any item or article of any kind whatsoever within the Cemetery.
- ❑ Consume Alcoholic drinks in any part of the Cemetery.

No demonstration of any kind shall be held within the Cemetery. No religious service shall be held within the Cemetery other than the service at the time of a funeral except by prior agreement of the Council.

If any damage is caused to Cemetery land, walls or premises by any cause whatsoever, the person or persons committing such damage will be held responsible by the Council.

## **Dogs**

Dogs must be kept on a lead at all times. Dog owners are responsible for controlling their animals and are required to clear up after them by depositing any mess in the bins provided.

## **Filming and Photographing (including Press and Media)**

Photography and filming in any part of the Cemetery at any time is not permitted without prior written consent of the Council.

## **Playing Music**

The playing of music is permitted with prior permission from the Council. Respect and consideration is to be given to other users of the Cemetery and the playing of music that includes indecent or obscene language is forbidden.

## **Use of Water Tap**

Any water tap provided for the use of the public shall be used with due care and users shall ensure that the tap is turned off immediately after use.

## **Cemetery Staff**

Council employees shall not carry out any private work whatsoever within the Cemetery.

No gratuity whatsoever shall be given to or received by Council employees.

Any complaints relating to Cemetery staff should be made to the Council's Cemetery Service.



## BURIAL INFORMATION

### Register, Records and Plans

A Register of Burials shall be kept in the Cemeteries Office where searches may be made by appointment during office hours only. Certified extracts may be obtained. A charge may apply for this service.

Plans showing grave spaces shall be kept by the Council and shall be open for inspection by appointment only.

The selection and allocation of spaces or graves shall be determined by the authority.

### Deeds of Grants of Exclusive Right of Burial

On the purchase of the Exclusive Right of Burial in a grave, a Deed of Grant shall be issued to the person by whom or on whose behalf the said Exclusive Right of Burial is purchased and any such person shall be registered in the books of the Council as the owner of the same.

Please take care that the correct family member/s sign the Notice of Interment application form. As thereafter, they will have legal control over the Exclusive Right of Burial of the grave and any memorials laid upon it.

A Deed of Grant is the legally binding agreement issued to a person(s) (grant holder/s) for the Exclusive Right of Burial in a grave which is currently for a period not exceeding 100 years. This is an important document and should be kept in a safe place by the grantee for future reference.

A Deed of Grant gives the grant holder the legal right of burial to a specified grave space for the period stated. The Deed of Grant does not constitute any ownership of land. The grave remains in the ownership of the Council. The Deed of Grant gives the holder the exclusive right to:-

- Be buried in that grave if sufficient space is available within the grave space
- Authorise further burials in that grave, (where space is available) or permit the scattering of cremated remains over that grave.

- Place a memorial on that grave, subject to the Council's Rules and Regulations
- Have an inscription or additional inscriptions placed on a memorial on that grave, subject to these regulations

An Exclusive Right of Burial to a grave space may be transferred by deed or bequeathed by a Will. Any transfer of the Exclusive Rights of Burial shall not be deemed valid unless such a transfer has been registered at the Cemeteries Office.

Where the grant holder is still alive and wishes to transfer a Grant of Exclusive Right of Burial to another person or persons, a Form of Assignment will have to be completed. The new holder shall own the right until the said Grant of Exclusive Right of Burial expires.

Where the grant holder is deceased, and provided that the Grant of Exclusive Right of Burial has not been specifically left to another person, then upon production of a Grant of Probate or Letters of Administration, the right may be legally transferred to the Executors or Administrators of the deceased's estate.

Where the grant holder is deceased and there is no Grant of Probate or Letters of Administration, the Exclusive Right of Burial may not be transferred to another person except on completion of a Statutory Declaration (and Form of Renunciation if applicable) ensuring that any other person equally entitled counter signs the Statutory Declaration and Form of Renunciation. A Statutory Declaration must be witnessed by a Solicitor or Commissioner for Oaths.

The Council may re-purchase an unused grave on request from the registered grant holder at the current purchase price charged for issuing a Grant.

The Council may re-sell Grants of Exclusive Rights of Burial which have expired.

No grave in which the right of burial has been purchased shall be opened without the production of the requisite legal documentation or the written consent of the owner/s together with the Notice of Interment, and there shall be no right to inter any person except the owner or an immediate relation of such owner, without the consent of the Council.

## Burials in Public Graves

The interment charge for a grave where the Exclusive Right of Burial has not been purchased does not include any right or privilege relating to the grave space. Unrelated burials may take place in the same grave and no headstones or other forms of memorialisation will be permitted to be erected/placed on these graves.

## Graves - Preparation/Backfilling

All excavation works and backfilling of graves will be carried out by Council staff that are trained to a recognised and credited standard.

The positions of the grave space shall be designated by the Council.

Before any excavation works commence, to accommodate the excavated soil, there may be a need for Cemetery staff to erect a soil box on a neighbouring grave space. The Council will ensure this is done in a respectful way to avoid any upset.

In some situations, pumps are used to ensure the grave is dry for the interment and, depending on weather/ground conditions, may be left in place until the funeral cortege arrives at the cemetery.

During stages of excavation cemetery staff will insert shoring at different levels in line with Health and Safety guidelines.

On completion of the excavation, in order to provide an aesthetically pleasing environment the grave shall be suitably dressed prior to a service taking place.

At the discretion of the Council and where safe and possible to do the council may allow family backfilling to take place under the supervision of cemetery staff. In the event of a family wishing to backfill the grave after the service, details must be included on the original Notice of Interment. Some families find this an appropriate way to pay their final respects to the deceased.

After a burial has taken place, the remaining depth measurements will be recorded and passed to the Cemeteries Office. This information will be kept on the Burial Register.

Cemetery Staff will replace the soil and a temporary mound will be formed, this will allow for soil settlement. Floral tributes will be carefully placed on or around a grave by the Cemetery Staff. In order to preserve the dignity of the Cemetery, the Cemetery staff will remove any faded floral tributes once identified.

Within 6 months of the service the grave will be levelled and either turf laid or topsoil and grass seed applied. This will depend on the season or weather conditions.

If during the six month period, if there are concerns regarding the level of soil, please contact the Cemetery Office and the matter will be investigated and the area topped up with soil as necessary.

After the final reinstatement, the Cemetery Staff will be responsible for the grass maintenance thereafter.

### Grave Sizes

Each grave is supported by specialist shoring equipment and can accommodate a maximum coffin of 711mm (28") wide, and 2007mm (79") in length being lowered therein. Anything above these dimensions would require special attention and additional time to prepare the grave. In such cases the funeral director should initially discuss the details with the Council at the time of giving Notice of Interment.

If a coffin exceeds the standard grave space sizes, then a suitable location will be allocated by the Council. If two plots are required to accommodate a coffin then an additional fee may be applied.

*Failure to provide accurate coffin sizes may result in the Delay/Postponement or Suspension of a service.*

Coffins that exceed the standard depth of 381mm (15") may affect future interments.

The depth of a grave will vary and be dependent upon the location, ground condition and coffin sizes.

Purchasers must specify the number of interments required when booking a burial. Where the remaining unused depth of a grave is not known, a test dig may be undertaken (A test dig fee is applicable and any memorial must be removed).

A minimum depth of soil of 610mm (24") must be allowed from the top of the coffin to the surrounding ground level.

Brick graves, at the time of the first interment, shall be constructed to within 305mm (12") from the level of ground with walls not less than one brick thick. Each coffin must be covered with a stone slab not less than 51mm (2") thick and airtight. The remaining depth of the grave shall be back filled with soil from the top of the slab to the surrounding level of the ground, or as directed by the Council.

The cost of providing a vault, chamber or bricked grave will be borne by the person requesting the works or his or her representative.

A full interment fee is applicable if cremated remains are to be placed at full depth within an earthen grave, and will subsequently result in less available space.

### **Scattering of Cremated Remains**

Scattering of cremated remains shall be permitted within the area of a grave space on lawn plots subject to delivery of a written request, copy of the Cremation Certificate and the payment of a fee to the Cemetery Office.

Scattering of cremated remains shall only be undertaken on a day and time appointed by the Council. No person shall scatter cremated remains within any part of the Cemetery whatsoever without permission of the Council.

### **Muslim Graves and Burials**

Where it is practicable to do so, but without guarantee and subject to the variations contained in page 8, the Council may accommodate a burial within 24 hours of the date of death. Graves will be dug to accommodate one interment. Where reasonably practicable, partly prepared graves will be available.

A body will not be accepted for burial at the Cemetery unless it is enclosed within a suitable secured coffin that must bear a nameplate or other suitable form of identification which must contain the name of the deceased approved by the Council. There will be no washing of bodies allowed at the grave side.

To prevent any Health and Safety hazards and to assist with the routine Grass Cutting, the Mounding of graves will not be permitted.

At the discretion of the Council and where safe and possible to do the council may allow family backfilling to take place under the supervision of cemetery staff. In the event of a family wishing to backfill the grave after the service, details must be included on the original Notice of Interment. Some families find this an appropriate way to pay their final respects to the deceased.

### **Children's Garden of Remembrance - including memorials (Margam Only)**

Children up to twelve years of age may be interred in the Children's Section. Each grave will be excavated to accommodate a single burial or up to 4 sets of cremated remains (for siblings only).

All interments including cremated remains to take place in plots allocated by the Council.

Memorial Applicant to be the same applicant as for the burial.

Only monumental/memorial masons and fixers who are registered with the British Register of Accredited Memorial Masons (BRAMM) may submit an application to undertake any memorial works in the cemetery. No cremation plaque is allowed to be placed.

Maximum dimensions of 533mm (21") high x 432mm (17") x 76mm (3"), with a base, maximum of 559mm (22") x 305mm (12") X 76mm (3") and foundation maximum of 610mm (24") x 356mm (14") x 76mm (3") which must be secured and can incorporate one or two flower pots.

We understand 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) we respectfully request that any items are confined to the grave area only.

A 900mm x 600mm (approx. 3ft x 2ft) pavior will be provided of which all memorabilia must be placed within. If families wish to purchase their own pavior this must be of the same size (3'x2') and of the same material as the headstone.

For health and safety reasons, no glass items or loose chippings will be permitted to be placed on/in the grave space.

No fees will be charged for graves or interments and no Exclusive Rights of Burial will be issued.

Full permit fees will be charged for erecting and adding inscriptions on memorials.

## MEMORIALISATION

### Memorial Masons

Only Memorial Masons and Fixers registered with the British Register of Accredited Memorial Masons (BRAMM) may submit an application to undertake any memorial works in the Cemetery.

All work to memorials shall be carried out to BS:8415.

The Council shall be informed of dates and times of intention to carry out all works on memorials.

Trough foundations will not be permitted in the Cemetery.

Where possible all work on memorials is to be completed by the mason before they are admitted to the Cemetery and no labour of any kind (beyond that of affixing) will be allowed within the Cemetery, unless at the discretion of the Council.

The permit or receipt authorising any work to be done shall be produced to the officer of the Council at the Cemetery whenever requested during the progress of any such work.

All vehicles conveying monuments, kerbs, headstones or other material to the Cemetery shall proceed by the main road only to the nearest point to that where the work is to be executed and a Hand truck/trolley with wheels shall afterwards be used for the transit of these items. Vehicles must not go on any grassed areas without prior consent of the Council.

Permission to use gantries in the Cemetery will be granted to holders of a valid qualification acceptable to the Council.

Masons and others shall use such means as directed by the Council for the protection of the grassed areas and paths during their work.

Masons employed in affixing monuments, kerbs, headstones etc. will be required to remove all spare soil, related materials and to leave the ground to the satisfaction of the Council. They will be held responsible for any damage done by them or their staff either to the ground or to headstones etc. Masons must provide their own tools, planks and materials.



Where a memorial is removed to facilitate a burial, the mason must remove it and the ancillary base, kerbs, plinth, etc. off site for storage. The site is to be left in a clean and safe condition.

Memorial Masons are not permitted to dispose of any waste in Council skips.

It is the responsibility of the selected mason to seed/turf any grave space that has changed from a Kerbset to Lawn Type.

No monument, kerb, headstone etc. shall be removed from the Cemetery without the consent of the Council.

No mason or other person is to solicit orders within the Cemetery.

The work of affixing memorials must cease each day within the ordinary working hours of the Cemetery and no work shall be allowed on Saturdays, Sundays, Christmas Day, Good Friday or on any public holiday, except at the discretion of the Council.

Work of every description must be carried out continuously and completed with due dispatch.

Memorial masons visiting the Cemetery must show respect to others, especially at the time of a funeral. They must cease work if it is likely to cause distress or upset to others.

Memorial Masons are advised to contact the Council at the earliest opportunity if families ask for a memorial/wording which may not be in keeping within these regulations. Memorials not covered by or included within these regulations shall be subject to special agreement entered into with the Council.

From the date of installation in the Cemetery, all memorials must be subject to a guarantee of conformity granted by the mason. The guarantee confirms that the memorial has been fixed to BS: 8415. Failure to comply with these requirements may lead to the Council contacting BRAMM with the mason being denied future access to the Cemetery.

## Memorials

Monuments, kerbs, headstones, crosses and plaques are only allowed to be erected on a private grave.

The ownership, upkeep, maintenance and all repairs, (including those required following stability tests carried out by the Council), of a memorial remain the responsibility of the rights holder for the grave. Headstones, crosses, plaques, kerb sets or other structures shall be kept in good order and repaired to the satisfaction of the Council and at the expense of the grave owner. In default of their being so kept, the Council may carry out the necessary work and recover the cost from such owners, or remove the same.

No memorial is to be installed or structural or restorative works carried out to an existing memorial in the Cemetery unless a permit has been granted by the Council.

An application for a permit to carry out memorial works may be made by the owner of a Grant of Exclusive Right of Burial or any person who can satisfy the Council that he or she is a relative of a person buried in the grave, or is acting at the request of such a relative, and that it is impracticable for him (or her) or such relative to trace the owner of the said right.

Only Memorial Masons registered with the British Register of Accredited Memorial Masons (BRAMM) may submit an application to undertake any memorial works in the Cemetery. Persons wishing to carry out any memorial works must satisfy themselves that the memorial masons they engage are BRAMM registered.

The BRAMM registration scheme is intended to:-

- ✓ Protect the interests of memorial owners in respect of unsatisfactory workmanship
- ✓ Standardise the quality of fabrication and installation methods
- ✓ Ensure Monumental Masons comply with the Council's Health and Safety Regulations
- ✓ Ensure minimum levels of public liability and employer's liability insurance cover are held by all Monumental Masons
- ✓ Ensure that any memorial installed or repaired will pass a future stability test.

All applications for memorial works from the chosen Memorial Mason must be accompanied by the identity of the grave, details and dimensions of the proposed works and the appropriate fee

The Council reserves the right to instruct any person who places any memorial in a Cemetery without prior permission, or who places a memorial which exceeds any of the dimensions referred to in the preceding rules, to remove the memorial from the Cemetery.

No headstone shall be placed at the head of a newly opened or re-opened grave until ground conditions are suitable. The time will vary depending on location and cemetery, to which the stone mason will advise and agree an installation date, as a guide a minimum of 4 months after first interment.

Temporary wooden crosses or staked plaque shall measure no more than 610mm (24") wide and 914mm (36") above ground level, of a design approved by the Council and installed securely.

All monuments, kerbs, headstones, etc of whatever description allowed into the Cemetery remain at the sole risk of the owner thereof, and the Council shall not be held responsible for any damage or breakage which may occur.

No person shall exert any force whatsoever to any memorial except persons authorised by the Council to erect and repair memorials, carry out stability tests and make memorials safe.

Where an area within a Cemetery is designated a lawn Cemetery the following regulations apply: -

- a) Headstones or vases are only permitted to be placed at the head of purchased graves and subject to the Rules and Regulations. The positioning of the headstones and vases shall be as directed by the Council.
- b) Before any headstone is placed in the Cemetery, drawings showing the dimensions and the full inscriptions to be placed shall be delivered to the Council for approval, together with the form of application and signed by the appropriate applicant.
- c) Memorials shall be of natural quarried stone only (with the exception of temporary wooden crosses or staked plaques)

- d) Memorial fixings shall be as specified in BS:8415.
- e) The Council reserves the right to refuse or to instruct the removal of any inscription on any memorial which in its opinion is improper or undesirable.
- f) The Council may carry out a check or test of a memorial, including all extensions and inscriptions, to verify compliance with the submitted application form. The Memorial Mason will be requested to immediately take whatever action is necessary to ensure compliance should any failings be identified.
- g) The Council reserves the right to remove anything erected without written consent or which varies from a written consent and to charge for the cost of removal.
- h) No memorial shall be altered or interfered with after it has been erected in the Cemetery according to the design submitted; nor shall any additional inscriptions be cut thereon without prior approval of the Council. A copy of additional inscriptions (and any pictures) arranged exactly as intended to be executed, must be submitted to the Council.
- i) All information relating to the designation of lawn plots and types and sizes of memorials can be obtained from the Cemeteries Office or a registered local memorial mason. Kerb sets are not permitted on lawn plots.
- j) In the case of there being a memorial on the grave which is required to be opened for an additional burial, the memorial may have to be removed for health and safety reasons before the grave digging operations can commence. The applicant shall be responsible for all related costs. The removal of a memorial may not be required for the burial of cremated remains in a lawn grave.

Only headstones of the sizes specified below shall be permitted in the Cemetery and will be erected on concrete foundations between 991mm (39") and 1067mm (42") in length, 381mm (15") wide and 76mm (3") in depth and upon an **optional** natural hewn stone plinths, which shall not be more than 914mm (36") in length and be 381mm (15") in width and have a thickness of not less than 76mm (3").

Headstones not to exceed 914mm (36") in height and 610mm (24") in width and a minimum of 76mm (3") in thickness and a maximum of 152mm (6") in thickness.

Memorials are permitted to a maximum overall height of 1118mm (44") from ground level.

From implementation of this policy an enclosed area of the same material as the memorial not exceeding 305mm (12") is permitted at the front of a lawn headstone, No other items are to be placed/planted outside of this area. Such items if placed will be removed by Cemetery Staff which will be stored safely in the cemetery for a further 1 month. These items will be disposed of after this period if not collected.

The Council will not be responsible for any damage caused to items that are placed outside of the enclosed area whilst carrying out maintenance.

Each headstone shall be engraved with the grave and plot reference number at the back lower section of the headstone. Stonemasons shall inscribe their firm's name and symbol denoting use of a ground anchor at the base side of the monument. This must not, however, exceed 152mm (6") x 51mm (2") in size.

Kerb sets memorials shall measure 2134mm (84") x 914mm (36"), and can only be installed at existing locations. For further information please contact the Cemeteries Office.

Please note there is no planting permitted within the kerbset memorial.

An extension in the form of a tablet is permitted on existing headstones and should extend no more than 305mm (12") out from the existing foundation base into the grave area. The foundation must be of the same material and width as the base used for the original headstone. The additional memorial shall be of the same material as the initial memorial in colouring, lettering and other features. The width of the added memorial tablet shall not exceed the width of the headstone and be adequately fixed to the base. The new base shall be lower than the original base and the new tablet shall slope back onto the existing base of the headstone. No other items are to be placed/planted outside of this area.

All memorials in the Cemetery will be subject to periodic testing. Responsibility for maintaining memorials remains with those who erected them. The Council may make safe any memorials that become a concern or fail a safety test which may include being sunk into the ground vertically, laid flat, cordoned off, stake and banded or other suitable support and the placement of a warning marker. The Council will endeavour to inform the rights holder to the grave or last known contact or any person who can satisfy the Cemeteries Officer that he or she is a relative of the person buried in the grave or is acting at the request of such a relative, of safety measures undertaken. The rights holder or other person granted a permit by the Cemeteries Officer is responsible for authorising repairs by a BRAMM accredited mason.

Where necessary, the Council may remove from the Cemetery any memorial which it reasonably considers to be dangerous or where no person has arranged repairs in a reasonable time period: in accordance with the provisions of Section 3 (1) of the Local Authorities Cemeteries Order 1977.

(The below applies to Ynysymaerdy Cemetery Double Width Graves Only)

Where the rights to adjoining grave spaces have been pre-purchased, permission may be granted for a headstone to be centrally placed at the head.

### **Decorations and Planting**

Whilst the Council understands that the burial of loved ones is a very emotive issue, placement of unauthorised memorabilia creates a series of issues for local authorities including issues with grass cutting and grounds maintenance; as well as health and safety issues for stonemasons and coffin bearers.

Types of unauthorised memorabilia we respectively ask not to be placed include: placing of curb edgings, Solar lighting, flags, balloons, wind chimes, lanterns, soft toys, statues, photographs, football scarves, wooden crosses, windmills, gnomes, alcoholic cans/bottles or any glass. As of implementation of this policy such items will be removed by Cemetery Staff which will be stored safely in the cemetery for a further 1 month. These items will be disposed of after this period if not collected.

The person responsible for tending the grave shall be responsible for the good condition of any plant. However, the Council shall have the right without notice to prune, cut down or dig up, and remove any shrubs, plants or flowers, at any time when, in its opinion, they have become unsightly, overgrown or when

necessary for the purpose of reopening a grave or carrying out work to a memorial.

Due to the Council's responsibility for the safety of memorials, the planting of any large shrub, tree, or conifer is not permitted as, over time, the roots continue to grow and could eventually undermine the foundation of a memorial thereby affecting its stability.

It is inevitable that as time passes, some graves are visited less frequently, therefore some shrubs or plants could eventually encroach into the area of an adjacent grave. For such reasons, the Council reserves the right to authorise the pruning or removal of any plant, shrub or flower at any time without notification.

Cut flowers and wreaths placed on graves shall be allowed to remain in situ until they are deemed unsightly upon which occurrence they will be removed by the Council.

No flowers, flower pots, artificial wreaths or any other articles shall be removed from or taken out of the Cemetery without the permission of the Council. Dead flowers, wreaths, weeds and other matter taken off graves must be deposited in the refuse bins on site.

Should any grave in the view of the Council become untidy/neglected or contains any authorised memorials such as fences, kerbs or edgings on or around the grave, where possible the Council will notify the registered grave owner that remedial works must be completed within 1 month. If this notice is not complied with, the Council may remove such items, which will be stored safely in the cemetery for a further 1 month. These items will be disposed of after this period if not collected.

An area not exceeding 305mm (12") is permitted at the front of a lawn headstone for potted flowers and plants only. Due to the Council's responsibility to maintain the grass, the placing of any stone chippings is not permitted as they could cause an injury to the staff or visitors or damage a memorial. The placing of wooden and plastic fencing or loose chippings are not permitted.

Christmas wreaths shall be removed from the Cemetery after January 31<sup>st</sup>.

## Cremated Remains Plots

Each plot shall normally accommodate the interment of 4 cremated remains.

Cremated remains must be held in a container designed for the purpose of burial and approved by the Council. The container must have the full name of the deceased clearly visible.

Memorials placed on cremated remains plots shall be constructed on the following basis:

- ❖ A foundation of only grey paviour measuring 914mm (36") x 610mm (24") shall be placed over the plot by the Council.
- ❖ That any memorial be a black granite sloping polished tablet measuring 508mm (20") x 508mm (20") x 102mm (4") x 51mm (2") and placed upon the foundation in a position determined by the Council.

Any flower containers are to be positioned at the top of the tablet.

All flowers, wreaths and other items must be contained within the cremation plot, and not encroach on any land or adjoining cremation plot.

Lettering shall be inscribed on the sloping face and front edge only. Photographs can be incorporated, however all pictures/wording must be stated on the memorial application.

No further inscriptions will be allowed on the edges of the memorials other than on the back facing side of the memorial which shall be inscribed with the stone mason's name and plot and grave number in discrete lettering no more than 25mm (1") in height.

## Memorial Seats

Memorial seats are subject to the availability of a suitable location and the approval of the Council. Those who wish to purchase a bench can contact the Cemeteries office for further details.



## Comments, Compliments & Complaints Procedure

### Comments, Compliments and complaints procedure

The Council operates its own comments, compliments and complaints procedure, details of which are available on [www.npt.gov.uk/1454](http://www.npt.gov.uk/1454) or from the Cemeteries Office.