

The Borough Council of King's Lynn and West Norfolk

The Local Authorities' Cemeteries Order 1977

The Local Government Act 1972

Regulations

for the

Cemetery at Gayton Road and

Hardwick Road, King's Lynn

Cemetery at Police Road, Walpole St Andrew

Cemetery at Alexander Road, Hunstanton

Cemetery at St Peters Road, Upwell

Cemetery at Smeeth Road, Marshland St James.

1. These regulations come into force on the February 2011
2. These regulations shall be known as "The Borough Council of King's Lynn & West Norfolk Cemetery Regulations 2011" and are made pursuant to Section 3(1) of the Local Authorities Cemeteries Order 1977 and to the Local Government Act 1972, and replace The Borough Council of King's Lynn & West Norfolk Cemetery Regulations 2006 Regulations.

3. Interpretation

"Adult grave" means an area not exceeding nine feet (2745mm) x four feet (1220mm)

"Body" means the body or cremated remains of a deceased person brought to the cemetery for burial.

"Burial notice" means the Notice of Burial form produced by the Council

"Burial plot" means the area of land, not exceeding nine feet (2745mm) by four feet (1220mm), identified on the cemetery plan in which a grave or vault is situated

"Child's grave" means a grave for children aged 12 years or under and an area not exceeding four feet six inches (1372mm) x three feet (915mm)

"Coffin" means a container constructed of wood; metal; bio-degradable or other material; or a shroud in which the body is enclosed for the purpose of burial.

"Council" means the Borough Council of King's Lynn and West Norfolk.

"Cremation plot" means an area not exceeding two feet (610mm) x two feet (610mm)

"Exclusive Right of Burial" means the right, granted by the Council for a limited period not exceeding 99 years, to bury a body in a specified burial plot.

"Extraordinary Funeral Procession" includes any funeral under the control of the military services, civil authority, members organisation, or where there is the potential for damage to the fabric of the cemetery or disturbance to other visitors to the cemetery.

"Family" mean those persons related by blood, marriage or civil partnership or the adopted children of any such relationship.

“Grave” means a burial space, formed in the ground by excavation, without any internal wall of brickwork, stonework or other lining.

“Grave owner” means the person who is registered with the Council as the owner of the exclusive right of burial.

“Memorial” means a headstone; tablet, cross or kerb set.

“Memorial owner” means the person who is registered with the Council as the owner of the exclusive right of burial

“Office” means the office of the Crematorium and Cemetery Superintendent and Registrar at Mintlyn Crematorium, Lynn Road, Bawsey, King's Lynn, Norfolk, PE32 1HB.

“Pre-viable foetus” means any foetus that requires the use of the pregnant woman’s body to achieve viability.

“Purchased” grave means a grave in respect of which an exclusive right of burial therein has been granted by the Council.

“Stillbirth” means that defined by section 41 of the Births & Deaths Registration Act 1953 and the Still-Birth (Definition) Act 1992.

“Vault” means a burial space, formed in the ground by excavation, with an internal wall of brickwork, stonework or other lining.

“Working days” means days on which the office is open between the hours of 9.00 a.m. and 4.45p.m. Saturdays, Sundays and Public Holidays shall not be working days.

#### 4. Burial Notices

- 4.1 The Council’s “Application for Interment” form should be completed in full as a notice of burial.
- 4.2 The notice must be delivered to the office at least two clear working days before a burial in a grave.
- 4.3 The notice must be delivered to the office at least four clear working days before a burial in a vault.
- 4.4 If such notice is not given but the Council agrees to the burial taking place an extra charge may be made.
- 4.5. The Registrar of Births and Deaths Certificate for Disposal or the Coroners Order for Burial or the Registrar of Births and Deaths Certificate of Stillbirth or the Certificate of Delivery of Pre-viable foetus or the Certificate of Cremation, as appropriate, must be delivered to the office at least 1 working day before the burial takes place.

#### 5. Burial Times

##### 5.1 **Burials may take place –**

**2<sup>nd</sup> March to 31<sup>st</sup> October - Mondays to Fridays between the hours of 9.00 a.m. and**

**3.30 p.m.**

**1<sup>st</sup> November to 1<sup>st</sup> March - Mondays to Fridays between the hours of 9.00 a.m. and 2.30 p.m.**

**For those Council cemeteries where the Council does not dig graves:-**

- i) providing the grave digger is on the Register of Grave Diggers (“the Register”) held by the Council; and**
- ii) that grave digger has provided a Risk Assessment and Method Statement approved by the Council**

**then the Council may give permission for graveside services to take place up to 3.30pm all year.**

**Burials are not normally permitted Saturday, Sunday or Public Holiday**

- 5.2 The Council may at its discretion allow a burial at other times on payment of the appropriate fees.
- 5.3 In an emergency or in the interests of public health, certified by a registered medical practitioner; Her Majesty's Coroner or the Council's Executive Director - Environmental Health and Housing, no additional fees shall be due for burial outside the hours stated in 5.1 above.

## 6. Burials

- 6.1 Persons not normally resident in the Borough at the time of death may only be buried in a purchased grave.
- 6.2 The Council will allocate the location of each burial plot but the wishes of the applicant for a particular location will be met wherever possible.
- 6.3 Adult graves must not exceed nine feet (2745mm) x four feet (1220mm).
- 6.4 No body or cremated human remains shall be buried in any grave or vault in which an exclusive right of burial for the time being exists except by, or with the consent in writing of the owner of the right to the purchased grave.
- 6.5
  - i) All graves at Gayton Road, Hardwick Road and Hunstanton cemeteries shall be excavated by Council employees;
  - ii) All graves at the Council owned cemeteries at Upwell, Walpole St Peter, Marshland can only be excavated by persons on the Register. Such application to be listed on the Register must be made by a grave digger and will include:-
    - A generic Risk Assessment and working practice Method Statement to be approved by the Council prior to listing; and,
    - A Burial Risk assessment for every grave to be excavated which shows and identifies all risks and the measures required to be taken to overcome such risks; and,
    - The Burial Risk assessment above must be given to the Council on the day or no later than 24 hours after the burial.

Non compliance with these requirements will result in the removal from the Register and the grave digger will no longer have approval to dig graves in Council owned cemeteries.

**The Council will not permit the digging of graves by unregistered grave diggers.**

- 6.6 Adult graves shall be dug to a minimum initial depth of six feet six inches (2000mm) where ground conditions allow.
- 6.7 A body shall be buried in such a manner that no part of the coffin shall be less than two feet (610mm) below the surrounding ground level.
- 6.8 Where a grave is reopened for a further burial a layer of soil six inches (152mm) deep shall be left undisturbed above the existing coffin.
- 6.9 Only one body shall be buried in a grave at one time, except where:-
  - i) a mother and baby have died during child birth, in which case the mother and baby may be buried in the same coffin,
  - ii) babies that have died during multiple child birth, in which case the babies may be buried in the same coffin,
  - iii) the Council has exercised it's discretion to authorise some other arrangement.
- 6.10 The grave shall be backfilled level with surrounding ground level immediately after any burial and the surface turfed. No coffin shall be left exposed overnight. Representatives of the deceased may at their own risk backfill the grave after an interment, but must strictly adhere to the instructions of the Council's representative who is in attendance. The grave shoring must remain in place and may only be removed by Council employees at the appropriate time. Appropriate equipment will be provided by the Council
- 6.11 All bodies brought for burial shall be enclosed in a manner, approved by the Council, which will not cause offence to the public or endanger public health.
- 6.12 A stillbirth or pre-viable foetus shall be deemed to have been a resident of the Borough if delivery occurred within the Borough Council administrative area.
- 6.13 Cremated remains may be buried in a purchased grave. However cremated remains shall not be strewn over any part of the cemetery.
- 6.14 No body or cremated remains may be disturbed or removed without producing to the Council the faculty and/or licence required by law.
- 6.15 Floral tributes will be removed two weeks after the burial has taken place (earlier if they become unsightly) or at the request of the grave owner or executor. The Council will not be responsible for the safekeeping of anything placed on the grave.
- 6.16 The Council reserves the right after giving seven days notice in writing to the registered address of the grave owner; to carry out the work and to recharge the grave owner, and to refuse to permit the opening of any grave or vault until all sums due for such work are paid.

7. Vaults

- 7.1 Vaults will only be permitted in purchased graves.

- 7.2 The soil is to be excavated, the vaults made and the surplus soil removed (if required by the Council) at the expense of the purchaser.
- 7.3 Every vault shall be properly constructed of brick or concrete blocks.
- 7.4 Brickwork or block work shall be at least 4.5 inches (115mm) thick properly bonded with a mixture of cement and clean sharp sand built up to within two feet (610mm) of the adjoining ground level.
- 7.5 Immediately after any burial in a vault the coffin shall be sealed in a separate cell by covers of brick, slate, stone flagging or concrete slabs of a 1:2:4 mix not less than two inches (50mm) thick in such a manner as to prevent, as far as possible, the escape of any noxious gas from the interior of the cell.
- 7.6 No part of a coffin shall be at a depth of less than two feet (610mm) below the adjoining ground level.

## 8. Unpurchased Graves

- 8.1 The fee for a burial in an unpurchased grave is a fee for the use of the cemetery only and does not secure for any person any right to the future use of the grave and such rights may not be subsequently acquired save as in 8.3 below.
- 8.2 Where a burial has taken place in an unpurchased grave after 1 January 1985 the Council may allow the burial of another unrelated person in that grave at any subsequent date.
- 8.3 Where a burial has taken place in an unpurchased grave prior to 1 January 1985, that grave shall not be reopened within 25 years of that burial unless to bury a member of the same family and that grave must then be purchased.
- 8.4 Where a burial has taken place in an unpurchased grave prior to 1 January 1985, and that grave has not been opened for an interment for a period of 25 years or more and is not marked by a memorial the Council may allow any remaining space in the grave to be used for the burial of any body and may sell the exclusive right of burial to such grave.
- 8.5 Only wooden or bio-degradable coffins will be allowed in unpurchased graves.
- 8.6 A simple flower container may be placed at the head of an unpurchased grave with the rest of the grave area being turfed flat with the surrounding land. No other adornments such as shrubs or trees, wooden fencing, concrete or other kerbing, wire fencing, windmills, raised or sunken footstones, solar lights, wind chimes, balloons, items made of pottery/tin/plastic/glass/brick or any other similar items as determined by the Council are allowed. If a memorial is required on the grave then the grave must be purchased at the current fee.

## 9. Purchased Graves

- 9.1 The grave owners consent in writing (if it is not the owner who is to be buried) must be given before the grave is opened.
- 9.2 The applicant for burial shall be responsible at his/her own expense for the removal of any memorial and/or grave planting prior to a grave being opened.

- 9.3 The grant of exclusive right of burial issued by the Council shall be produced to and left at the office together with the notice of burial whenever the grave is to be opened.
- 9.4 Where the grant of exclusive right of burial is not available the applicant for burial shall indemnify the Council in writing against any future claim which may be brought against the Council for permitting the use of the grave.
- 9.5 The grave owner may in his/her lifetime bequeath or transfer the Exclusive Right of Burial to some other person on payment of the appropriate fee to the Council.
- 9.6 In the event that there is no clear evidence of any bequest or transfer, the applicant for burial of the grave owner will be recorded as the person who now has future rights to the grave which will be granted on payment of the appropriate fee to the Council.
- 9.7 The Council reserves the right at all times to take over the maintenance of the grave without giving prior notice to the grave owner, where it has been determined that the grave owner has not suitably maintained the grave.

## 10. Transfer of Grants

- 10.1 A transfer of grants of Exclusive Right of Burials will not be recognised by the Council until the Council records have been updated and the appropriate fee paid. Once the transfer has been made an Exclusive Right of Burial will be issued in the new owner's name.

## 11. Memorials

### 11.1 Memorials - General

- 11.1.1 The Council may set aside parts of the cemetery within which specific memorial types will not be allowed.
- 11.1.2 i) Memorials will only be allowed on graves where the Exclusive Right of Burial for that grave has been purchased. Memorials can only be put on a grave once an application form has been completed and a fee paid to a Council approved Stonemason and a permit has been issued by the Council. Memorials that the Council deem as inappropriate for the cemetery will not be allowed.
- ii) No other adornments such as shrubs or trees, wooden fencing, concrete or other kerbing, wire fencing, windmills, raised or sunken footstones, solar lights, wind chimes, balloons, items made of pottery/tin/plastic/glass/brick or any other similar items as determined by the Council are allowed. If a memorial is required on the grave then the grave must be purchased at the current fee.
- iii) For the first 12 months from the date of burial a temporary memorial will be permitted within the head area of the grave after which it will be removed. If at any time items become unsafe, broken or unsightly they will be removed by the Council.
- 11.1.3 The Council will grant a Right to Erect a Memorial or Right to Place an Additional Inscription on payment of the appropriate fee. These Rights shall be for a limited period and shall not extend beyond the expiry of the Exclusive Right of Burial.
- 11.1.4 The Council recommends that the grave owner takes out an "all risk" insurance

policy against loss or damage including public liability. The Council shall not be held responsible for the safe keeping of memorials, nor for any damage caused to the memorials by winds, storms, inclement weather, vandalism or other factors outside the control of the Council.

- 11.1.5 All memorials shall be secured to withstand a measured force of 35kg at all times without falling or moving. Fixing in accordance with the NAMM Code of Working Practice should meet this requirement.
- 11.1.6 The Stonemason shall issue a 10 year guarantee of workmanship and material, including stability of the memorial, to the purchaser, and provide evidence to the Council of a public liability insurance policy in the sum of £10,000,000 before any permit will be issued by the Council.
- 11.1.7 The Council may invoke the guarantee of workmanship on behalf of the purchaser if the memorial proves to be unstable.
- 11.1.8 The name of the monumental firm supplying and erecting the memorial may be cut in lettering not exceeding five-eighths inch (15mm) on the reverse or side of the memorial.
- 11.1.9 All memorials must have the section and number of the grave cut clearly in lettering five eighths inch (15mm) in height on the reverse head of the headstone or on the outside of the kerb.
- 11.1.10 Erection of memorials is only permitted during working days.
- 11.1.11 At least one working days notice must be given to the office of the intention to erect, or re-erect, a memorial and the approval must be produced, if requested, on arrival at the cemetery.
- 11.1.12 A monumental mason wishing to carry out any work whatsoever on a memorial shall inform the office one working day before the work is carried out.
- 11.1.13 Confirmation in writing shall be forwarded to the office within forty eight hours of the erection, or re-erection, of any memorial or completion of any work notified to the office.
- 11.1.14 The Council reserves the right to remove from any grave without notice any item erected without the written consent of the Council or any other item considered by the Council to be a safety hazard or which impedes access or the carrying out of maintenance. The Council will recover any costs incurred from the grave owner and will refuse to permit the opening of any grave or vault or the erection of a memorial until all costs incurred have been recovered.
- 11.1.15 Where an inscription or design has been cut without approval of the Council the grave-owner shall cause the inscription or design to be erased, in a proper and workmanlike manner and so that the appearance of the memorial is not impaired, at his/her own expense on being ordered in writing to the registered address of the grave owner to do so by the Council.
- 11.1.16 All memorials, inscribed vases and kerb sets shall be maintained in a clean and tidy manner, and in a good and safe condition at all times and at the expense of the grave owner. The Council will take such action as deemed necessary to render safe any memorial which in the Council's opinion is a danger to health and safety, and any costs incurred by such action will be recovered from the grave

owner.

11.1.17 The Council reserves the right to direct the grave owner to carry out any work to prevent encroachment of any kind on a neighbouring grave, and any costs incurred by such action will be recovered from the grave owner.

11.1.18 Subject to the provisions of these regulations, memorials must be of a hard natural stone or granite of a design approved by the Council. There is currently no height restriction on any memorial, but memorials must conform to the following dimensions:-

1) Single Grave space (Lawns) memorials must not exceed:

Side to side of headstone	1000mm or 3ft 3ins
Front to back of headstone	76.2mm or 3ins
Maximum dimension of foundation stone	1000mm or 3ft 3ins width
	610mm or 2ft depth
	76.2mm or 3ins thick

2) Double Grave space (Lawns) memorials must not exceed:

Side to side of headstone	2000mm or 6ft 6ins
Front to back of headstone	76.2mm or 3ins
Maximum dimension of foundation stone	2000mm or 6ft 6ins width
	610mm or 2ft depth
	76.2mm or 3ins thick

3) Single Grave space (Traditional) memorials must not exceed:

Side to side of headstone / kerb	1000mm or 3ft 3ins
Front to back of headstone	76.2mm or 3ins
Overall length of headstone / kerb	2134mm or 7ft

4) Double Grave space (Traditional) memorials must not exceed:

Side to side of headstone / kerb	2000mm or 6ft 6ins
Front to back of headstone	76.2mm or 3ins
Overall length of headstone / kerb	2134mm or 7ft

*NOTE: Due to the nature of the layout on the traditional section it may not always be possible to accommodate maximum sized kerb sets. Suitability of size and position will be at the discretion of the Council.*

5) Single Grave space (Children) memorials must not exceed:

Side to side of headstone / kerb	762mm or 2ft 6ins
Front to back of headstone	76.2mm or 3ins
Overall length of kerb	1000mm or 3ft 3ins

*NOTE: Due to the nature of the layout on the children's section it may not always be possible to accommodate maximum sized kerb sets. Suitability of size and position will be at the discretion of the Council.*

6) Cremated Remains memorials must not exceed:

Cremation tablet	532mm or 21ins square
Desk tablet	532mm or 21ins square
	230mm or 9ins high

7) Memorial vase / Receptacle for flowers must not exceed:

Maximum Height / Width / Depth	205mm x 205mm x 205mm
	or 8ins x 8ins x 8 ins



#### 11.1.19 Inspection of memorials

- i) The Council will periodically inspect all memorials. If any memorial is found to be in an unsafe condition, the Council will make it safe, which may mean laying the memorial flat or take such other remedial action to remove the danger as the Council thinks fit.
- ii) The Council will take all reasonable steps to contact the grave owner before taking such action.
- iii) Memorial owners shall be responsible for the cost of repairing or re-installing memorials which have been laid down. Whilst the Council will endeavour to notify grave owners of unsafe memorials, if the grave owner does not repair the memorial or fails to contact the Council about the repair within the requested time for action to be taken, then the Council may remove the memorial.
- iv) Memorials can only be repaired and / or re-erected after an application form has been completed and the fee paid to a Council approved Stonemason and a permit has been issued by the Council. All repairs and / or re-erection must be in compliance with 11.1.5 and 11.1.6 as laid out in these regulations.
- v) Where necessary action has been taken in regard to any unsafe memorials and the costs of repair or removal has been borne by the Council, such costs will be recovered from the Memorial owner or subsequent claimants to the Exclusive Right of Burial, should they become known to the Council.

#### 11.2 Lawn Section – The Lawn Section of the cemetery will be turfed flat and a suitable Council approved memorial headstone may be erected by the grave owner.

11.2.1 Only a Council approved memorial headstone may be erected on purchased graves. For dimensions of memorials allowed in the Lawns Section of the cemetery please refer to 11.1.18.

11.2.2 Where the Council has designated an area as a Lawn Section an area three feet three inches (1000mm) by three feet three inches (1000mm) at the head of each grave may be planted or covered with gravel, the rest of the grave will be turfed flat.

- i) Where the Council has designated an area as a Lawn Section and the grave has been purchased, an area of no greater than three feet three inches (1000mm) by three feet three inches (1000mm) from the head of each grave may be planted with small bedding plants or bulbs, or covered with gravel only, the rest of the grave will be turfed flat. This area must not be raised and should be sufficiently below ground level to ensure that grass can be cut. No kerbing or edgings are permitted around this designated area. No trees or shrubs are permitted to be planted within this designated area.
- ii) No other adornments, such as shrubs or trees, wooden fencing, kerbing, wire fencing, windmills, raised or sunken footstones, solar lights, wind chimes, balloons, items made of pottery / tin / plastic / glass/ bricks or

other similar temporary items, as decided by the Council are allowed. For the first twelve months the date of burial temporary memorials will be permitted within the head area of the grave, but these will be removed after the expiry of the 12 month period. Any items that are unsafe, broken, or unsightly will be removed by the Council.

- 11.2.3 The turfed area of the burial space will be maintained by the Council at no expense to the grave owner.
  - 11.2.4 Where cremated remains are buried or where a headstone is not erected in a purchased grave in the Lawns Section, the Council will only give permission for cremated remains tablets that do not exceed twenty one inches (532mm) by twenty one inches (532mm) and that are laid flat with the ground. For dimensions of memorials allowed in the Cremated Remains Section of the cemetery please refer to 11.5.1 and 11.5.3
  - 11.2.5 Where the grave is not purchased please refer to 8.6 for guidance on memorials.
- 11.3 Traditional Section – The Traditional Section of the cemetery will allow the grave owner to enclose the area by using a Council approved kerbing set, as well as a Council approved memorial headstone.
- 11.3.1 Only a Council approved memorial headstone may be erected on purchased graves. For dimensions of memorials allowed in the Traditional Section of the cemetery please refer to 11.1.18
  - 11.3.2 The area enclosed by the kerbing shall be maintained at the expense of the grave owner who shall keep the area in a clean and tidy condition at all times. If the owner fails to maintain the area to the satisfaction of the Council the Council may require the grave owner to remove the kerbing and turf the grave surface at the grave owner's expense.
    - i) Where the Council has designated an area as a Traditional Section the area enclosed by the kerbing may be planted with small bedding plants or bulbs, or covered with flagstones and chippings. No trees or shrubs are permitted to be planted within the kerbing. No planting whatsoever outside or around the kerb set will be permitted
    - ii) The area enclosed by kerbing once approved by the Council shall be maintained by and at the expense of the grave owner who shall keep the area in a clean and tidy condition at all times. If the grave owner fails to maintain the area to the satisfaction of the Council, the Council may require the grave owner to remove the kerbing and then turf the grave surface flat at the grave owner's expense.
  - 11.3.3 The Council reserves the right after seven days' notice forwarded in writing to the registered address of the grave owner to carry out the work in 11.3.2, to recharge the grave owner, and to refuse to permit the opening of any grave or vault until all sums due for such work are paid.
  - 11.3.4 When a headstone with no kerbing is erected, the dimensions and rules will be as for a headstone in the Lawns Section in 11.2.
  - 11.3.5 When an approved kerbing is not erected an area three feet three inches (1000mm) by three feet three inches (1000mm) at the head of each grave may be planted or covered with gravel, the rest of the grave will be turfed flat.

- i) When a headstone with no kerbing is erected an area of no greater than three feet three inches (1000mm) by three feet three inches (1000mm) from the head of each grave may be planted with small bedding plants or bulbs, or covered with gravel only, the rest of the grave will be turfed flat. This area must not be raised and should be sufficiently below ground level to ensure that grass can be cut. No kerbing or edgings are permitted around this designated area. No trees or shrubs are permitted to be planted within this designated area.
- ii) No other adornments or items, such as shrubs or trees, wooden fencing, kerbing, wire fencing, windmills, raised or sunken footstones, solar lights, wind chimes, balloons, items made of pottery / tin / plastic / glass/ bricks or other similar temporary items, as decided by the Council are allowed. For the first 12 months from the date of the burial temporary memorials will be permitted within the head area of the grave, but these will be removed after the expiration of the 12 month period. Any items that are unsafe, broken, or have become unsightly will be removed by the Council.

11.3.6 Where the grave is not purchased please refer to 8.6 for guidance on memorials.

11.4 Children's Section - The Children's Section is a special area set aside for graves for children aged 12 years or under.

11.4.1 Only a Council approved memorial headstone may be erected on purchased graves. For dimensions of memorials allowed in the Children's Section of the cemetery please refer to 11.1.18.

11.4.2 The area enclosed by the kerbing shall be maintained at the expense of the grave owner who shall keep the area in a clean and tidy condition at all times. If the owner fails to maintain the area to the satisfaction of the Council the Council may require the grave owner to remove the memorial and turf the grave surface at the grave owner's expense.

- i) Where the Council has designated an area as a Children's Section the area enclosed by any kerbing once approved by the Council may be planted with small bedding plants or bulbs, or covered with flagstones and chippings. No trees or shrubs are permitted to be planted within the kerbing. Any planting whatsoever outside or around the kerb set will not be permitted.
- ii) The area enclosed by the approved kerbing shall be maintained by and at the expense of the grave owner who shall keep the area in a clean and tidy condition at all times. If the owner fails to maintain the area to the satisfaction of the Council the Council may require the grave owner to remove the kerbing and turf the grave surface at the grave owner's expense.

11.4.3 The Council reserves the right after seven days' notice forwarded in writing to the registered address of the grave owner to carry out the work in 11.4.2, to recharge the grave owner, and to refuse to permit the opening of any grave or vault until all sums due for such work are paid.

11.4.4 When a headstone with no kerbing is erected then the foundation stone should be no greater than two foot six inches (762mm) from side to side and one foot six

inches (457mm) from front to back. The remaining dimensions are as stated in 11.1.18 [Single Children's Graves]

- 11.4.5 When a headstone with no kerbing is erected an area at the head of each grave not exceeding two foot six inches (762mm) wide by 1 foot (300mm) may be planted with small bedding plants or bulbs, and the rest of the grave will be turfed flat. This area must not be raised and should be sufficiently below ground level to ensure that grass can be cut.
- 11.4.6 No other adornments, such as shrubs or trees, wooden fencing, kerbing, wire fencing, windmills, raised or sunken footstones, solar lights, wind chimes, balloons, items made of pottery / tin / plastic / glass/ bricks or other similar temporary items, as decided by the Council are allowed. For the first 12 months from the date of the burial temporary memorials will be permitted within the head area of the grave, but these will be removed after the expiration of the 12 month period. Any items that are unsafe, broken or have become unsightly will be removed by the Council
- 11.4.7 Where the grave is not purchased please refer to item 8.6 for guidance on memorials.
- 11.5 Cremated Remains Section - The Cremated Remains Section is set aside for the burial of cremated remains where a full size grave is not required.
  - 11.5.1 For dimensions of memorials allowed in the Cremated Remains Section of the cemetery please refer to 11.1.18
  - 11.5.2 A ledger stone not exceeding twenty one inches (532mm) by twenty one inches (532mm) by nine inches (230mm) high may be erected on a cremation plot
  - 11.5.3 Any memorials on a cremation plot shall not exceed twenty one inches (532mm) by twenty one inches (532mm). There will not be any surrounds, kerbing, gravel, edging of any type, and there must not be any planting or other adornments or items. Only flower receptacles that are incorporated within the tablet or desk tablet are to be used.
  - 11.5.4 Where the grave is not purchased please refer to 8.6 for guidance on memorials.

## 12. Receptacles for Flowers

- 12.1
  - i) Where there is no memorial or unpurchased graves all receptacles for flowers will be placed within three feet three inches (1000mm) of the head of the burial space. Dimensions for vases / receptacles for flowers are shown in 11.1.18
  - ii) No other adornments, such as shrubs or trees, wooden fencing, concrete or other kerbing, wire fencing, windmills, raised or sunken footstones, solar lights, wind chimes, balloons, items made of pottery / tin / plastic / glass/ brick or other similar temporary items, as decided by the Council are allowed. For the first 12 months from the date of the burial temporary memorials will be permitted within the head area of the grave, but these will be removed after the expiration of the 12 month period. Any items that are unsafe, broken or have become unsightly will be removed by the Council
- 12.2 Flower containers shall be made of stone and/or metal which will not shatter. Pottery, glass or plastic containers shall not be used as flower receptacles on any grave.

12.3 In the interest of safety of its employees and the public the Council may remove without notice any thing not complying with this regulation.

13. Funerals

13.1 All funerals shall be under the control of the Council once the cortege enters the cemetery.

13.2 The Council may exclude from the cemetery any person who is causing a disturbance or acting in a manner likely to cause distress to mourners or other visitors.

13.3 An Extraordinary funeral procession may enter the cemetery only with the Council's permission.

13.4 Parties having charge of a military funeral or a funeral procession connected with a society or a public body are required to make such arrangements with the Council so as to ensure the protection of the cemetery from damage.

14. Public Opening Hours

The cemetery will be open to the public:-

	Monday to Saturday	Sunday & Public Holiday
1 October to 31 March	8.00 a.m. to 4.30 p.m.	10.00 a.m. to 4.30 p.m.
1 April to 30 September	8.00 a.m. to 8.00 p.m.	10.00 a.m. to 6.00 p.m.

Children under the age of sixteen will not be admitted into the cemetery except in the care of a responsible adult.

15. Registers and Plans of the Burial Grounds

15.1 Registers of all burials and plans of the cemeteries will be kept at the office, where they may be inspected free of charge during normal office hours, by appointment only.

15.2 A charge may be levied for the Council making searches in, and providing certified copies of entries in any Register.

16. Miscellaneous

16.1 All motor vehicles accompanying funerals may enter the cemetery.

16.2 Other vehicles may not enter the cemetery at any time without the Council's permission.

16.3 Cycles may not be ridden in the cemetery other than on the roadways.

16.4 A person shall not enter or leave or seek to enter or leave the cemetery otherwise than through one of the gates or entrances constructed and provided for that purpose.

16.5 Dogs must be kept on a leash not longer than six feet six inches (2000mm) at all times within the cemetery. Any dog faeces deposited in the cemetery shall be immediately

removed by the dog owner.

- 16.6 A person shall not sell, or offer for sale in the cemetery any thing of any kind whatsoever without the written consent of the Council.
- 16.7 A person shall not solicit any orders or distribute any circular, bill or article of the like nature within the cemetery without the written consent of the Council.
- 16.8 The sanction of the Council must be obtained before photographing or filming any object in the cemetery and will only be given on production of the written authority of the registered grave owner in the case of a grave, vault or memorial.
- 16.9 A table of fees and charges can be obtained from Mintlyn Crematorium or at [www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)
- 16.10 No person shall drop, throw or otherwise deposit and leave in the cemeteries any litter, wastepaper or refuse of any kind except in the litter bins provided.
- 16.11 No Council employee shall demand or receive any gratuities.
- 16.12 No body or cremated remains may be removed from a grave without the written and signed consent of the registered owner of the Exclusive Right of Burial for that grave, together with all statutory documentation. It will be the responsibility of the person requiring the exhumation to pay all fees for such requirements.

## 17. General

- 17.1 All work to tombs, vaults, monuments and palisades, and the opening of tombs and vaults is not to be undertaken without the express consent of the Council.
- 17.2 The Council may apply such conditions as it considers necessary or desirable to any consent it may grant for the placing of an item in the cemetery and reserves the right to remove any item placed in the cemetery without its express consent.
- 17.3 These regulations are to be read in conjunction with the Local Authorities' Cemeteries Order 1977 as amended by the Local Authorities' Cemeteries (Amendment) Order 1986.

## 18. Offences in Cemeteries

- 18.1 No person in the Cemetery shall behave in a noisy, disorderly, or unseemly manner, consume alcohol, gamble, hold any picnic or barbeque, sunbathe or play any game, use improper or indecent language, trespass on any portion of the Cemetery, damage, destroy or touch any tree, shrub, plant, headstone, monument, memorial, grave or any other property within the Cemetery, or obstruct any officer of the Council in the execution of its duty. All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of the Local Authorities Cemeteries' Order 1977 article 18(1) whereby no person shall:
  - a) wilfully create any disturbance in a cemetery
  - b) commit any nuisance in a cemetery
  - c) wilfully interfere with any burial taking place in a cemetery

- d) wilfully interfere with any grave or vault, any memorial or anything on any such grave
- e) play at any game or sport in a cemetery

*Note: Under article 10 of the Local Authorities Cemeteries' Order 1977, any person who contravenes article 18 shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction.*

18.2 No person not being an employee of the Council or authorised by, or on behalf of, the Council shall enter or remain in the cemetery at any hour when it is closed to the public.

19. Penalties

Any person committing one of the offences listed in paragraph 18 may be liable to a criminal conviction.