

# **AXMINSTER TOWN COUNCIL**



## **CHARD ROAD CEMETERY REGULATIONS**

Effective from January 2012

1. The offices of the Axminster Town Council as the Burial Authority will be open from 10.00 a.m. to 12.00 noon on Mondays, Wednesdays and Thursdays except on public and bank holidays when the offices will be closed.

2. The cemetery is open to the public at all times.

3. Notices of intended interments are to be given in writing to the Clerk of the Council during office hours, not less than 48 hours in advance of the proposed date of interment excluding Saturdays, Sundays or public or bank holidays.

4. Every such notice of interment must contain the following particulars relating to the deceased:-

(a) name in full

(b) permanent address prior to death

(c) address at which death occurred

(d) previous address in event of length of stay in district being less than one year

(e) date of death (day of month and year)

(f) age of person (if in years, at last birthday)

(g) day and hour of intended interment

(h) name and address of Celebrant

(i) situation and type of grave required and, if exclusive rights are desired, full name and address of person to be registered owner. **NOTE THAT ALL GRAVES FOR INTERMENTS ARE DOUBLE DEPTH. 4 ASHES CASKETS ARE ALLOWED IN EACH INTERMENT PLOT AFTER THE LAST INTERMENT. ASHES GRAVES ARE SINGLE DEPTH BUT EACH PLOT TAKES 2 CASKETS.**

(j) name of undertaker

5. Information may be obtained from the Council Offices during the usual office hours.

6. All fees for burials are payable when the notice of interment is given and the ground shall not be broken until such fees are paid. All other fees are to be paid before the work is commenced. No receipts will be valid unless duly signed by a member of staff.

7. No burial shall take place before 09.00 hrs. or after 16.00 hrs. Interments are not permitted on Saturday or Sunday or on bank or public holidays other than in exceptional circumstances and only with the approval of the Cemetery Committee Chairman, Vice-chairman or Town Mayor.

8. In all cases the grave space will be allocated by the Burial Authority.

9. A certificate of registration of the death, a certificate of cremation or, when an inquest has been held, the coroner's order must be given to the Clerk before the interment. For the burial of a still-born child a certificate from a qualified medical practitioner (if possible) or a certified midwife, or a coroner's order will be required.

10. Not more than two grave spaces may be purchased by one person without the special permission of the Council.
11. Grave spaces may be purchased at any time whether or not an immediate interment is intended.
12. All graves for the interment of bodies are to be dug and excavated by contractors employed by an undertaker.
13. The Town Council's Caretaker is responsible for excavating graves for interment of ashes and the payment for this is included in the list of charges.
14. When more than one body is buried in a grave there shall be a layer of earth 12 inches in depth between each coffin and the minimum depth of soil between the upper surface of the second coffin, at least 36" below ground level  
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15. If a set of ashes is interred in a double depth interment grave in which a single interment has taken place they must be placed at the head of the grave to enable a second interment to take place if necessary. Any exception to this rule must be referred to the Chairman of the Cemetery Committee.
16. Wherever a burial has taken place in a grave over which no monument or stone is to be placed, the surface shall be covered with turf and all surplus soil must be removed to such a place as the Council or their officer shall direct.
17. All memorials together with all inscriptions thereon are to be subject to the approval of the Council and when erected to be kept in repair by and at the expense of the respective owners and if erected without such approval or if not repaired after reasonable notice may be removed by the Council.
18. No memorial may be erected on a grave unless an exclusive right of burial has been purchased. No plaques will be permitted in the case of scatterings in the Crescent Bed.
19. The owners must remove all memorials on the re-opening of private graves and such portions of memorials as are not removed from the cemetery after an interment are to be replaced by the owners on the grave on the next working day after the interment. In default, the Council may do the work and charge the owners of the memorial in the respect thereof. The Council will not be responsible for any damage to memorials whether during removal, replacement or at any other time, through any cause other than their own negligence.
20. All memorials must comply with the dimensions set out in the fee sheet current at the time of application. A drawing to scale in duplicate of every memorial and a statement as to the description of stone to be used, together with a copy in duplicate of the proposed inscription must be submitted for approval of the Town Council before erection. One drawing and one copy signed by the Clerk, or on his/her behalf, as evidence of such approval will be handed to the person applying for such approval and the other will be retained by the Clerk who shall see that the memorial and inscription respectively are in accordance therewith. Kerbstones are not permitted.
10. No memorial may be brought into or removed from the cemetery outside the usual hours when burial is permitted without special permission.
22. All memorials must be completed outside the cemetery, except that inscriptions may be

added in the cemetery.

23. All work to be done with due dispatch and to be under the supervision of the cemetery caretaker who may give such directions as he/she may think fit to preserve all grass margins, flowers, shrubs and trees in the cemetery.

24. After the completion of the work all bricks, stones and other materials and spare soil and rubbish shall be moved and the grave with the adjoining ground left in neat and proper condition. Masons, tradesmen and others will be held responsible for all damage done to the cemetery or anything therein by themselves or their workmen.

25. All charges in respect of memorials etc. must be paid before the work is commenced and the written form of authority issued by the Council must be produced to the cemetery caretaker on demand.

26. Masons and other tradesmen must not solicit orders within the cemetery.

27. No objects made from glass are permitted on graves.

28. No grave may be planted with plants of any kind in order to prevent roots from these infringing on adjacent graves or subsequent burials. No objects placed on the grass area. Tributes must be placed on the plinth of the headstone only. Tributes placed elsewhere are liable to be moved if they impede the work of the Caretaker in keeping the Cemetery tidy. The surface of each plot will be turfed by the Burial Authority.

29. All refuse from floral tributes and trimming of graves shall at once be removed and deposited in the receptacle provided by the Council for that purpose.

30. Nothing may be removed from the cemetery without the permission of the Council and any person detected stealing plants or flowers will be prosecuted.

31. All persons visiting the cemetery must keep to the paths or roads except while visiting a grave and refrain from touching the memorials or anything growing in the cemetery. Any damage whatever done in the cemetery must be made good by the person causing it.

32. No dogs shall be admitted to the cemetery unless on a lead.

33. No servant of the Council employed in the cemetery may receive a gratuity.

34. The Council reserves the right to make further rules and regulations or any alterations in the foregoing which it may think necessary.

35. All graves and rights therein will be sold subject to the payment of all fees and the observance of all rules and regulations from time to time fixed and made by the Council

36. Vandalism in any form will be reported to the appropriate authorities and offenders will be prosecuted.