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BURSLEDON PARISH COUNCIL	
Regulations for the Management of Bursledon Parish Council Cemetery	
1	Introduction
1.1	Definitions <ul style="list-style-type: none"> • “Council” means Bursledon Parish Council acting as the Burial Authority • “Cemetery” means the cemetery provided and managed by Bursledon Parish Council • “Grave space” mean any burial plot • “Exclusive Right of Burial” means the right to use a grave space. • “NAMM” means the National Association of Memorial Masons • “BRAMM” means the British Register of Accredited Memorial Masons
1.2	The Council owns and manages Bursledon Cemetery, School Road Bursledon
1.3	All queries and comments about the cemetery should be sent to: <p style="text-align: center;"> The Parish Clerk Bursledon Parish Council The Lowford Centre Bursledon Southampton Hampshire SO31 8ES Tel: 02380407535 Email: clerk@bursledon-pc.gov.uk </p>
1.4	These regulations are in addition to the Local Authorities Cemeteries Order 1977 and the NAMM memorial Specification Guide.
1.5	The Council’s Cemetery Service office is based at the above address and is open at the following times: <ul style="list-style-type: none"> • Monday to Thursday 10.00am to 12.00 noon.
1.6	Anyone who fails to comply with these regulations may be refused access to the Councils cemetery or where there is a breach of legislation, legal action may be taken.

1.7	It is your right to use the Parish Council's complaints procedure if you are dissatisfied about any service provided by the Parish Council
2	Cemeteries
2.1	<p>2.1. Opening and Closing times: Burials are permitted Monday to Friday (excluding Good Friday, Easter Monday, Bank Holidays and any other public holidays for the period between Christmas Day and New Years Day). In addition, the Council may restrict burials due to operational needs.</p> <p>All burials must take place between:</p> <ul style="list-style-type: none"> • 9:30 am and 3:00 pm April to October • 9:30 am and 2:30pm November to March
2.2	The cemetery is divided into three sections and numbered according to development. Section 1 is on the left of the entrance off School Road, Section 2, which also contains the memorial wall is nearest to the Church Lane entrance and Section 3 is next to the car park.
2.3	The selection of the sites of graves is subject to the approval of the Council.
2.4	The Council reserves the right to designate areas of the cemetery for certain denominations including Church of England, Roman Catholic and Non-Conformist, the right to designate areas of the cemeteries for the curial of children and cremated remains, and the right to designate areas with restricted usage
2.5	<p>The Burial Records and plan of Bursledon Cemetery showing the position and number of each grave are kept at the Councils offices The Lowford Centre, Bursledon, Southampton ,Hampshire, SO31 8ES and may be inspected only by prior arrangement.</p> <p>Certified extracts may be obtained upon request. Copies of certified extracts will be subject to a charge.</p>
2.6	<p>Admission</p> <p>The cemeteries will be open to visitors every day of the year from sunrise to sunset.</p> <p>Any person creating a disturbance or nuisance will be required to leave the cemetery immediately and maybe the subject of subsequent legal</p>

	<p>action. (for the purpose of this regulation the term cemetery includes the car parks associated with the cemetery)</p> <p>Disturbances or nuisances include:</p> <ul style="list-style-type: none"> • Wilfully create any disturbances in a cemetery. • Commit any nuisance in a cemetery • Wilfully interfere with any burial taking place in a cemetery • Wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter or • Play any game or sport in a cemetery • Discharge firearms (save at a military or naval funeral) in the cemetery or • Interfering with the operation of the Council or its staff or contractors
2.7	Children under the age of ten years must be accompanied by an adult.
2.8	Commercial Use – No person will be allowed to tout for, solicit and orders, exhibit design, distribute tracts or business card or advertisements within the cemetery.
2.9	<p>Dogs are allowed in the cemeteries, subject to compliance with the following</p> <ul style="list-style-type: none"> • Person(s) in charge of a dog(s) in the cemeteries should remove faeces from the designated area. Faeces should be bagged and disposed of in Council litter bins. • Dogs must be kept on leads. The lead should be less than one metre in length so that it cannot stray onto any graves. • Put dog(s) on lead when requested by an authorised officer. An Authorised officer can ask any person in charge of a dog to shorten the lead if using a retractable lead. Dogs must be under control and not cause a nuisance to any visitors to the cemeteries. A dog on a long lead is unlikely to be considered to be under the control of its owner. • Dogs are not allowed within the grassed grave sections of the cemetery. <i>Guide dogs, hearing dogs for the deaf and assistance dogs for the disabled are exempt from this regulation.</i>
2.10	No recreational activities are allowed in the cemeteries
2.11	No bicycles or motor vehicles (with the exception of funeral vehicles) are allowed in the cemetery outside the designated parking area. The Council

	will consider exceptions to this in cases of illness or mobility difficulties, upon request. The Council reserves the right to refuse admission to any vehicle (including hearses) at any time, even if on authorised business use.
2.12	A notice board displaying the general layout of the cemetery and other information will be provided at the entrance to the cemetery together with contact details of the Council.
3	Special Circumstances
3.1	Any burial or interment outside the hours stated in Regulation 2.1 will be subject to an additional fee, unless a certificate is produced to the Council that immediate burial is necessary on the grounds of public health, or by special arrangement (e.g. religion) and will be at the Council's direction.
3.2	A booking must be made through the Council Office (02380407535) prior to any burial taking place.
4	Burial Rights and Fees
4.1	The current fees for all matters relating to burials and memorials are available on request. These are subject to annual review and may be changed without notice by resolution of the Council.
4.2	All grave spaces are owned by Bursledon Parish Council and are not transferable.
4.3	Purchasing at Time of Need At the time of need (i.e. at the time of burial) the fee payable for the Exclusive Right of Burial (ERB) for a grave is for an initial 75 year period. After the first five years of this period has passed this period is extendable in five year periods. There is always a 75 year maximum limited imposed on Exclusive Rights of Burial (i.e. it may not be extended over 5 years at any one time)
4.4	Pre- purchasing Exclusive Rights of Burial The Exclusive Right of Burial can be pre-purchased for a designated burial plot (To be agreed by the purchaser and the Council). The fee payable for purchasing the Exclusive Right of Burial would be the fee as at the time of purchasing
4.5	An interment fee is always payable for a burial, for both interments in both purchased and unpurchased graves.

4.6	Burials can be arranged without the need to purchase a grave. However, an interment fee would be due however no further interments or any memorial will be permitted in any grave until the Exclusive Rights of Burial are purchased at the current fee. The Exclusive Rights of Burial may be purchased at a later date.
4.7	The ownership of the Exclusive Right of Burial is usually transferred on the death of the purchaser to the next of kin or executor by deed or probate. The next of kin/executor must contact the Council to arrange for a formal transfer of the Exclusive Rights of Burial. A fee is payable on all transfers of ownership.
4.8	Where no interment has taken place in a grave with a pre-purchased Exclusive Right of Burial, the Parish Council may agree to re-purchase the grave at the cost of the original purchase price.
4.8	Only the following will qualify for burial <ul style="list-style-type: none"> • Current residents
4.8	<p>A non-resident is a person who did not live in the civil boundary of Bursledon Parish Council at the time of their death.</p> <p>An exemption to non-resident fees will only be given in the following circumstances</p> <ul style="list-style-type: none"> • The Exclusive Right of Burial is owned by the surviving spouse who is a resident of Bursledon • The deceased was originally a Bursledon resident and moved out of the area in order to live in nursing/carer outside of the parish.(proof of prior residency may be required and the final decision is made at the Council's discretion. • A former resident, who, since they left the parish have lived outside Bursledon for less time than they lived in it. • A former resident with a shorter residence qualification, but substantial family connection within Bursledon or community contribution to Bursledon, to be determined by the council. • A former resident wishing to be buried in or near the plot of a spouse, partner or other family member • A still-born child of parents meeting one of the above criteria.
5	Booking a Burial

5.1	The Council has adopted the practice identified by the Department of Constitutional Affairs Guide got Burial Ground Managers.
5.2	Before a burial is arranged, confirmation of the availability, location and number of grave space or cremation plot in the cemetery must be agreed by the Council.
5.3	If the bereaved family wish to select a grave then an allowance for extra time to select the grave must be allowed before confirming the booking.
5.4	The purchaser/undertaker must inform the Council of the desired depth of the grave at the time of booking/completion of the Notice of Burial form.
5.5	<p>No burial shall be confirmed or take place until the person or funeral director arranging the burial has submitted all of the following documents to the Council:-</p> <ul style="list-style-type: none"> • The completed Notice of Burial form (it is imperative that the size of the coffin is recorded on the form and the coffin dimensions are provided on the pre-drawn sketches); • A cheque made payable to Bursledon Parish Council for the appropriate fee: and. • The Registrar's Certificate of Disposal (Green or White as appropriate) or Coroner's Order of Burial. In the case of a still born child a certificate from the Registrar confirming that he or she has either registered the still birth or received official notice of it or received the Coroners Order of Burial.
5.6	Failure to comply with the above administration procedure and deadlines may result in a burial being delayed. The Parish Council accept no responsibility for any subsequent delay in a burial or interment as a result of not complying with the above procedures.
5.7	It is the responsibility of the funeral director, or the person arranging the burial to arrange a minister, or person to officiate, if required.
5.8	Funeral directors are required to report to the Parish Council representative upon arrival at the cemetery to enable the funeral party to be escorted to the designated grave space.
5.9	Coffins and caskets must be of biodegradable material; all coffins shall have a securely fixed non-corroding plate bearing the name of the deceased.

5.10	The Council will only allow one funeral per morning or afternoon, to avoid compromising another funeral should any delays be experienced.
6	Grave Digging & Grave Preparation
6.1	It is the responsibility of the funeral director, or the person arranging the burial to arrange a grave digger to prepare the grave to the specification as appropriate.
6.2	Only grave diggers who are appropriately qualified and or experienced may be used in the Parish Council cemetery.
6.3	The Council reserves the right to remove adjacent memorials in the interests of health and safety prior to a grave being excavated. The Parish Council will take reasonable steps to give prior notification to the owner(s) of the memorial(s) in question.
6.4	<p>The purchaser of the Exclusive Rights of Burial must choose the depth of the first interment for the deceased in accordance with the following applicable depths and subject to grounds conditions.</p> <ul style="list-style-type: none"> • Double Depth Grave – 2.4 m (8') (this will allow for a second interment at a later date) • Single depth grave – 1.8m (6') • Cremated remains – 1.3 m (4') (this will allow for a second interment at a later date) • Cremated remains single depth 0.6m (2')
7	Grave Dimensions
7.1	An adult single width grave is 2.7m x 1.2m (9' x 4')
7.2	All grave spaces must maintain a 17.5cm (7") perimeter of open space around the entire grave to allow access to adjoining grave spaces.
7.3	Where the dimensions of a coffin exceed the above measurements and additional plot must be purchased.
7.3	The Council shall arrange to rectify any sinkage during the first year after the burial on a non-chargeable basis. After the first year, the responsibility for rectifying sinkage of soil will lie with the purchaser of the grave. However all works will be carried about by Bursledon Parish Council on a chargeable basis.

7.4	The Council does not permit double graves.
8	Second Interments
8.1	In the case of a second interment no disturbance of remains can be permitted without an Exhumation Order. A minimum of 6 inches must be maintained between each coffin or casket at all times. The top coffin must be at least 3 feet below the ground surface of the grave.
9	Cremated Remains
9.1	Cremated remains may not be scattered on graves.
9.2	Cremated remains can be interred in a grave where the Exclusive Rights of Burial have been purchased. Up to a maximum of 8 urns of cremated remains be interred in grave. Each of the names of the deceased may be added to the memorial.
9.3	The procedure for the interment of cremated remains in a grave space shall be the same as for any other interment. The normal booking procedures will apply and the Council will require an original copy or a certified copy of the White Certificate of Disposal in order to comply with stator Burial Regulations as set out in these regulations.
9.4	In the case where cremated names are divided, the normal booking procedures will apply and the Council will require an original copy or a certified copy of the White Certificate of Disposal in order to comply with stator Burial Regulations.
10	Tributes including Floral, Toys, Windmills etc.
10.1	Floral Tributes only may be placed on grave spaces and the Council reserves the right to move them, with care to allow for grass cutting and maintenance to be carried out.
10.2	The Council also reserves the right to remove dead floral tributes
10.3	The Council also reserves the right to remove any damaged neglected or decayed tributes.
10.4	Tributes should be removed from any cellophane or plastic wrapping wherever possible.

11	Memorials
11.1	All memorials and inscriptions (and the installation thereof) are subject to the prior approval of the Council and payment of the necessary fees.
11.2	All memorials must be installed in accordance with current NAMM specifications by a stone mason who is a registered member of NAMM or BRAMM.
11.3	The placing of a memorial on an unpurchased grave is not permitted.
11.4	<p>A Completed application for a permit to erect, add an inscription, maintain or clean a memorial must be submitted to the Parish Council. In addition</p> <ul style="list-style-type: none"> i. The form must be signed by the owner of the Exclusive Rights of Burial (purchaser) to confirm their permission. The only exception is when a copy of a Power of Attorney is provided or in the case of Probate. ii. The form must include a diagram/drawing showing the size and dimensions of the memorial and a copy of the proposed inscription in English of accompanied by a certified English translation. iii. The details of the deceased must be the same as on the death certificate. iv. A copy of any photograph to be included on the memorial must be provided to the Council for approval prior to the issuing of a memorial permit. v. The Council reserves the right to refuse permission for a memorial to be placed in the cemetery when the inscription is deemed to be unsuitable. vi. All applications will be considered on their own merit. vii. No memorial may be installed or inscription added without a permit from the Council. viii. Installations of memorials on a grave may only be permitted after a minimum period of 12 months has passed. ix. Memorial Permit Applications for the installation of a memorial may be considered after a minimum period of eight months: although these permits will be post-dated in order that no memorial may be erected before the settlement period has passed. x. The Council will allow the installation of a memorial on the same day as the interment of cremated remains, provided this has been previously authorised by the Council.

	<ul style="list-style-type: none"> xi. A permit must be obtained from the Council before any additional inscriptions, repairs or cleaning is carried out on a memorial. xii. A fee will be charged for any additional inscriptions and remedial works. xiii. Any memorial work that involves working on the grave site will require 48 hours notification not including weekends to the Council by telephone, before the stonemason proceed with the work.
11.5	The Bursledon Parish Council cemetery has been designated a lawned cemetery as of 23 September 2015. (this does not affect existing memorials) and with the exception of a headstone or cross and adjoining plinth (for the placing of floral tributes), no other memorial, railings, enclosures of wood, iron, other metal, plastic or kerbstones shall be allowed to be placed on the lawned or seeded area, with the exception of a temporary cross which will be allowed for 12 months after a burial until a permeant memorial is installed.
11.6	From 23 September there Council will no longer allow the cultivation of grave plots except for those which are already in existence and then only for ongoing maintenance.
11.7	<p>Memorial shall:</p> <ul style="list-style-type: none"> i. Only be placed at the head of the grave ii. Be built of durable natural stone, marble or granite; and, iii. Be installed in a satisfactory way, complying with NAMM guidance and meeting any health and safety regulations and not in the opinion of the Council, disfigure the cemetery or cause concern, offend or be insensitive to other bereaved families.
11.8	Applicants are reminded that the cemeteries are shared public areas where other users must be considered.
11.9	<p>Headstones on full graves must not exceed the following dimensions:</p> <ul style="list-style-type: none"> • Height 105cm (42") and not less than 57.5 cm • Width 85cm (34") and not less than 47 cm • Depth of base 30cm (12") • Depth of headstone 15cm (6") and not less than 7.5 cm • Width of plinth/base 100cm (40")
11.10	A plinth forming part of the base of a headstone will be permitted, which may incorporate up to a maximum of two flower containers only. Vases are place at the owners risk and must comply with the design and specification in the

	NAMM memorial specification guide. Vases must not be made of glass or compound material.
11.11	Plaques and tablets will only be allowed on 'cremation plots only'
11.12	Cremation Headstones must not exceed the following dimensions: <ul style="list-style-type: none"> • Height 65cm (26") • Width 45cm (18") • Depth of base 30cm (12") • Depth of headstone 15cm (6") • Width of plinth/base 60cm (24")
11.13	Plaques and tablet memorials for cremated plots must not exceed the following dimensions: <ul style="list-style-type: none"> • Height 5cm (2") • Width 45cm (18") • Depth 42.5cm (17")
11.14	Any inscription, as approved by the Council should be inscribed on the front of the memorial only.
11.15	If cremated remains have been scattered elsewhere, and there is a request for an inscription, the phrase "who rests elsewhere" or similar must be included in the inscription.
11.16	The grave number must be engraved on the rear of the headstone (at the bottom) or on the base of the headstone. No other engraving or mark shall be permitted on the rear of the headstone.
11.17	Only a designated number of designs of Memorials as identified in the attached guide will be considered. Kerb surrounds and ledgers are not permitted in the Council cemetery.
11.16	Certificate of Compliance Memorial Masons are required to provide the Parish Council with a certificate of compliance within 10 working days of the installation of any memorial.
11.17	Maintenance of Memorials The maintenance of memorials is the responsibility of the owner of the Exclusive Rights of Burial and all memorials must be kept safe and in good

	repair. In the event of any memorial becoming unsafe due to lack of maintenance by the owner, the Council reserves the right to make safe and charge the owner for any costs which are incurred.
11.18	As part of the Health and Safety programme all memorials will be inspected annually.
11.19	When a memorial fails an inspection, the Council will charge, in advance, an administration fee for the re-inspection of the repairs.
11.20	The Council will not be responsible for any damage to memorials or headstones by storm, wind, lightning, subsidence acts of third parties or any other cause other than as a direct result of negligence of their employees.
11.21	The Council reserves the right to remove, cut down or prune any plant or shrub if it becomes neglected, unsightly or overgrown or when necessary to enable the grave or surrounding graves to be used.
11.22	The Council reserves the right to return any previously cultivated grave which becomes neglected, unsightly or overgrown to a lawned status, if the owner of the Exclusive Rights of Burial fails to continue the maintenance of the grave.
11.23	The Council reserves the right to remove any neglected, damaged or decayed memorials or other items (such as glass vases) that do not comply with these regulations or the Councils Health and Safety regulations or practice or the Council believes may pose a potential danger.