



# WHITCHURCH CEMETERY

## RULES AND REGULATIONS

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The following rules and regulations are made by Whitchurch Town Council, Hampshire in accordance with the general powers of management as provided for in Local Authorities Cemeteries Order 1977. These regulations shall apply to Whitchurch Cemetery, Hampshire.

### 1. **General**

- 1.1. Whitchurch Town Council, as the Burial Authority for Whitchurch Cemetery, is responsible for the management and operation of Whitchurch Cemetery. The Burial Authority maintains Whitchurch Cemetery to a high standard and will act at all times in a manner that is consistent with its duties.
- 1.2. Whitchurch Cemetery is for the interment only of those who are Whitchurch residents at the time of their death. Requests for interment of former residents of Whitchurch may be considered if sufficient reason and proof of prior residence is shown. The granting of interment of former residents of Whitchurch will be the exception rather than the rule (those now in nursing homes who were last resident in Whitchurch will be deemed eligible).

### 2. **Notice of interment and days performed**

- 2.1. At least four days notice of interment (excluding Saturday and Sundays) is to be given to the Clerk on the prescribed form.
- 2.2. Any notice received on Saturdays, Sundays or public holidays will, for the purposes of regulation 2.1 above, be deemed to be given on the next working day after the date of receipt.
- 2.3. All interments shall take place on Mondays to Fridays between the hours of 10am and 4pm (inclusive) and on Saturdays between the hours of 10am and 12 noon (inclusive) unless a Coroner or registered medical practitioner certifies that immediate interment is necessary.
- 2.4. If it is necessary at any time to deviate from the provision of the regulations, written application must be made to the Parish Council through the Clerk.

### 3. **Certificate of Burial or Cremation**

- 3.1. The Certificate of Burial or Cremation of the person to be buried, or the Coroner's order for the burial of the body where an inquest has been held, must be produced before the interment takes place. In cases requiring immediate burial, the authorised officer is empowered to take such steps as are deemed necessary.

### 4. **Selection of Grave Space**

- 4.1. The selection of a grave space is in all cases in the hands of the authorised officer or Town Council, except in the case of a subsequent burial in a family grave space.
- 4.2. No grave space may be reserved in advance.
- 4.3. Exclusive rights of burial cannot be purchased within Whitchurch Cemetery

### 5. **Scattering of Cremated Remains**

- 5.1. Scattering of cremated remains is only permitted in a designated area of the cemetery after application to the burial authority. A Notice of Interment shall be submitted to the Council and Certificate of Cremation presented before a scattering can take place. No memorials are permitted within this area
- 5.2. This area may also be used for the scattering of cremated remains for deceased who did not live in Whitchurch, but whose family can show a local connection to Whitchurch, such as family members now resident in Whitchurch.

### 6. **Coffins and grave-digging**

- 6.1. Only coffins or caskets of wood, or other such perishable material, shall be used.
- 6.2. All grave-digging is to be organised by the undertaker.
- 6.3. All burials must be at least 1.22 m (four feet) below the surface.

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- 6.4. Removal and disposal of soil and the replacement of soil after the interment shall be as directed by the Clerk. Topsoil is to be set aside and re-used as a finish to the depth of 15 cm (6 inches) below ground level. In addition, graves must be left with four inches of soil or turf above ground level to allow for settlement. The Burial Authority reserves the right to level the grave one year after interment.
- 6.5. The owner or executor shall be responsible for the removal of all memorials on the re-opening of graves and for its replacement within 18 months. The cost of such removal must be borne by the owner or executor and the Burial Authority shall not be responsible in the event of a tombstone or memorial becoming broken, damaged, lost or destroyed during the work. If a tombstone or memorial is not replaced within the 18 month period, it shall be deemed that the permission granted to erect a memorial has lapsed and a fresh application must be submitted.

## 7. **Regulations relating to headstones and memorials**

- 7.1. All memorials and headstones and the inscriptions thereon are subject to the approval of the Burial Authority and a copy of every inscription proposed and a drawing showing the design and dimensions of every memorial or headstones must be submitted for approval to the authorised officer with the application on the required form. No headstone or memorial shall be placed within the Burial Ground, nor shall any erection be removed or replaced, or work carried out to any memorial, without the written consent of the Burial Authority.

### 7.2. **Headstones**

On application and payment of the relevant fee the Burial Authority will permit the erection of headstones for a period of fifty years provided they comply with the following:

- 7.2.1. headstones must be no more than 1.07 metres (three feet and six inches) in height;
- 7.2.2. headstones must be erected at the head of a grave (so that all headstones or memorials are at the same end of all graves);
- 7.2.3. headstones must be on a rectangular base measuring 0.75 metres (two feet six inches) by 0.325 metres (one foot three inches) save as hereinafter mentioned;
- 7.2.4. whether or not it includes vases, flower containers or other projections have no part of it projecting beyond the edges of the base;
- 7.2.5. headstones may have an inscription and/or a ceramic photograph (see also 6.2.6), and may incorporate no more than one vase;
- 7.2.6. ceramic photographs can be black and white or coloured, but must be head and shoulder view of the deceased person on their own, and in a respectful pose; the photograph must be to a professional standard and no larger than 7 cm x 9 cm (2.76 inches x 3.54 inches); one additional photograph may be installed on the memorial stone of a double grave.

### 7.3. **Grave surrounds**

Wooden grave surrounds may be permitted upon application to the Burial Authority which must meet the following specification:

- 7.3.1. constructed of pre-treated softwood timber only, not painted;
- 7.3.2. consisting of 100 mm x 25 mm (4 inches x 1 inch) with 8 no. internally placed pegs of 50 mm x 50 mm (2 inch x 2 inch) set down below the top of the surround by 25 mm (1 inch);
- 7.3.3. all metal fixings to be galvanised;
- 7.3.4. maximum size for the surround to be 0.8 m x 2 m (one foot five inches x six feet 6 inches)
- 7.3.5. details are supplied as to how the surround will be filled, ie grass, chippings, or other.

### 7.4. **Memorial tablets**

On application and payment of the relevant fee the Burial Authority will permit the installation of memorial tablets to mark the interment of ashes in the Garden of Remembrance for a period of fifty years provide they comply with the following:

- 7.4.1. memorial tablets must be no more than 38 cm (fifteen inches) square;
- 7.4.2. memorials must be flat or of desktop style; no upright memorials will be permitted in the Garden of Remembrance;
- 7.4.3. memorials may have an inscription and/or a ceramic photograph (see 6.4.4), and may incorporate no more than one vase;
- 7.4.4. ceramic photographs can be black and white or coloured, but must be head and shoulder view of the deceased person on their own, and in a respectful pose; the photograph must be to a professional standard and no larger than 7 cm x 9 cm (2.76 inches x 3.54 inches).

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## 7.5. **General**

- 7.5.1. If any damage is caused by the bringing in of any materials or memorials, the person causing the damage will be required to make good such damage.
- 7.5.2. All headstones and memorials shall be finished before they are admitted to the Burial Ground and no work of any kind thereon, beyond that of fixing, will be allowed in the Burial Ground.
- 7.5.3. If at any time after consent has been granted for an interment or installation of a memorial the Burial Authority deems the plot or the memorial inappropriate, or not in keeping with the appearance and decorum of Whitchurch Cemetery, it may require that this be corrected.
- 7.5.4. Headstones and memorials must be installed to the current safety standards by an authorised contractor. All memorials fixed in the burial ground must comply with British Standard 8415 (latest version) and the BRAMM Blue Book (latest version).
- 7.5.5. At all times the Burial Authority retains the right to deal with, in such a manner as it sees fit, graves, plots and memorials which are not maintained to current Health and Safety standards, or where the Cemetery Regulations have been breached.
- 7.5.6. The Burial Authority will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The Burial Authority reserves the right to temporarily make safe any memorials that pose a threat until such works are completed.

## 8. **Cemetery open to the public**

- 8.1. The cemetery is open to the public daily during daylight hours. The Burial Authority reserves the right to close the cemetery to the public at any time whilst necessary maintenance work is carried out.
- 8.2. Children under the age of ten can only be admitted if under the care of a responsible adult.
- 8.3. Visitors should keep to the walks, not interfere with shrubs or flowers, and should be sensitive to the feelings of the bereaved.
- 8.4. No dogs other than guide dogs will be allowed in the cemetery.
- 8.5. Persons attending graves are asked to bag up, remove and dispose of all grass clippings and flowers. Bins are provided in various places in the cemetery for all non-biodegradable waste. There is a designated, fenced bay to the right of the gate at the top of the cemetery for green waste and soil only. Green waste should not be piled anywhere else around the cemetery or in the grey bins.
- 8.6. Any person breaking these rules or guilty of misconduct will be immediately removed from the cemetery. The penalties, prescribed by the Burial Acts, for damaging the cemetery, or for committing nuisance therein, will be strictly enforced.

## 9. **Register of Burials**

- 9.1. The Register of Burials is available for inspection upon application to the Burial Clerk. It should be noted that the current Burial Authority retains the Register for the Cemetery commencing 1977 when the responsibility was passed from the Church of England. All Hallows Church, Whitchurch should be contacted for other records, including those for the closed church yard.

## 10. **Revocation of previous regulations**

- 10.1. These regulations supersede all previous regulations.
- 10.2. These Rules and Regulations may be amended from time to time at the discretion of the Burial Authority.