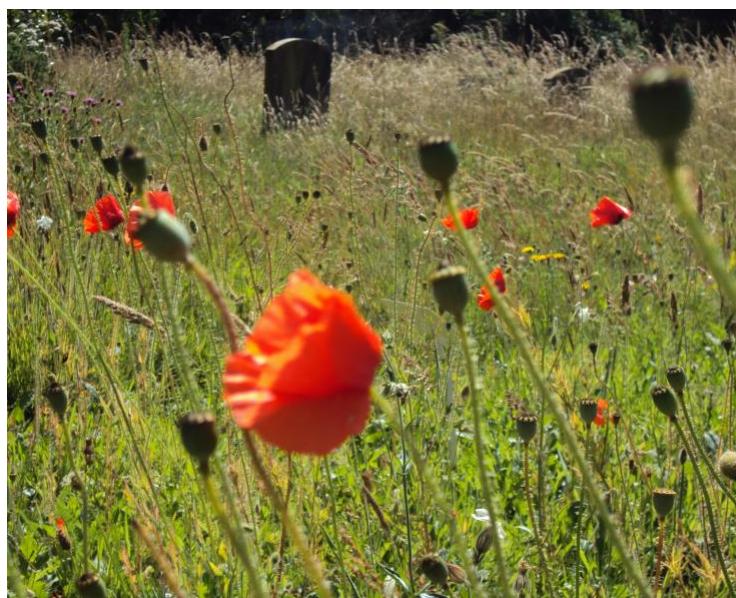




Farnham Town Council

CEMETERY REGULATIONS

Regulations for the Management of Farnham Town Council Cemeteries



FARNHAM TOWN COUNCIL

REGULATIONS FOR THE MANAGEMENT OF FARNHAM TOWN COUNCIL CEMETERIES

Index

Section		Page
I	Introduction	3
1.1	Definitions	3
1.2	Queries about Farnham cemeteries.....	3
2.1	Opening and closing times	4
2.3	Burial records	5
2.5	Dogs in cemeteries	5
3	Special circumstances	7
4	Burial rights and fees	7
4.3	Pre purchasing a grave	7
5	Booking a burial	8
6	Grave digging	9
7	Grave dimensions	9
8	Second interments	10
9	Cremated remains	10
10	Floral tributes	10
11	Memorials	10
11.5	Kerbed memorials in Badshot Lea	12
11.9	Dimensions of memorials	13
11.17	Namm Specification Guide	13
11.18	Certificate of compliance	14
11.19	Maintenance of memorials	14
11.20	Benches	15
12	Further information	15

FARNHAM TOWN COUNCIL

REGULATIONS FOR THE MANAGEMENT OF FARNHAM TOWN COUNCIL CEMETERIES

I. Introduction

I.1. Definitions

- “Council” means Farnham Town Council acting as the Burial Authority
- “Cemeteries” means the cemeteries provided and managed by Farnham Town Council
- “Grave space” means any burial plot
- “NAMM” means National Association of Memorial Masons
- “BRAMM” means British Register of Accredited Memorial Masons

I.2. The Council owns and manages four cemeteries:

Badshot Lea Cemetery, Badshot Lea Road, Farnham, GU9 9HX
Green Lane Cemetery, Green Lane, Farnham, GU9 8TQ
Hale Cemetery, Alma Lane, Farnham, GU9 0LR
West Street Cemetery, West Street, Farnham, GU9 7AP

I.3. All queries or comments regarding the cemeteries should be sent to:

The Town Clerk
Farnham Town Council
South Street
Farnham
Surrey
GU9 7RN
01252 712667
Email: customer.services@farnham.gov.uk

I.4. These regulations are in addition to the **Local Authorities' Cemeteries Order 1977** and this document should be read alongside the **Farnham Town Council Cemeteries Charter** and **Memorial Specification Guide**.

I.5. The Council's Cemeteries Service office is based at the above address and is open at the following times:

- Monday to Thursday 9.00am to 5.00pm
- Friday 9.00am to 4.30pm

I.6. A mobile phone booking service is available during public holidays, at which time information will be available online at www.farnham.gov.uk.

I.7. Farnham Town Council has adopted a lawn memorial policy in the following cemeteries: West Street, Green Lane and Hale – whereby the grave space is kept turfed and mown, in addition to headstone memorials only. As a consequence, only lawn style memorials are allowed and a

maximum of two flower containers on the base are permitted. As per regulation “11.4 - Kerbs”, wire or fencing/ railings or surrounds of any material (including loose chippings) are not permitted. Such items can pose a danger, restrict access and make maintenance difficult. The Council reserves the right to remove them.

- 1.8. Anyone who fails to comply with these Regulations may be refused access to the Council's cemeteries and where there is a breach of legislation, legal action may be taken.
- 1.9. It is your right to use the Town Council's complaints procedure if you are dissatisfied about any service provided by the Town Council.

2. The Cemeteries

Green Lane cemetery



2.1. Opening and Closing times:

Burials are permitted Monday to Friday (excluding Good Friday, Easter Monday, Bank Holidays or any other public holiday and for the period between Christmas Day and New Year's Day). In addition, the Council may restrict burials due to operational needs.

All burials must take place between:

- 9.30am and 3.00pm April to October
- 9.30am and 2.30pm November to March

The selection of the sites of all graves is subject to the approval of the Council. Graves can be selected by the family of the bereaved in West Street, Green Lane and Badshot Lea Cemeteries, but only with the agreement of the Council. Graves for cremated remains cannot be chosen;

these are allocated in numerical order by the Council. Graves in Hale where there is limited space are allocated in order.

- 2.2. The Council reserves the right to designate areas of the cemeteries for certain denominations, including Church of England, Roman Catholic and Non-Conformist, the right to designate areas of the cemeteries for the burial of children and cremated remains, and the right to designate areas with restricted usage.
- 2.3. The Burial Records relating to Farnham Town Council cemeteries are kept at the Council's offices, South Street, Farnham and may be inspected only by prior arrangement. Certified extracts may be obtained upon request. Copies of certified extracts may be subject to a charge.
- 2.4. **Admission:**

The cemeteries will be open to visitors every day of the year from sunrise to sunset.

Any person creating a disturbance or nuisance will be required to leave the cemetery immediately and may be the subject of subsequent legal action. Disturbances or nuisances include:

- Interfering with a burial;
- Interfering with any grave, headstone, memorial or flowers;
- Interfering with the operation of the Council's cemeteries or its staff or contractors;
- Behaving in a disorderly manner; or
- Allowing a dog to foul any grave or path area in the Cemetery.

- 2.5. **To assist bereaved families, dogs are allowed in the cemeteries, subject to compliance with the following:**
 - Person(s) in charge of dog(s) in the cemeteries should pick up, bag and remove faeces which may be disposed of in council litter bins designated for this purpose.
 - Dogs must be kept on leads. The lead should be less than one metre in length so that a dog cannot stray onto any grass sections of the cemeteries
 - Dog(s) must be put on a lead when requested by an authorised officer. Authorised officers 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 cemetery. A Dog on a long lead is unlikely to be deemed to be under control of its owner.
 - Dogs are not allowed within the grassed grave sections of the cemetery. *Guide dogs, hearing dogs for the deaf and assistance dogs for the disabled are exempt from this Regulation.*
 - The Cemeteries are not intended to be a dog walking area or as a through route to other areas. Dogs are allowed in the cemeteries as a support for families visiting graves.
- 2.6. No recreational activities are allowed in the cemeteries.
- 2.7. No bicycles or motor vehicles (with the exception of funeral vehicles) are allowed in the cemeteries outside of designated parking areas. 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. Vehicles permitted to access the cemeteries must only use the tarmac roads provided.
- 2.8. A notice board displaying the general layout of each cemetery and other information will be provided at each entrance of the cemetery, together with contact details of the Council.

A detailed plan showing the position and allocation of grave spaces at each cemetery may be seen by appointment with the relevant authorised Council officer.

Hale Cemetery



2.9 This is an historic site and was closed from 2007 - 2013 due to the lack of available land for new grave spaces. In May 2013 the Council agreed to the limited re-opening of the cemetery made possible by releasing two areas of land formerly used as pathways to be allocated for new grave spaces

2.10 For practical reasons, the use of these grave spaces has had to be restricted. Certain services offered and usage of the graves here may differ from those offered in the other Farnham Town Cemeteries. In particular, these differences include:

- i. Grave spaces may only be allocated in numerical order by the Council. Please speak to a member of the Cemeteries Team for more information.
- ii. Interments cannot take place in the new areas of Hale Cemetery at double depth 2.4m (8ft) due to ground conditions. Therefore, in Hale Cemetery only, the Council has designated an area for the allocation of double-width graves – this will be charged as two single depth graves.

3. Special Circumstances

- 3.1. Any burials or interments outside the hours stated in 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 discretion.
- 3.2. A booking must be made through the Council Cemeteries Team (Tel No. 01252 712667) 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 and published on the council's website. These are subject to annual review and may be changed without notice by resolution of the Council.
- 4.2. **Purchasing at Time of Need**
At the time of need (i.e. at the time of the burial) the fee payable for the Exclusive Right of Burial for a grave is for an initial thirty-year period. After the first five years of this thirty year has passed this period is extendable by five-year periods. Exclusive Right of Burial may not be extended over a 30-year period at any time.
- 4.3. **Pre-purchasing Exclusive Rights of Burial**
Graves can be pre-purchased in all of the Council's cemeteries (except Hale Cemetery). 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. The Exclusive Rights are for an initial 30-year period. The 30-year period of Exclusive Rights commences at the time of the first interment, or after 20 years from the date of pre-purchase, whichever is the soonest.
- 4.4. An interment fee is always payable for a burial, for interments in both purchased and unpurchased graves.
- 4.5. Burials can be arranged without the need to purchase a grave. However, an interment fee would be due and no second interment or any memorial will be permitted in any grave until the Exclusive Right of Burial had been purchased. The Exclusive Rights of Burial may be purchased at a later date.
- 4.6. The ownership of an 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.
- 4.7. Standard fees apply to non-residents. A non-resident is a person who did not live in Farnham at the time of their death. An exemption to non-resident fees will only be given in the following circumstances:
 - The Exclusive Right of Burial is owned by the surviving spouse who is a resident of Farnham (if the grave is owned by anyone other than a surviving spouse, a non-resident fee would be payable.); or,

- The deceased was originally a Farnham resident and moved out of the area in order to live in a nursing / care home outside the town (proof of prior residency may be required and the final decision is made at the Council's discretion).

4.8. Farnham Residents receive a discount on most burial and cemetery services (Currently 50% of the standard cost)

5. Booking a burial

- 5.1. The Council has adopted the practice identified by the Department for Constitutional Affairs Guide for Burial Ground Managers.
- 5.2. Before a burial is arranged, confirmation of the availability, location and number of a grave space or cremation plot in the cemetery, must be agreed by the Council.
- 5.3. If the family of the bereaved wishes to select a grave, then an allowance for extra time to select the grave must be allowed before confirming a booking.
- 5.4. Grave spaces may not be selected in Hale Cemetery; they will be allocated on a strict rotation basis.
- 5.5. 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.
- 5.6. **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: -**
 - 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/BACs made payable to Farnham Town Council for the appropriate fee; and,
 - The Registrar's Certificate of Disposal (Green or White as appropriate) or Coroner's Order for Burial. In the case of a stillborn child, a Certificate from the Registrar confirming that he or she has either registered the stillbirth or received official notice of it or received the Coroner's Order of Burial.
- 5.7. Failure to comply fully with the above administration procedures and deadlines may result in a burial being delayed. The Council accepts no responsibility for any subsequent delay in a burial or interment as a result of not complying with the above procedures.
- 5.8. It is the responsibility of the funeral director, or the person arranging the burial to arrange a minister to officiate, if required.
- 5.9. Funeral directors are required to report to the Town Council's representative upon arrival at the cemetery to enable the funeral party to be escorted to the designated grave space.
- 5.10. Coffins and caskets must be of a biodegradable material; all coffins shall have a securely fixed non-corroding plate bearing the name of the deceased.

6. Grave Digging & Grave Preparation

- 6.1. It is the responsibility of the funeral director, or the person arranging the burial to book a gravedigger to prepare the grave to the specification as appropriate.
- 6.2. All graves are to be prepared, to the required specification, by the designated grave digger and the booking and payment of a grave digger is the responsibility of the funeral director, or the person(s) arranging the burial. Please contact the Council for details of designated Grave Digger. It may be necessary at times to lay soil on an adjacent grave whilst preparing a grave for burial. This will be done respectfully and graves covered and protected. All efforts will be made to ensure disruption to any adjacent grave is minimised.
- 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 Town Council will take all reasonable steps to give prior notification to the owner(s) of the memorial(s) in question.
- 6.4. All graves are to be excavated only by the grave digger(s) designated by the Council and under the direction of the person(s) arranging the funeral. No walled graves or vaults will be permitted.
- 6.5. The purchaser of the grave must choose the depth of the first interment for the deceased in accordance with the following applicable depths and subject to ground conditions:
 - Double depth grave – 2.4m (8') (this will allow for a second interment at a later date)
 - Single depth grave – 1.8m (6')
 - Cremated Remains – 0.6m (2')

7. Grave Dimensions

- 7.1. An adult single-width grave space is 9'0" x 4'0" (2.7m x 1.2m).
- 7.2. A double-width grave space in the new section of Hale Cemetery is 9'0" x 8'7" (2.7m x 2.65m). Double-depth interments cannot be accommodated in the new section of Hale Cemetery.
- 7.3. All grave spaces must maintain a 7" (17.5cm) perimeter of open space around the entire grave, to allow access to adjoining spaces.
- 7.4. The Council shall arrange to rectify any sinkage during the first year after the burial on a non-chargeable basis. After the first year, responsibility for rectifying sinkage of soil will lie with the purchaser of the grave. The purchaser can request this service to be provided by the Council, on a chargeable basis. The Council may, at its discretion, fill any holes for health and safety reasons.

8. Second Interments

- 8.1. In the case of second interments, no disturbance of remains can be permitted without an Exhumation Order. A minimum 6 inches between each coffin or casket must be always maintained. The top coffin must be interred at least 3 feet below the ground surface of the grave.

9. Cremated Remains

- 9.1. Cremated remains may be scattered on purchased or unpurchased graves without the need to inform the Council. However, the Council will have no record of this scattering and therefore the name of the deceased may not be added to the memorial on that grave space.
- 9.2. If cremated remains are scattered on a purchased grave with the permission of the Council, the Council will maintain a record of the scattering, and the name of the deceased may be added to the memorial on the grave. See also the Council's Memorial Specification Guide.
- 9.3. In cases where cremated remains are divided, the normal booking procedures will apply and the Council will require an original copy or certified copy of the White Certificate of Disposal to comply with statutory Burial Regulations.

10. Floral Tributes

- 10.1. Floral tributes may be placed on grave spaces and the Council reserves the right to move them, with care, to allow for grass cutting to be carried out. The Council also reserves the right to remove any damaged, neglected or decayed tributes.
- 10.2. Tributes should be removed from any cellophane or plastic wrapping, wherever possible.
- 10.3. As the Cemetery is a lawn Cemetery planting up of graves is not permitted, beyond 45cm (18") and the council reserves the right to remove any planting without notice, although will attempt to give prior notification to the owner of the grave. (see section 11.6 for more details)

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. All memorials must be installed in accordance with the current NAMM specifications by a stone mason who is a registered member of the BRAMM or NAMM. Stonemasons are also required to be registered with the Council (registration forms are available from the Council).
- 11.2. The placing of a memorial on an unpurchased grave is not permitted.
- 11.3. **A completed application for a permit to erect a memorial or add an inscription must be submitted to the memorial section of the Cemetery Services. In addition:**

- 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.
- The memorial permit application must include a diagram/drawing showing the size and dimensions of the memorial and the copy of any proposed inscription in English or accompanied by a certified English translation.
- 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.
- 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.
- All applications will be considered on their own merit.
- No memorial may be installed or inscription added without a permit from the Council.
- Installations of memorials will only be permitted on a grave after a minimum period of 8 months has passed from the date of the burial to allow for settlement of the grave.
- Memorial Permit Applications for the installation of memorials may be considered within the minimum 8 month settlement period after an interment; although these permits will be post-dated in order that no memorial may be erected before the settlement period has passed.
- The Council will allow the installation of a memorial on the same day as an interment of cremated remains, providing this has been previously authorised by the Council.
- A memorial in commemoration cannot be installed until the burial of the deceased has taken place. In the case of double-width graves, where one interment has taken place to date, the memorial must be placed on the side where the remains are interred. It may then be moved to the centre of the head of the grave once the second interment has taken place.
- A permit must be obtained from the Council before any additional inscriptions or repairs are carried out on any memorial.
- A fee will be charged for any additional inscriptions and remedial works.
- Any memorial work that involves working at the grave site will require notification to the Council by telephone, before the stonemason proceeds with the work.

11.4. The Farnham Town Council cemeteries are “lawned cemeteries” (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 or enclosures of wood, iron or other metal or kerbstones shall be allowed to be placed on the lawned or seeded area with the exception of a temporary cross which shall be allowed for eight months after a burial until a permanent memorial can be installed.

11.5. **Badshot Lea cemetery**



From the 1st April 2016, standard kerb surrounds will be permitted in Badshot Lea Cemetery. The style and design of the kerbed memorial be subject to the previously adopted NAMM specification guide.

- There be an additional fee for a permit memorial for kerbs of £300
- Those grave owners who purchase graves prior to the 1st April 2016 will be offered the opportunity to apply for a kerb surround for a fee of £150

11.6. The owners of the exclusive rights of burial (EROB) will be permitted to plant the area of the grave to a maximum of 45cm (18") referred to as the designated area from the head of the grave and will be responsible for its upkeep. The cutting back or removal of any plants, trees or other vegetation and or any undergrowth beyond the designated area is not permitted unless the prior written permission of the Town Clerk or an authorised member of the Council staff has been obtained. No person will be permitted to cultivate any ground that is outside of the designated planting area. Any plants or other objects outside of the designated area of the grave will be removed without notice. The Council reserves the right at any time to prune, cut down or dig up and remove any existing shrub, tree or plant at any time which becomes unsightly or overgrown or causes encroachment. (Before removing any shrub, tree or plant, the Town Council will endeavour to remind the grave owner of their responsibilities).

11.7. **Memorials shall:**

- i. Only be placed at the head of the grave;
- ii. Be built of a durable natural stone or granite; and,
- iii. Be installed in a satisfactory way, 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. **Headstones on full graves must not exceed the following dimensions:**

- Height 3 feet 6 inches (42 inches) or 105cms
- Width 2 feet 10 inches (34 inches) or 85cms
- Depth of base 12 inches or 30cms
- Depth of headstone 6 inches or 15cms
- Width of plinth/base 3 feet 4 inches (40 inches) or 100cms

11.10. A plinth forming part of the base of a headstone will be permitted, which may incorporate a maximum of two flower containers only. Vases are placed 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, plastic or compound materials.

11.11. Plaques and tablets will only be allowed on 'cremation only' plots.

11.12. **Cremation Headstones must not exceed the following dimensions:**

- Height 26 inches or 65cms
- Width 18 inches or 45cms
- Depth of base 12 inches or 30cms
- Depth of headstone 6 inches or 15cms
- Width of base 18 inches or 45cms
- Width of foundation 24 inches or 60cms

11.13. **Plaques and tablet memorials for cremated remains must not exceed the following dimensions:**

- Height 2 inches or 5cms
- Width 18 inches or 45cms
- Depth 17 inches or 42.5cms

11.14. Any inscription, as approved by the Council may only be inscribed on the front of the memorial only.

11.15. If cremated remains have been scattered in a place other than on the grave where the memorial is to be sited and there is a request for an inscription, the phrase "who rests elsewhere" or similar must be included in the inscription. An inscription to commemorate person(s) who have been scattered without notification being given to the Council will not be permitted, unless regulation 9.2, as above, is satisfied.

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. **NAMM Specification Guide**
Only the following designs of Memorials, as identified in the attached guide will be considered. Kerb surrounds and are not permitted in the Council's cemeteries (only in Badshot Lea)

Standard Headstone Shapes

H1, H2, H3, H4, H5, H6, H7, H8, H9, H10, H11, H12, H13, H14, H15, H16, H17, H18, H19, H20, H21, H22, H23, H24, H25, H26, H27, H28, H29, H30, H31, H32, H33, H35, H36, H37,

H38, H39, H40, H42. (All headstones must not exceed the maximum dimensions outlined above).

Lawn Type Bases

B1, B2, B3, B4, B5, B6, B7, B8, B9, B10 (all bases must not exceed the maximum dimensions outlined above).

Crosses

C1, C2, C3, C4, C5, C6, C7 (crosses not to exceed the maximum dimensions outlined above)

Die and Step Bases for Crosses

DS1, DS2 (bases for crosses not to exceed the maximum dimensions outlined above).

Books and Supports

BK1, BK2, BK3, BK4, BK5, BK6 (all supports and books must not exceed the maximum dimensions for headstones and bases as outlined above and BK1, BK2 and BK3 must be supported on a “Tick or Plain Rest”).

Vases

V1, V2, V3, V4 V5, V6, V8, V9, V10 (all vases must not exceed the maximum dimensions to fit on the base of the headstone, as outlined above)

Plaques for Cremation Plots

P1, P2 (all Cremation Plaques must not exceed the maximum dimensions for Cremation Plaques as outlined above).

11.18. Certificate of compliance

Memorial Masons are required to provide the Town Council with a certificate of compliance within 5 working days of the installation of any memorial.

11.19. Maintenance of Memorials

The maintenance of memorials is the responsibility of the owner 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 so incurred.

- As part of the Health and Safety programme all memorials are inspected on a rotating basis over 5 years.
- Where a memorial fails the inspection, the Council will charge, in advance, an administration fee for the re-inspection of the repairs.
- 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.
- The Council reserves the right to remove, cut down or prune any plant or shrub if it becomes neglected, unsightly or overgrown or when it is necessary to enable the grave or surrounding graves to be used again.
- 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 that the Council believes may pose a potential danger.

11.20. **Benches**

All Benches situated within the Cemeteries are for the use of all visitors please do not place private memorials (flowers, ornaments or trinkets) on them.

12. Further Information

For more information about Farnham Town Council's Cemeteries services or regulations please visit www.farnham.gov.uk

For more information, please contact

Farnham Town Council,
Council Offices,
South Street,
Farnham,
Surrey,
GU9 7RN