

Regulations

Regulations made by the Denbighshire County Council for the management of all Public Cemetery provided for permanent residents of Denbighshire.

"The Council" means Denbighshire County Council.

"The Cemetery" means the Cemetery and Burial Ground provided by the Council within the County of Denbighshire

"The Registrar" means the Head of Legal and Administration for the time being.

"The Director of Technical Services " means the person for the time being in charge of the Cemetery.

"The Cemeteries Officer" means the person in charge of all the day to day cemetery administration.

"Grave" means a burial place formed in the ground by excavation, with or without, any internal wall of brickwork or stonework or any other artificial lining.

1. **Plan of Cemetery**

A plan of the Cemetery is kept at the office of the Cemeteries Administration Officer and may be seen without charge during ordinary office hours.

2. **Selection of Grave Spaces**

Applicants must purchase the grave space next in line so that the cemetery may develop in an orderly manner. No grave space can be reserved or purchased in advance.

3. **Notice of Interment**

All notices of interment and all applications for grave spaces and for construction of vaults and brick graves and the erection and placing of monuments, grave-stones, tablets and inscriptions shall be made in writing on the appropriate form, and forwarded to the Cemeteries Administration Officer.

4. **Telephone Messages**

Any orders or instructions given by telephone will be received at the sole risk of the person giving such orders or instructions. The Council shall not be responsible for any misunderstanding which may arise with regard to orders or instructions sent by telephone unless confirmation is received in writing (not later than 48 hours prior to the interment) in a manner provided by these regulations.

5. **Grave Deed to be Produced**

If any second or third interment is to take place in a private grave or vault, the Deed of grant determining ownership or other proof of relationship that satisfies the registrar must be produced at the time of giving notice.

6. **Length of Notice**

The length of notice required for booking an interment shall be as follows, such length of notice *not* to include Saturdays, Sundays, Good Friday, Christmas Days, Bank Holidays. That is to say:-

(a) Notice of an interment in a grave or an already constructed vault shall be given not later than forty-eight hours prior to the interment.

(b) Notice of an interment in a vault not already constructed but to be constructed shall be given not later than four days prior to the interment.

7. **Short Notice**

If the required notice is not given prior to an interment, an extra charge will be made for working such overtime as may be necessary.

8. **Form of Notice of Interment**

All notices of interment must be completed on the appropriate form and must include the grave number in which it is intended that the interment shall take place, the name, age and last place of abode of the deceased, the type of grave required, the day and hour of the funeral and name and address of the undertaker or funeral arranger. When it is desired to purchase the exclusive right of burial in a grave or vault, the full name and address of the person to be registered, as deed owner thereof shall be supplied.

9. **Certificates of Death**

The Registration of death certificate, Crematorium certificate or in cases where an inquest has been held, the Certificate of the Coroner, must be handed to the attending officer prior to the interment and then immediately forwarded to the Cemeteries Administration Officer.

10. **Interment of Stillborn Children**

Notices of interment of stillborn children shall be accompanied by a certificate from the relevant hospital bereavements officer.

11. **Grave Deed**

On the purchase of a grave or vault, a deed of grant shall be issued to the person entitled to hold the exclusive right of burial, and such person shall be recorded in the cemetery register as the owner of the same.

12. **Change of Title**

In the event of the death of the owner of the exclusive right of burial in a grave or vault, the person claiming to be entitled to the said exclusive right of burial must, within six months of such death, produce the Deed of grant at the Registrar's office, or furnish proof, to the Registrar, of relationship which gives him or her title to the exclusive right of burial.

13. **Transfer of Exclusive Right of Burial**

A transfer of the exclusive right of burial in a grave or vault will not be deemed valid unless such transfer has been previously registered at the Registrar's office.

14. **Opening of Private Grave**

No grave or vault in which the exclusive right of burial has been purchased shall be opened without the production of a Deed of grant and the written consent of the owner, or his or her legal representative. Provided always that in case where the Deed of grant has been lost or mislaid or where the consent of the owner cannot be conveniently obtained, the grave will be opened on the application of any person whom the Registrar shall consider entitled thereto, or such person giving an indemnity to the Council.

15. **Common Graves**

The charge for interment in a common grave does not give the exclusive right of burial and the grave shall be selected by the Council.

16. **Removal of Remains**

No human remains may be removed after burial except with the consent of the Home Secretary or under Faculty of the Bishop of the Diocese in the case of a removal from a consecrated place of burial.

17. **Punctuality to be Observed**

The time allocated for a funeral to be at the Cemetery must be punctually observed to prevent inconvenience of one funeral interfering with another.

18. **Coffins**

Correct coffin dimensions (measurements taken at the widest points over the handles) should be included as point 16 on the notice of interment and forwarded to the Cemeteries Administration Officer not later than 48 hours prior to the interment. The council shall not be responsible for any misunderstanding which may arise with regard to coffin dimensions sent by telephone unless immediately confirmed in writing.

If the coffin is to be placed in a vault, an accurate template of the Coffin is to be submitted to the Cemeteries Administration Officer not later than 4 days prior to the interment. No responsibility can be assumed by the Council for any inaccuracy of the template.

19. **Funerals under Control of The Director of Technical Services**

All funerals at the Cemetery are under the control and direction of The Director of Technical Services or other officer authorised by him to discharge such duty.

20. **Payment of Fees**

All fees and charges must be made payable to Denbighshire County Council and forwarded to the Cemeteries Administration Officer.

Anyone, without exception, wishing to purchase an exclusive right of burial or any other cemetery service must send the appropriate fee at the same time as the relevant application form.

Memorial applications should be submitted to the Cemetery administration officer, on the appropriate form, accompanied by the relevant fee, before a permit to erect the memorial/additional inscription/temporary cross/vase will be issued.

A double fee will be charged by the council for an interment should the deceased not be a permanent resident of Denbighshire.

21. **Opening Hours**

The Cemetery shall be open for pedestrian access 24 hours a day.

22. **Visitors**

Children should be accompanied by a responsible adult.

The riding of motorbikes, bicycles or similar and the use of skates or skate boards is strictly prohibited within the cemetery.

Any person who is in a state of intoxication shall be removed from within the Cemetery.

No firearms shall be carried or discharged within the Cemetery without the written permission of the Director of Technical Services.

No person shall climb upon or over any grave stone, headstone, tombstone, monument, palisading, gate, wall, fence or building belonging to the Cemetery.

No camping is permitted in the Cemetery.

Any person contravening the foregoing provisions of this Regulation shall leave the Cemetery immediately upon request by The Director of Technical Services or other officer authorised by him.

23. **Dogs**

No animals other than dogs on leads will be allowed in the Cemetery and owners shall prevent / remove dog fouling.

24. **Gratuities**

The Council forbid any gratuity being received by any of their employees.

25. **Hours of Interments**

The normal hours of interments are from 10.00 am to 3.30 pm from Monday to Friday in the winter and from 10.00 am to 4.30 pm from Monday to Friday in the Summer.

Interments will only be permitted on Saturdays:

- (1) under exceptional circumstances and at an additional cost to that of a weekday burial.
- (2) In cases of emergency and in such cases where a medical certificate requires that immediate burial is necessary on the grounds of public health.
- (3) Religious beliefs

Interments are not allowed on Sundays, Good Fridays, Christmas Days or Bank Holidays, or at any hours other than those specified in this Regulation except :

- (1) In cases of emergency and in such cases where a medical certificate requires that immediate burial is necessary on the ground of public health.
- (2) Religious beliefs

26. Temporary Removals of Memorials

The Council reserve the right to remove any memorial stone, from any adjoining grave when such removal is deemed necessary for carrying out the work of interment in any grave, the Council replacing any memorial stone so removed, and making good any damage which may be done in such removal.

27. Lawn Cemetery

The cemetery is to be kept as a lawn cemetery and accordingly:-

- (a) The Council will level the surface of any grave to the level of adjoining ground within 18 months of burial.
 - (b) an unturfed space shall be left at the head of each grave for the erection thereon of a memorial, and such memorial shall have a base suitable for the placing thereon of a vase of flowers. The turf on the remaining part of a grave shall not be cut for the purpose of forming a flower bed or border or for any other similar purpose, nor shall a memorial, vase or any other thing whatsoever be placed in or upon such turf.
 - (c) the Officer authorised by the Council may remove any memorial, vase or other thing placed in or upon the turfed portion of any grave in contravention of this regulation.

28. Regulations as to Memorials

Memorials of the headstone type only are allowed to be erected on graves or vaults, and only where exclusive right of burial has been purchased. Should a memorial of the headstone type not be required, then a small vase with an inscription thereon, sited at the head of the grave only, will be allowed, with special permission from the council.

An application on the appropriate form accompanied by the required fee must be forwarded to the Cemeteries Administration Officer before any memorial/ stone/ additional inscription/temporary cross/vase may be erected. The application must be accompanied by a figured drawing of the proposed memorial or erection, a copy of the proposed inscription, and an authority from the owner of the grave or vault to the mason to erect the memorial or carry out an inscription. The mason cannot be admitted into the Cemetery without such approval.

29. Specification as to memorials

All Memorials stones shall have the number of the grave inscribed on the back in letters not less than one inch(2.54cm) in length. The Council will reject any memorial which will not bear continuous exposure to the weather, and memorial made of the following materials, namely, artificial stone, terracotta, china, porcelain or any other material which in the opinion of the Council is unsuitable or incongruous with its surroundings. It is understood that generally all wooden crosses are erected on a temporary basis to be replaced by a suitable memorial, where it is intended that the wooden cross is to

remain as a permanent memorial it shall be constructed of a suitable hardwood. All wooden crosses must comply with the specification set out by the council.

30. **Maintenance of memorials**

All private graves and vaults with the memorials or gravestones are to be kept in repair by the deed owner. Notice will be sent to the deed owner or their representatives in the case of such repair being required. And if not executed within three months, the Council may cause the grave or vault to be repaired and the memorial to be removed at the cost of the deed owner.

31. Except as is provided in Regulation 26, the Council will not be responsible for any injury or damage done to, or by, any memorial through any cause whatsoever.

32. **Removal of memorials**

Where the removal of any memorial is necessary for carrying out the work of an interment in any grave, the deed owner shall carry out the work of removing and replacing it by his own contractor forthwith, to the supervision and to the satisfaction of The Director of Technical Services or other officer authorised by him. Any memorial that is removed from a grave shall be taken off site by the deed of grant holders contractor or deposited in a designated area demarked within the cemetery.

33. **Work on memorials**

No dressing of memorials, with the exception of additional inscription to be undertaken to memorials already erected, will be permitted within the Cemetery walls or the approaches thereto. All work shall be carried out in such a manner as to avoid the cutting-up of the roads or walks, and all rubbish, refuse and stones remaining after any erection or remedial work must be removed forthwith by the party engaged on the same and/or placed in the receptacles provided.

34. **Cemetery access for contractors**

Except with the specific permission of The Director of Technical Services or other officer authorised by him, no workmen or materials will be admitted into the cemetery before 8.00 am and workmen must leave by 3.30pm in the Winter and 4.30 pm in the Summer. No workmen or materials will be admitted within the Cemetery on Saturdays, Sundays, Christmas Days, Good Fridays, Bank Holidays apart from emergency work or under exceptional circumstances.

35. **Working practice**

Mats, planks, boards or canvas are to be used as may be directed and such other precautions as the Council may direct are to be taken by persons erecting memorials to preserve the grass from damage, and any injury thereto must forthwith be made good by the persons causing the same. Masons must furnish themselves with tools, planks, blocks and all other materials and tackle required for fixing stones.

36. Work of every description must be carried on continuously and completed with due dispatch, and without causing any disturbance or annoyance to any other person in the Cemetery. While a funeral is in attendance at the cemetery, due respect and discretion are required, and work shall be discontinued until the funeral cortege has left the cemetery.

37. Concrete or other stone foundations shall be laid for all memorials, and the necessary excavation and provision of the foundation shall be at the expense of the owner. No memorial shall be erected until such time as the disturbed ground has sufficiently settled.

38. All memorials plus their installation and/or erection, within the cemetery, must be done to the satisfaction of The Director of Technical Services or other officer authorised by him.

39. All headstones and crosses must be doweled and bolted to the satisfaction of The Director of Technical Services or other officer authorised by him.

40. All work in the cemetery shall be carried out to the satisfaction of The Director of Technical Services or any officer authorised by him.

41. **Council Rights**

The Council reserve to themselves the right from time to time to make any alterations in the foregoing Regulations, and also to reserve any portions of the grounds.

42. All the foregoing Bylaws and Regulations shall be conditions attached to the lease, by the Council, of the exclusive right of burial in any part of the Cemetery.

43. The position for all memorials to be subject to the orders, Bylaws and Regulations of the Council.

44. All grave spaces are allocated under the sole control of the council in rotation or as conditions allow.

45. **Memorial Height**

The overall height of memorials inclusive of base, for purchased graves, shall not exceed three feet six inches.(1.07m)

46. The overall height for memorials inclusive of base, for Ashes plots, shall not exceed two feet and three inches.(0.69m)

In Denbigh only until the existing plot is full, Memorials on Ashes plots shall be limited to the wedge type only - no other type of memorial will be accepted.

47. **Denbighshire residents**

Any person who is a permanent resident within Denbighshire is entitled to be buried in any of the cemeteries owned and managed by the Council.