

**REGULATIONS MADE BY THE GREAT BADDOW PARISH COUNCIL  
ACTING AS THE BURIAL AUTHORITY  
IN RESPECT OF LAWN CEMETERY AND OLD BURIAL GROUND  
NOVEMBER 2016**

It is intended that the Lawn Cemetery and the Old Burial Ground will be peaceful places where visitors can take part in quiet reflection. Visitors are likely to wish to reflect and remember their loved ones in different ways and it is expected that all visitors will respect the feelings of others.

All visitors to the Lawn Cemetery and the Old Burial Ground should be able to feel comfortable and at ease as they remember their loved ones and not be unnecessarily distracted or disturbed in any way.

The Burial Authority (Great Baddow Parish Council) will always seek to maintain the appearance of the Lawn Cemetery and the Old Burial Ground to a high standard and it is expected that all visitors will also contribute to this high level of quality by observing these regulations.

Every effort will be made to accommodate clients' present and future requirements. The Parish Council cannot guarantee and cannot be held responsible if these requirements cannot be achieved. This may be in order to maintain the integrity of existing graves or due to factors outside its control, e.g. ground conditions, weather etc.. All measurements that are given in the regulations are maximum measurements. It is the responsibility of the person requesting the interment to satisfy themselves that their present and future requirements can be met.

**REGULATIONS**

1. All contractors wishing to work within the Lawn Cemetery or the Old Burial Ground must provide evidence of Public Liability and Employers Liability insurance cover on an annual basis. The Parish Council reserves the right to refuse access to any contractor if they do not abide by the regulations.
2. No grave or cremated remains plot in Lawn Cemetery shall be raised in any manner above the general level of the surrounding ground.
3. The Burial Authority will maintain the whole of the turfed area of grave plots and cremated remains plots.
4. The Burial Authority has the right to remedy any breach of the Regulations. The Burial Authority will attempt to contact the grave owner to rectify the breach but reserves the right to take action if this is not possible.
5. No person entering the cemeteries shall behave in a manner likely to disrupt the solemn right of burial or cause offence to other cemetery users.
6. No dogs, with the exception of guide dogs, are allowed in the cemeteries.
7. People entering the cemeteries may not conduct any business or distribute advertising material within the grounds of the cemeteries.

8. The Burial Authority maintains the right to restrict the entry of any vehicle into the cemeteries.
9. The Burial Authority reserves the right to tidy away any item that has deteriorated and so detracts from the appearance of the cemetery.

## **Burials**

10. All bodies received for burial shall be enclosed in an appropriate container marked with the name of the deceased. Burial may only take place in a biodegradable coffin, casket, or shroud of a type approved by the Burial Authority.
11. As soon as practicable after the interment of a body in a grave space, the Burial Authority will sow grass seed or turf the whole area of the grave. If required, once a headstone has been installed, the Burial Authority will allow an unturfed area to be established in front of the headstone. This area will be 1 foot long and 3 feet wide in front of the headstone of a 9 feet by 4 feet grave space and 1 foot long and 2 feet 6 inches wide in front of the headstone of a 6 feet by 3 feet grave space. Neither the turfed area nor the unturfed area may be enclosed by kerbstones or fences nor may any part of the area be covered in stones or loose chippings. Flat stones laid horizontally will not be allowed.
12. The owner of the grave may plant suitable plants in the unturfed area described above in front of the headstone, where such an area exists. Planting at the sides or back of the headstone is not permitted. Where necessary the Burial Authority will routinely remove dead foliage.
13. Stone vases and other personal tributes may be placed in the unturfed area immediately in front of the headstone. Where no headstone is present, an unturfed area cannot be allowed. Such vases may not exceed 10 inches in diameter and 8 inches in height including the base. Items made from glass, or other materials that may shatter and cause a health & safety risk, may not be placed anywhere in the cemeteries. Nothing planted, or placed, on the grave may exceed a height of two feet, encroach on adjacent graves or extend beyond the edge of the unturfed area.
14. Should items be placed on graves that do not conform with the above rules, the Burial Authority will attempt to contact the grave owner to arrange the removal of such items, but if it is not possible to make contact the Burial Authority may remove such items and store them for a period of 21 days, after which they will be disposed of.
15. Each full grave space can accommodate up to 2 full coffin burials and 2 sets of cremated remains, to a maximum of 4 interments. The Burial Authority will only give permission to re-open an existing grave for further interments when the registered grave owner makes the request. Where it is the registered grave owner whose remains are to be interred, the Burial Authority will allow the re-opening for the interment only. The Exclusive Right of Burial will then

need to be transferred before any further action can be taken – see section on Exclusive Right of Burial

16. Following a funeral or interment, floral tributes may remain on the surface of the grave for fourteen days, after which they will be removed and disposed of by the Burial Authority or its contractors.

### **Cremated Remains**

17. As soon as convenient after interment in a cremated remains plot, the Burial Authority will sow grass seed or turf the whole area.
18. A tablet no larger than 18" x 18" may be placed on the plot in the cremated remains area. In addition, the owner of the plot may make a request to place around the tablet a metal tray with a maximum size of 24" x 24". This tray may be filled with undyed chippings, which must be bound using an approved binding agent or solid granite strips. There must be no further channels made outside the frame and no vases or memorial items placed outside the frame.
19. Vases and other personal tributes may be placed upon the area of the tablet and tray (if any). Such vases must be made of marble and may not exceed 6" x 6" x 6" including any base. Items made from glass, or other materials that may shatter and cause a health & safety risk, may not be placed anywhere in the cemeteries. Nothing planted, or placed, on the plot may exceed a height of two feet, encroach on adjacent plots or extend beyond the edge of the tablet or tray (if any is in place). Where necessary the Burial Authority will routinely remove dead foliage.
20. Should items be placed on plots that do not conform with the above rules, the Burial Authority will attempt to contact the plot owner to arrange the removal of such items, but if it is not possible to make contact the Burial Authority may remove such items and store them for a period of 21 days, after which they will be disposed of.
21. Each cremated remains plot can accommodate up to 2 sets of cremated remains. The Burial Authority will only give permission to re-open an existing cremated remains plot for a further interment when the registered grave owner makes the request. Where it is the registered grave owner whose cremated remains are to be interred, the Burial Authority will allow the re-opening for the interment only. The Exclusive Right of Burial will then need to be transferred before any further action can be taken – see section on Exclusive Right of Burial.

### **Rules of Interment**

22. The Notice of Interment must be delivered to the Burial Authority during normal office hours at least 2 clear working days prior to the interment taking place. Saturdays, Sundays and Public & Bank Holidays are excluded in reckoning the length of notice. This rule may be waived in special circumstances, or in the case of death from epidemic or notifiable disease

upon medical certification. The notice should be made on the form provided by the Burial Authority and all sections must be completed in full, giving the information required. In the case of the re-opening of existing graves, the Deed of Grant should accompany the notice.

23. The appropriate Certificate of Burial or Cremated Remains should be forwarded with the Notice of Interment. The interment will not be allowed to proceed until the appropriate Certificate is delivered to the Burial Authority.
24. Interments will not take place before 9.30 am and will not take place any later than 2.00 pm (for full burial) and 2.30pm (for cremated remains) during winter months (November to March) and no later than 2.30pm (for full burial) and 3.00 pm (for cremated remains) during British Summer Time (April to October). These times are applicable Monday to Thursday but will be half an hour earlier on Friday.
25. The interment of cremated remains may take place on a Saturday at the discretion of the Burial Authority. No interments may take place on Sundays or Bank Holidays.
26. All fees for interments and the purchase of Exclusive Right of Burial are to be paid prior to the interment taking place. The Burial Authority reserves the right to review the fees at its discretion.
27. The Burial Authority will allocate the actual grave space/cremated remains plot. However, the particular wishes of any applicant will be taken into account wherever possible.
28. The Funeral Director is responsible for arranging the digging of the grave space/cremated remains plot. All graves must be dug in accordance with recognised guidelines and will be inspected and measured by a member of staff from the Burial Authority.
29. Gravediggers/Funeral Directors' staff must advise the Burial Authority of when they intend to be working in the cemeteries. The Funeral Director is responsible for the Health and Safety of his/her staff at all times whilst they are in the cemeteries.
30. Mechanical diggers may not be used in the cemeteries except in very special circumstances and with the express written permission of the Clerk of the Council.

## **Memorials**

31. Applications to erect a memorial will only be considered where the Exclusive Right of Burial has been purchased.
32. No memorial or inscription shall be placed in the cemeteries without a permit issued by the Burial Authority. The Burial Authority reserves the right to remove anything erected without written consent or which varies from a

written consent. The expenses of removal will be charged to the person who erected the unauthorised memorial.

33. Work on memorials in the cemeteries can only be carried out between 9.00 am and 3.00 pm, Monday to Friday. The stonemason and/or his/her staff must advise the Burial Authority of when they intend to be working in the cemeteries.
34. Applications must be made on the correct form and must be signed by the registered grave owner and contain full details of the proposed memorial including; dimensions, materials, inscriptions and be accompanied by a photograph or a line drawing of the proposed memorial. All memorials must be well constructed of granite or other stone in accordance with the National Association of Memorial Masons Code of Practice and British Standard BS 8415. The memorial mason must also sign the application.
35. Headstones must be put up in line with the headstones of adjoining graves and in a position approved by the Burial Authority. They must not exceed 3 feet in height to include the height of any plinth if it is above ground, nor more than 2 feet in width and must not be less than 3 inches thick. Only the granite or other stone plinth included within the 3' height restriction can be above ground and must not exceed 30" wide and 12" deep. Any lower concrete plinth must not be visible. In the children's section, headstones must not be more than 2 feet in height and 18 inches wide.
36. Headstones may only be erected in accordance with the National Association of Memorial Masons Code of Practice and British Standard BS 8415. The Burial Authority can provide details of those stonemasons registered with the Burial Authority. Only those stonemasons registered with the Burial Authority are permitted to work in the cemeteries.
37. Once the work is completed, the Burial Authority may carry out any test or check to verify compliance with the regulations and permit and may require the mason to attend and assist. The mason will immediately carry out any remedial action on any memorial failing such a test.
38. Once a memorial is erected it remains the property of the grave owner, who is responsible for its maintenance. The Burial Authority will carry out regular inspections of all memorials in the cemeteries and will advise owners, wherever possible, if a memorial is in need of attention. If the owner takes no action, or if the Burial Authority is unable to contact the owner, the Burial Authority reserves the right to carry out any work necessary to make safe and/or to maintain the proper aspect of the cemeteries and to recover the cost from the grave owner. The Burial Authority reserves the right to refuse the opening of any grave until all sums due for such work are paid.
39. All applications for additional inscriptions, cleaning work or repair work to memorials must be made by the registered owner of the Exclusive Right of

Burial and be approved by the Burial Authority before any work can be carried out.

40. The Parish Council will not be responsible for any damage, defacement or loss, however caused, to any memorial authorised or otherwise. This is the responsibility of the owner and insurance can be obtained to cover these occurrences. The only exception to this is if the damage is caused by the Council's employees or contractors carrying out maintenance work.

### **Exclusive Right of Burial**

41. The Exclusive Right of Burial in a grave space or cremated remains plot is purchased for a period of 50 years, at the end of which all rights return to the Burial Authority. However the registered owner of the Exclusive Right of Burial may at that time apply to renew for a further period at the discretion of the Burial Authority. Once the Exclusive Right of Burial has been purchased, the Burial Authority will issue a Deed of Grant to the registered owner pertaining to that grave space/cremated remains plot.
42. The Burial Authority reserves the right to apply different charge rates to residents and non-residents of the parishes of Great Baddow and Galleywood.
43. Following the death of the owner of the Exclusive Right of Burial, the Exclusive Right can be transferred to another person or persons. The Burial Authority is able to provide assistance in this matter and should be contacted in the first instance.
44. If the registered owner of the Exclusive Right of Burial is deceased and a new owner cannot be found, the Exclusive Right of Burial will revert to the Burial Authority.
45. At any time the registered owner of the Exclusive Right of Burial can elect to assign the ownership to another person or persons. Enquiries on how this can be achieved should be made to the Burial Authority.
46. The Deed of Grant is a legal document and it is the owners' responsibility to keep it in a safe place and to keep the Burial Authority advised of any change of address.

### **Regulations**

47. Regulations are a necessary requirement for the effective management of the cemeteries. They help the Burial Authority to deliver high standards of service consistently and to provide a peaceful environment where the bereaved can pay their respects and remember their loved ones. The Burial Authority has produced these regulations to uphold the highest possible standards for all our visitors while avoiding unnecessary restrictions on individual choices. The

Burial Authority recognises that these regulations must be applied in a sensitive and proportional manner.

48. Wherever these regulations require an opinion or approval to be given it shall be that of the Clerk of the Council. Any person aggrieved by such a determination may challenge it through the Council's complaints procedure but shall comply with the decision in the interim. Copies of the Council's complaints procedure are available at the Parish Council office at 19 Maldon Road, Great Baddow, CM2 7DW.
49. The Burial Authority's priority is to create and maintain a safe and attractive environment for the bereaved. To assist with this we request that all visitors to the cemeteries follow these regulations.
50. The Burial Authority has the right to review and amend these regulations whenever it considers it necessary to do so. Compliance with any changes is requested.

SIGNED ON BEHALF OF GREAT BADDOW PARISH COUNCIL  
IN THE CAPACITY AS THE BURIAL AUTHORITY  
THIS 9TH DAY OF NOVEMBER 2016  
PURSUANT TO A RESOLUTION OF THE SAID COUNCIL AT IT'S MEETING ON  
9TH NOVEMBER 2016

MRS J E SOSIN - CHAIRMAN  
MRS C M SHAW - VICE CHAIRMAN  
MISS ANN C WOOD LL.B. DMS - CLERK OF THE COUNCIL

**Great Baddow Parish Council**  
**The Parish Hall**  
**19 Maldon Road**  
**Great Baddow**  
**CM2 7DW**

**Telephone 01245 472937**  
**Fax 01245 477890**  
**e.mail - [info@greatbaddowparishcouncil.co.uk](mailto:info@greatbaddowparishcouncil.co.uk)**

Reprinted March 2018