



CHORLEYWOOD PARISH COUNCIL



LAWN CEMETERY

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LAWN CEMETERY RULES

INTERPRETATIONS

- “The Council” - means the Chorleywood Parish Council
- “The Cemetery” - means the Chorleywood Lawn Cemetery
- “The Clerk” - means the Clerk of Chorleywood Parish Council or his/her representative
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RULES OF THE LAWN CEMETERY

The Council reserves to itself the right to make alterations or additions to the under-mentioned rules from time to time as may be found necessary.

CONTROL

- (a) Subject to these rules and any amendment that may be made by the Council, the general management and enforcement of the rules of the Cemetery shall be vested in the Clerk.
- (b) All persons admitted to the Cemetery shall conform to rules for the time being in operation. Every purchaser of an Exclusive Right of Burial in any earthen grave and every person who may require such right shall be subject to these rules.

**These rules were approved by the Council:
November 2016**

1. OPENING TIMES

The Lawn Cemetery is usually open to the general public at all times, via the pedestrian entrances. The Council reserves the right to lock the Cemetery gates if it is considered appropriate to do so at any given time.

2. VEHICLES

- (a) Only vehicles in attendance upon a funeral and mechanised chairs for the disabled, shall be allowed in the Cemetery unless with the permission of the Clerk.
- (b) All authorised vehicles shall drive at no more than 5 miles per hour and must wait in such places as may be directed by the Clerk.
- (c) Vehicles shall only remain in the Cemetery for so long as is required for unloading or loading and shall not be allowed on the turf.
- (d) Cycling is not permitted in the Cemetery.

3. CHILDREN

Children under the age of 14 years must be accompanied by a responsible adult.

4. ANIMALS

No animals shall be admitted to the Cemetery without the consent of the Clerk.

5. MUSIC

Music shall not be played in the Cemetery without the consent of the Clerk.

6. PLANTING OF GRAVE SPACES

So that the lawned areas may be maintained, no annual bedding plants, bulbs, rose bushes or similar species are to be planted on any grave space. Shrubs, conifers or other ornamental plants shall not be permitted. Similarly, no ornament, jar, vase or similar article of glass shall be placed on any grave space. Any such article placed on a grave will be removed.

The Council permits **two** flower vases per grave in the Cemetery and these can contain either real or artificial flowers – any in excess of these **will be removed**. These vases are provided free of charge by the Parish Council and should be available at all times on the rack outside the cemetery shed and by the pedestrian entrance to Sections D and E. Holders for small potted plants can be purchased from the Parish Office at a small charge and can be used in place of one of the vases.

When flowers in the vases have died, the Cemetery Ranger will remove the vase and contents. When plants in the pot holders have died the pot will be removed with the holder remaining in place on the grave.

Additional to the above, in the children's section of the cemetery, **one** ornament may be placed on an infant's grave

After interment in any earthen grave space for which the Exclusive Right of Burial has been purchased, the grave is left mounded until such time as the ground has settled, at which time it will be levelled and then seeded or turfed by the Council. This process can take up to six months to a year.

7. FLORAL TRIBUTES

Floral tributes may be placed on the grave on the day of interment and may remain there for not more that fourteen days, after which time they will be removed.

8. MEMORIAL PLAQUES

Bronze memorial plaques for placing on graves after an interment has taken place can only be obtained from the Council's suppliers and must be ordered through the Parish Office at the grave owner's expense. For a full burial grave the plaque size is generally 24" x 12" and for an Ashes grave the plaque size is 12" x 12".

Only the grave owner can give permission for a memorial plaque to be placed on a grave.

9. RESPONSIBILITY FOR DAMAGE OR LOSS

The Council will not hold itself responsible for the safekeeping of, or accept any liability in respect of any accident or damage to, memorial plaques. The Council reserves to itself the right to remove any broken or damaged portions of bronze plaques or other things which have in their opinion become unsightly or objectionable, and to remove and replace any bronze plaque as occasion may, in its opinion, require.

10. ARRANGEMENTS FOR INTERMENTS:

Arrangements for interments are usually made with the help of a Funeral Director who will in turn liaise with the Parish Office. However those people wishing to make arrangements without the involvement of a Funeral Director may do so by contacting the Parish Office direct.

11. PURCHASE, OWNERSHIP AND SELECTION OF SITES

The Lawn Cemetery has capacity for both full burial and ashes plots in both consecrated and unconsecrated ground.

Anyone may purchase a grave space but different rates will apply for those living outside the parish. The purchase and ownership of the grave is recorded on a document referred to as an Exclusive Right of Burial.

- (a) An Exclusive Right of Burial is granted for a period of 100 years.
- (b) The pre-purchase of graves is not permitted.

- (c) No grave shall be registered in the name of an undertaker or firm of undertakers, or a partner, Director or employee of such firm unless evidence satisfactory to the Clerk is submitted that the grave is required for use by the applicant as a private individual and not for the purpose of business.
- (d) Only the grave owner can decide who can be interred in the grave.
- (e) Graves will be allocated by the Cemetery Administrator in the chosen section of the Cemetery.

12. INTERMENTS

- (a) All notices of interment shall be in writing on the printed forms supplied by the Council and obtainable from the Clerk and shall be posted or delivered to the Council offices between the hours of 9.00am and 1.00pm from Monday to Friday inclusive (excluding Christmas Day, Good Friday, or other Public Bank Holidays or other holidays granted by the Council).
- (b) Notice of an interment in an earthen grave space shall be delivered at least three clear working days before the interment (excluding Christmas Day, Good Friday, or other Public Bank Holidays or other holidays granted by the Council).
- (c) If short notice of an interment in a purchased grave be accepted, an extra charge may be made. The Council shall not be responsible for any error that may arise by reason of the inaccuracy of the information supplied in the notice of interment, and reserves to itself the right to refuse to accept a notice of interment in any grave space. These periods of notice shall be regarded as the minimum under normal circumstances. The Council reserves the right to require longer notice where necessary.
- (d) To avoid inconvenience and delay at the graveside the outside dimensions of the coffin or casket shall be supplied in writing to the Council at the time the notice of interment is given.

- (e) The Council shall not be responsible for, nor accept any liability in respect of, any order or documents sent by post to (or from) the Parish Council office, or for any orders which are conveyed by telephone.

13. FEES AND CHARGES

- (a) All fees and charges shall be due and payable not later than the day of the interment.
- (b) The charges for an Exclusive Right of Burial and interment will be determined by the address of the deceased.
- (c) The charges for an Exclusive Right of Burial and interment at Parishioner's rate will be determined by the address of the deceased within the previous five years.
- (d) The current fees and charges in force can be obtained from the Parish Council Website at www.chorleywood-pc.gov.uk or from the Parish Office.

14. RESTRICTIONS OF INTERMENTS

- (a) All interments shall be conducted in accordance with the statutory provisions.
- (b) No interments shall take place on Saturdays, Sundays, Good Friday, Christmas Day or other Public or Bank Holidays or other holidays granted by the Council.

15. REGISTRAR'S CERTIFICATES AND CORONER'S ORDERS

- (a) A Registrar's certificate or Coroner's order, or a declaration in the form prescribed by the Births and Deaths Registration Act 1926 and any amendment or re-enactment thereof must be produced at the Cemetery or the Parish Council offices before the interment can take place.
- (b) For the interment of cremated remains a Certificate must be provided from the Cremation Authority.

16. TIME OF BURIAL

The Cemetery will be open for interments as follows:

Monday to Friday 9.30am – 1.00pm

(excluding Christmas Day, Good Friday, or other Public Bank Holidays or other holidays granted by the Council).

Interments at other times may be made at the discretion of the Clerk.

17. POSTPONEMENT OR CANCELLATION OF INTERMENT

The prescribed fee will be charged in all cases when an interment has been booked and is afterwards cancelled or postponed.

18. FULL BURIALS

- (a) For an interment of uncremated human remains in an earthen grave space a coffin shall be used and shall be constructed of wood or biodegradable material and shall not be lined with an impervious material.
- (b) The undertaker or other person(s) responsible for the interment shall provide sufficient bearers for carrying out and lowering of the coffin into the grave.

CREMATED REMAINS:

- (c) For an interment of cremated human remains in an earthen grave space, the ashes shall be contained in a biodegradable sealed receptacle. As an alternative, at the discretion of the Clerk, ashes may be scattered in a grave.

19. DIGGING AND OPENING OF GRAVES

- (a) Interments in any earthen grave space in which an Exclusive Right of Burial has been purchased shall not be permitted until consent in writing, signed by the registered owner, or satisfactory proof that the person proposed to be interred in the said earthen grave space has a right to burial therein, has been delivered to the Clerk. Such consent or satisfactory proof shall be delivered with the notice of interment.
- (b) All graves shall be excavated by persons employed by the Council.

20. TRANSFER OF OWNERSHIP

After the interment of the registered owner of an Exclusive Right of Burial to any earthen grave space, the legal personal representative shall produce to the Parish Council, Probate of the Will of the deceased or Letters of Administration to his or her estate, or such evidence as the Council shall require so that the change of ownership may be duly established and registered after payment of the prescribed fee. Until satisfactory proof of ownership shall have been so given an earthen grave space shall not be opened or otherwise dealt with.

21. ATTENDANCE OF MINISTER

All denominations shall make their own arrangement for the attendance of a Minister if so required. The name and address of such Minister must be notified to the Clerk at the time of giving notice of the interment.

22. RUBBISH

Dead flowers and other rubbish must be placed in the receptacles provided.

23. MAINTENANCE OF THE LAWN CEMETERY

All maintenance work in the Lawn Cemetery shall be carried out by the Council.

24. OFFENCES IN THE CEMETERY

No person shall

- (a) Willfully create any disturbance in the Cemetery
- (b) Commit any nuisance in the Cemetery
- (c) Willfully interfere with any burial taking place in the Cemetery
- (d) Willfully interfere with any grave, memorial, flowers or plants
- (e) Play any game or sport in the Cemetery.

25. FURTHER INFORMATION

For further information please contact the Lawn Cemetery Administrator at the Parish Office

Tel: 01923 285594

Or by email to admin@chorleywood-pc.gov.uk

Chorleywood Parish Council Website: www.chorleywood-pc.gov.uk

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