

WOODCOCK HILL & CHORLEYWOOD ROAD CEMETERIES
RULES AND REGULATIONS

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1. INTRODUCTION

- 1.1** Three Rivers District Council (The Council) has two cemeteries at Woodcock Hill and Chorleywood Road (the Cemeteries). The Council believes that cemeteries are important. They are places where bereaved people can come to mourn, to remember and to pray. They remind people of the history of our community. They are also places where wildlife can flourish undisturbed by the busy world outside.
- 1.2** The Council prides itself on providing cemeteries which satisfy the needs of all its residents. Non-consecrated ground can be consecrated or blessed at the time of burial in accordance with the rites of religions other than the Church of England. At Woodcock Hill Cemetery there is a dedicated section for Muslim interments, a dedicated area for children, a garden of remembrance and a woodland burial section.
- 1.3** The use of the Cemeteries is governed by the rules which are set out in this pamphlet (the Rules). The Rules are in place partly to ensure that the Cemeteries are maintained and can be enjoyed in a manner to suit all who visit them. Some of the Rules, but not all, are required to be in place by the legislation referred to at Rule 3.2 below.

2. GENERAL INFORMATION AND OPENING HOURS

- 2.1** The Cemeteries are open to the public at the following times: -

Winter (October to March) 8am to 4.30pm.

Summer (April to September) 6am to 8pm.

Please note that the Council reserves the right to vary opening times without notice and they are subject to the times of dawn and dusk in the winter.

- 2.2** The last time for an interment is at 1pm, subject in the winter to available light.
- 2.3** Interments out of usual hours are subject to the Council's discretion, staff availability and payment of additional fees.
- 2.4** All enquiries regarding the Cemeteries (other than the Section administered by BW Foundation, see Rule 2.5) should be made to the Bereavement Officer, Three Rivers District Council at:

Three Rivers House, Northway, Rickmansworth, Herts, WD3 1RL

01923 727031

bereavement @threeivers.gov.uk

2.5 BW Foundation

- 2.5.1** BW Foundation leases and administers a dedicated Muslim Section at Woodcock Hill Cemetery from the Council subject to these Rules. It works closely

with the Council in the administration and organisation of burials and collects fees on the Council's behalf. The Council remains the burial authority for the section administered by BW Foundation.

2.5.2 Enquiries regarding the Muslim Section administered by BW Foundation at Woodcock Hill Cemetery should be directed to BW Foundation at:

39 Gloucester Road, North Harrow, HA1 4PR

office@thesalaamcentre.com

www.thesalaamcentre.com

3. MANAGEMENT OF THE CEMETERIES

3.1 Subject to compliance with the law, the Council may make such alteration or addition to the Rules as it deems appropriate. Reference to the Rules in this pamphlet are to the Rules as altered or added to from time to time.

3.2 The Cemeteries are managed by the Council pursuant to a statutory instrument made under section 214(4) of the Local Government Act 1972: The Local Authorities' Cemeteries Order 1977 (The Order). The Order shall be deemed to be incorporated in and form part of these Rules. In the case of any conflict between the Rules and the Order, the provisions of the Order shall prevail.

3.2.1 Specific attention is drawn to the following provisions in the Order: -

3.2.2 Offences in Cemeteries

Article 18

(1) No person shall –

- a) wilfully create any disturbance in a cemetery;
- b) commit any nuisance in a cemetery;
- c) wilfully interfere with any burial taking place in a cemetery;
- d) Allow dogs to roam free and off lead.
- e) Allow dogs to defecate in the graveyard or if unavoidable have dog poo bags in order to disposal of waste responsibly.
- f) wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any such matter; or
- g) play any game or sport in a cemetery.

(2) No person, not being an officer or servant of the burial authority or other person so authorised by or on behalf of the burial authority, shall enter or remain in a cemetery at any hour when it is closed to the public.

3.2.3 Penalties

Article 19

Every person who contravenes –

- a) any prohibition under Article 5 (6).

- b) Article 10 (6).
- c) Article 18.
- d) Part 1 of Schedule 2

shall be liable on summary conviction to a fine not exceeding £100 and, in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.

3.3 List of Notifiable Diseases

To assist in conforming to these Rules members of the public should notify the Council should any person being buried within any part of the Cemetery has died of an infectious disease. The list below may be helpful. It may be added to or varied at any time (Public Health (Control of Disease) Act 1984).

Anthrax, Cholera, Diphtheria, Dysentery, Encephalitis, Acute Food Poisoning, Infective Jaundice, Leprosy, Lassa Fever, Leptospirosis, Malaria, Marburg Fever, Measles, Meningitis, Ophthalmia Neonatorum, Paratyphoid Fever, Plague, Poliomyelitis, Relapsing fever, Rabies, Scarlet Fever, Smallpox, Tetanus, Acute Tuberculosis [all forms], Typhoid Fever, Typhus, Viral Haemorrhagic Fever, Whooping Cough, Acute Yellow Fever, COVID-19.

4 RESPONSIBILITY

- 4.1** Subject to these Rules, the general management and control of the Cemeteries shall be vested in the Associate Director for Environment.
- 4.2** All persons entering the Cemeteries must abide by the Rules, and every purchase of an exclusive right of burial (see below Rule 6.1) is subject to them.

5 DESIGNATIONS OF AREAS WITHIN WOODCOCK HILL CEMETERY

Woodcock Hill Cemetery is designated as set out in the table below:

Area	Code
Consecrated ground	A, C
Non-consecrated ground	D, E, K, L, P, R
Children's Section	F
Muslim Section	G, H, J,
Woodland Burial Section	M
Garden of Remembrance	I

6 RULES APPLICABLE TO ALL SECTIONS OF THE CEMETERY

6.1 Purchasing of Graves

6.1.1 A person can purchase the exclusive right of burial in any grave or vault for a period of 100 years. A deed of grant of exclusive right of burial (The Deed of Grant) will be issued by the Council to this effect.

6.1.2 For the Council's current Fees and Charges please visit www.threerivers.gov.uk/service/cemeteries or contact 01923 776611 or bereavement@threerivers.gov.uk for further details.

In relation to the Muslim Section of Woodcock Hill Cemetery administered by BW Foundation please contact BW Foundation by email at office@thesalaamcentre.com

6.1.3 All grave spaces must be purchased at the time of interment. Three Rivers District Council does not allow the pre-purchasing of grave spaces. The maximum number of persons (up to three) who will ultimately be buried in the grave space must be stipulated a minimum of 48 hours prior to the first interment.

6.1.4 Grave spaces will be allocated by the Council or BW Foundation as sections are being filled on a row-by-row basis.

6.2 Interments

6.2.1 The Council reserves the right to refuse a Notice of Interment in special circumstances.

6.2.2 Interments will take place during the hours of 10am to 1pm, Monday to Friday. No interments will take place on Sundays or any other public holiday. Interments at other times are entirely at the discretion of the Council and the payment of such additional fee as is fixed by the Council from time to time.

6.2.3 Any person requiring assistance or guidance should discuss their circumstances with the Bereavement Officer as early as possible.

6.2.4 On every opening of a grave or vault in which an exclusive right of burial has been purchased, the Deed of Grant and written authority of the owner must be produced with the Notice of Interment. If the owner of the grave space is deceased, then an indemnity in such form as the Council shall reasonably require must be given. However, if the burial is that of the owner of the grave space, then no indemnity will be required but the registration of transfer of burial rights contained in the Deed of Grant shall take place as soon as possible afterwards in accordance with paragraph 6.3

6.2.5 A Registrar's Certificate for Disposal or Coroner's Order for Burial or Certificate of No Liability to Register must be produced to the Council prior to an interment. A Certificate of Cremation must be produced to the Council before a burial or scattering of cremated remains can take place.

6.2.6 The removal at the time of interment of a memorial and the subsequent replacement thereof shall be the sole responsibility of the undertaker or other persons or their servants.

6.2.7 The new construction of any above ground vaults, or mausoleums will not be permitted.

6.2.8 Below Ground Brick Graves / Vaults

6.2.8.1 Below ground Brick graves may only be constructed within a purchased grave where the Exclusive Right of Burial has been granted and with the prior written approval of the Council, namely the Associate Director of Environment. Approval will be subject to the proposed location, space availability, and compliance with the Council's specification.

6.2.8.2 The holder of the Exclusive Right of Burial shall appoint a suitably qualified and fully insured contractor to undertake the excavation and construction of the brick grave. Evidence of the contractor's qualifications and current public liability insurance of £5 million must be submitted to the Council before any work commences. Written approval, from the Associate Director of Environment, will only be granted once the Council is satisfied that these requirements have been met.

6.2.8.3 The holder of the Exclusive Right of Burial shall be responsible for all costs associated with the excavation, construction and any related works. All applicable cemetery fees must be paid to the Council before the works commence.

6.2.8.4 All below ground brick graves shall be constructed in accordance with the Council's approved specification and finished entirely below ground level, with a minimum of 152 mm (6 inches) of soil above the concrete cover.

6.2.8.5 The Council's approval of the appointed contractor and the proposed construction shall not be construed as a warranty or guarantee of the workmanship or long-term performance of the brick grave. The Council cannot guarantee that groundwater or surface water will not naturally percolate through the surrounding ground, brickwork, mortar joints or other construction materials over time, and accepts no liability for the natural ingress of water into a brick grave.

6.2.8.6 Any coffin interred within a brick grave must be zinc-lined and must not 7 ft 3 in (2.21 m) in length.

6.2.8.7 A permanent memorial may be installed on a brick grave in accordance with the Cemetery Regulations. A memorial permit must be obtained, and the memorial must comply with the dimensions specified in Section 7.2.2

6.2.8.8 In the event of a Notice of Interment being cancelled after work on the preparation of the grave has been commenced, the Council may retain whole or part of the interment fee.

6.2.8.9 The Funeral Director, or other person having charge of the funeral, must arrange in advance with a Minister to conduct any religious service.

6.3 Transfer of Ownership

6.3.1 The Transfer of the ownership of a Deed of Grant to the person legally entitled to it shall not take place until the Council has received;

- a) in respect of any deceased owner's estate, a grant of probate or letters or administration; or
- b) In any other circumstances, or in the absence of a Grant of Probate or Letters of Administration, the Council shall require a Statutory Declaration, signed by one of the deceased's legal next of kin and witnessed by a Solicitor or Commissioner for Oaths, identifying all persons who are the deceased's legal next of kin and confirming that they have equal entitlement to the grave space; and
- c) the prescribed fee.

6.3.2 After the interment of the registered owner of a Deed of Grant, a grave space shall not be further opened, any memorial erected or otherwise dealt with until the requirements of clause 6.3.1 have been satisfied and the transfer of the deed of grant has been duly registered by the Council.

6.3.3 At the time of expiry of the 100 years lease the Deed can be extended for a further 50 years fee calculated by Three Rivers District Council for that year.

6.4 Floral Tributes

6.4.1 Floral tributes may be put on a grave on the day of burial, and they will be removed a month after the date of internment. They will then be removed by cemetery staff. Requests to keep tribute frames should be made to the Bereavement Officer within fourteen days of the Interment.

6.4.2 Evergreen wreaths put on graves to mark religious festivals will be removed by cemetery staff (usually within a month of the festival).

6.4.3 Dead flowers and other rubbish must be placed in the relevant receptacles provided for this purpose.

6.5 Items Left on Graves space

6.5.1 All tributes, floral arrangements, and decorative items are left at the owner's risk. The Council accepts no responsibility for items that are lost, stolen, or damaged.

6.5.2 All items placed on a grave or plinth area must remain within the boundaries of the allocated grave space and must not encroach onto adjacent graves, pathways, or communal areas.

6.5.3 The following items are **not permitted** and may be removed without notice for safety or maintenance reasons:

6.5.4 Glass items (including vases, jars, bottles, and candle holders)

6.5.5 Broken glass or other sharp objects

6.5.6 Lighters and matches

6.5.7 Any items that make a noise, including wind chimes, musical ornaments, or battery or solar operated sound devices

6.5.8 Any item considered unsafe, neglected, unsightly, or detrimental to the appearance, maintenance, or safety of the cemetery.

6.5.9 Please note that this list is **not exhaustive**, and other items may also be removed where necessary.

6.6 Benches

6.6.1 The Council will be responsible for the purchasing and siting of all benches within the Cemeteries.

6.6.2 Under no circumstances will permission be granted for people to purchase and site their own benches within the Cemeteries

6.6.3 Notwithstanding the above, the Council reserves the right, at its absolute discretion without giving any notice: -

- a) to remove any bench which is not in a position approved or being maintained in a manner which is unsatisfactory to the Council.
- b) to remove any bench provided by the Council or alter its position
- c) to remove any unauthorised bench.

6.6.4 In the event of the exercise by the Council of any of the rights reserved above, any expense incurred by the Council shall be recoverable from the persons or persons in contravention of The Rules

6.7 Responsibility for Damage and Loss

6.7.1 The Council is not responsible for the safe keeping of, neither does it accept any liability whatsoever in respect of any accident or damage to monuments or memorials however caused. It is the responsibility and obligation of the owner for the time being of the monument or memorial to keep it in good condition and repair. The Council reserve the right to:

- a) remove any broken or damaged portions of monuments or memorials, any wreath case, overgrown evergreens or decayed shrubs or other thing, which is or has, in their opinion, become unsightly or objectionable,

- b) Permit the temporary removal and subsequent replacement of any monument or memorial where reasonably necessary to enable access for burials in neighbouring grave plots.

6.7.2 The Council shall not be responsible for, or accept any liability in respect of, any orders or documents sent by post to (or from) the Council Offices or the cemetery, or for any orders which are conveyed by telephone.

6.8 Vehicles

6.8.1 Visitors to graves in Woodcock Hill Cemetery may park their vehicles in the allocated parking spaces or around the perimeter road but are reminded to be respectful of other road users. Drivers should always make sure that ample access is always allowed for funeral corteges to drive within close proximity to the grave

6.8.2 All vehicles must be driven with due care and attention. Drivers must obey any road signs. All drivers causing damage will be held liable for associated costs and damages.

6.9 Music, firearms, banners and photography

6.9.1 No music or other sound shall be played or broadcast in any Cemetery without the prior written consent of the Council.

6.9.2 No amplification of any sound is permitted within any Cemetery.

6.9.3 No firearm shall be discharged within any Cemetery without the prior written consent of the Council.

6.9.4 No banners or flags should be displayed within any Cemetery.

6.9.5 No filming, or photography, other than for personal use by an attendee of a funeral, is to take place at any Cemetery without the prior written consent of the Council.

6.9.6 Respect for the privacy and dignity of mourners shall be observed at all times.

6.10 Releases

To protect the environment, wildlife, public safety, and the peaceful character of the Cemeteries, the following activities are prohibited;

6.10.1 No doves, butterflies, bees or any other living creatures are to be released within the Cemeteries.

6.10.2 No balloons, helium balloons, Chinese lanterns or similar to be released within the Cemeteries.

6.11 Council Employees and Contracted staff

6.11.1 No Council employees or contracted staff shall:

- a) be offered any gratuity, or
- b) be solicited to undertake any work for remuneration at the Cemeteries during their paid working hours
- c) be requested to provide any information whatsoever concerning grave or vault owners by third parties

6.12 Children

6.12.1 A child who is, or is considered by a Council employee to be under 14 years of age, will not be admitted in any Cemetery unless accompanied by a responsible adult

6.13 Soliciting of Orders and Advertising

6.13.1 Soliciting orders for the erection or repair of monuments or memorials or for the work connected with graves is strictly prohibited within the Cemeteries and any person engaged in such activity or distributing or placing any advertising or other trade material shall be asked to leave the cemetery and refused further access.

6.13.2 No monument or memorial shall exhibit any form of advertisement whatsoever.

6.14 Dogs

6.14.1 Dogs are welcome within the cemeteries but must be kept on a lead at all times. Owners are responsible for cleaning up after their pets and must ensure that dogs do not walk on or over graves. Dog owners should be aware of the Public Spaces Protection Order in relation to dogs in Three Rivers and follow the guidance as set out.

7 RULE 7 IS NOT APPLICABLE TO THE WOODLAND BURIAL AREA AND IS SUBJECT TO SUPPLEMENTARY RULES 8 AND 9

7.1 Interments

7.1.1 If a coffin is used, the full name of the deceased shall be on the lid of the coffin on a plate firmly affixed to it. If the deceased is a stillborn child, this must also include the name of a parent. The interment shall take place by arrangement with Three Rivers District Council.

7.1.2 Funeral Directors shall at all times provide sufficient bearers for the carrying and lowering of coffins into the graves.

7.2 Rules Relating to Memorials

7.2.1 The installation, removal, or alteration of memorials must be carried out by a competent and qualified stonemason who is registered with either the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM). All work must be completed in accordance with BS 8415. The stonemason must hold valid public liability insurance with a minimum indemnity of £2 million and provide evidence of such insurance to the Council upon request.

7.2.2 Memorial Size Limits

Plot Type	Maximum Headstone Height	Maximum Kerb Size	Maximum Width	Maximum Footstone Height
Full Grave	3ft 3in (1m)	7ft 6in × 2ft 6in (2.3m × 0.8m)	3ft (0.91m)	2ft 0in (0.6m)
Half Grave	3ft 3in (1m)	2ft 6in × 2ft 6in (0.8m × 0.8m)	3ft (0.91m)	2ft 0in (0.6m)
Child's Grave	2ft 6in (0.76m)	2ft 6in × 2ft 6in (0.8m × 0.8m)	2ft (0.61m)	2ft 0in (0.6m)

7.2.3 Main Regulations

7.2.4 Applications and Fees

- A memorial application form, signed by the Exclusive Right of Burial holder, must be submitted by the stonemason to the Council.
- No work may begin until the application has been approved and a permit has been issued.
- The prescribed fee must be paid before any memorial is installed.

7.2.5 Construction Standards

- Headstones and footstones must be securely fixed to a suitable foundation (minimum 4 inches (100 mm) thick for full memorials and 3 inches (75 mm) thick for all other memorials).
- Headstones must be a minimum of 3 inches (75 mm) thick.
- Kerbs, posts, headstones, footstones and all other memorial components must be securely fixed to the foundation using appropriate fixing systems and materials.
- Memorials must be constructed from natural stone unless otherwise approved by the Council. Memorial Inscriptions

7.2.6 Memorial Inscriptions

- Memorials must not contain any inscription, wording, image, symbol or design that is considered offensive, discriminatory, defamatory, threatening, inappropriate for a public cemetery environment, or likely to cause significant distress to other visitors, including, but not limited to, offensive language or imagery.

- The Council reserves the right to refuse the installation of, or require the removal or amendment of, any memorial, inscription or design that does not comply with these requirements.
- The decision as to what is classified as to what is considered XXXX is determined by the Council in the person of the Associate Director of Environment. Their decision on such matters is final and not open to appeal.

7.2.7 Unauthorised Memorial Items

The following are not permitted without the prior written approval of the Council:

- Large stones or boulders.
- Concrete edging.
- Wooden, plastic or metal surrounds or fencing.
- Photos or etching that may cause offence

Any unauthorised memorial item may be removed by the Council where it is considered unsafe, impedes maintenance, or is otherwise contrary to these Regulations.

7.2.8 Installation Times

- Memorials on full graves must not be installed until at least 12 months after the burial.
- Memorials on children's graves or ashes graves must not be installed until at least 6 months after the interment.

7.2.9 Council Powers

- The Council reserves the right to remove, reposition or make safe any memorial that is unsafe, unapproved, incorrectly placed or considered offensive.
- Any costs incurred may be recovered from the grave owner or other responsible person.
- The Council will carry out memorial testing every five years.

7.2.10 Alterations and Removal

- No memorial may be removed or altered without the written consent of the Exclusive Right of Burial holder and the agreement of the Bereavement Officer.

7.2.11 Safety and Site Preparation

- Memorials must be fully prepared before entering the cemetery wherever possible.

- All tools, equipment and waste materials must be removed upon completion of the work.
- The Council accepts no responsibility for the loss of or damage to memorials, flower containers or other items left within the cemetery.

7.2.12 Working Hours

- Memorial work may only be carried out between 8:00 am and 4:30 pm, Monday to Friday, or earlier if the cemetery closes before that time.
- No work is permitted on weekends or public holidays.
- Identification
- Every memorial must have the grave section and grave number permanently engraved on the reverse.

7.2.13 Additional Requirements

- Where adjoining grave owners wish to install a single set of kerbs, prior approval from the Council is required.
- Memorials for larger grave spaces require additional approval. The maximum permitted size will be determined by the Bereavement Officer.
- All work is carried out at the risk of the stonemason and/or the grave owner. Any damage caused to cemetery property must be repaired to the satisfaction of the Council.

7.2.14 Plaques and Vases

Plaques and vases must be fully prepared before being brought into the cemetery for installation. Stonemasons must provide all tools and equipment required to carry out their work and must remove all tools, materials and waste from the cemetery upon completion.

7.3 The prescribed fee shall be paid for the placing of memorials on graves.

7.4 Prior to any memorial being placed on a grave, the Council's Memorial Application form must be submitted to and approved by The Council. If approved, the Memorial Application Permit will be issued to the memorial mason.

7.5 At least 12 months should be allowed for the ground to settle before a memorial is erected on a full grave and at least six months for graves containing cremated remains or children under 12 months old.

7.6 The Council reserves the right without giving any notice whatsoever: -

- a) To remove any memorial which is not being maintained in a position and in a manner which is satisfactory to the Council.

- b) To remove any memorial, or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the cemetery.
- c) To remove any memorial so that the opening of a grave may be facilitated.
- d) To remove any unauthorised memorial or flower container.
- e) any memorial that is deemed inappropriate or upsetting to other visitors of the Cemetery.

In the event of the exercise by the Council of the rights reserved to it by (a) or (d) above, any expense incurred by the Council shall be recoverable from the persons to whom the memorial belongs.

- 7.7** No memorial may be removed from the Cemeteries (by any person other than the Council) or any inscription added or altered until the consent in writing of the owner of the memorial has been deposited and agreed with the Bereavement Officer.
- 7.8** No responsibility will be accepted by the Council for the safe keeping of any memorial, or in respect of any damage thereto.
- 7.9** Monuments etc., must be prepared ready for fixing before being taken into the cemetery, and masons and other workmen must provide, and afterwards remove, all tools, plants, bricks, tackle, etc. required in the work of erecting monuments.
- 7.10** Masons and other workmen will not be admitted to the Cemeteries before 8am and must leave not later than 4.30pm or the stated time of closing, whichever is the earlier. Work will not be permitted on Saturdays, Sundays or Public Holidays.
- 7.11** Masons or other persons engaged in the placing and/or renovation of any memorial must perform the work professionally and efficiently and in all respects in accordance with these Rules. The work must be carried out at the sole risk and liability of the person executing them and any damage caused by, or in the execution thereof, shall be made good to the satisfaction of the Council, or other person whose property is so damaged.
- 7.12** Persons holding two or more adjoining graves, or those who have been granted larger graves, desiring to connect them by enclosure with one set of kerbs must obtain permission from The Council to do so. The maximum would be the length and width of the plot as provided by the Bereavement Officer.
- 7.12.1** A York stone or reinforced concrete landing not less than 9cm (4 inches) thick must be used in the erection of all full memorials. A landing not less than 7.5cm (3 inches) thick shall be used in other cases.
- 7.12.2** All kerbing, corner posts, headstones, and footstones shall be firmly doweled to the landing using dowels of appropriate dimensions and materials.

7.12.3 The grave number and section must be cut on the back of each memorial in not less than 1.25cm (½ inch) characters so as to be clearly visible.

7.12.4 Only hard natural stone may be used for memorials. Suitable reconstituted stone compounds may be considered but must be submitted for approval to the Council and may be accepted at the Council's absolute discretion.

7.12.5 Plaques and vases must be prepared ready for fixing before being taken into the cemetery. Masons must provide, and afterwards remove, all tools required in carrying out their work.

7.13 Temporary memorials

The placement of temporary wooden grave markers will be permitted over graves subject to the following restrictions: -

- a) the markers must not exceed 0.80m (2ft 6ins) in height by 0.45m (1ft 6ins) in width, and not less than 2.5cm (1 inch) nor more than 7.5cm (3 inches) in thickness;
- b) rotten or dilapidated markers must be removed on one month's notice being given by the Council to the registered owner of the exclusive right of burial in the grave at his/her last known address;
- c) the markers being removed by the Council and disposed of if they are not removed by the grave owner within the notice period.

7.14 Items Left on Grave Spaces - temporary tributes and personal effects.

7.14.1 All tributes, floral arrangements and decorative items are placed on grave spaces at the owner's risk. The Council accepts no responsibility for any items that are lost, stolen, damaged, weather-affected, or removed

7.14.2 All items placed on a grave or plinth area must remain within the boundaries of the allocated grave space and must not encroach onto adjoining graves, pathways, or communal areas.

7.14.3 The following items are not permitted and may be removed without notice where they are considered unsafe, unsuitable, or detrimental to the maintenance, appearance, or operation of the cemetery:

- Glass items, including vases, jars, bottles, candle holders, and ornaments.
- Broken glass or any other sharp objects.
- Large photographs or portrait displays.
- Any photos considered offensive, discriminatory, defamatory, threatening, inappropriate for a public cemetery environment
- Personal belongings or items of a personal nature.
- Grave blankets.
- Lighters, matches, or other flammable items.

- Any item that creates noise, including wind chimes, musical ornaments, or battery-operated or solar-powered sound devices.
- Any item that is considered unsafe, neglected, unsightly, or likely to interfere with cemetery maintenance.

7.14.4 This list is not exhaustive. The Council reserves the right to remove any item that it considers unsuitable or that may interfere with the safe operation, maintenance, or appearance of the cemetery.

7.15 Planting of Grave spaces (not applicable to the Woodland section)

7.15.1 The registered owner of the exclusive right of burial in any earthen grave space may plant only annual bedding plants and bulbs, on such grave space. Shrubs, conifers and other trees are not permitted. The Council may at any time trim, cut or entirely remove the same if they think it necessary or expedient to do so

8 SUPPLEMENTARY RULES APPLICABLE TO CHILDREN'S SECTION F

8.1 The maximum age for any child buried within Section F shall be 14 years, unless permission is sought in writing from the Council

8.2 The maximum height of a headstone within Section F, shall be 0.80m (2ft 6ins).

9 SUPPLEMENTARY RULES APPLICABLE TO BW FOUNDATION SECTION J

9.1 Details of BW Foundation's policy in relation to Section J can be found at www.thesalaamcentre.com.

10 RULES APPLICABLE TO WOODLAND BURIAL SECTION M

10.1.1 The Council will adhere to the Code of Practice of the Association of Nature Reserve Burial Grounds (page 19) at all times.

10.1.2 The Council's Woodland Cemetery Management Plan will be maintained by the Council, in order to encourage maximum biodiversity within the site and members of the public will be expected to respect the policies within it. Copies of the Plan can be obtained upon request from the Council's Bereavement Department.

10.1.3 Interments will only be permitted if the deceased is wrapped in a shroud or placed in an agreed ecologically friendly coffin i.e. bamboo or cardboard.

10.1.4 The Council may grant permission for relatives and/or friends of the deceased to dig a single grave themselves, subject to any equipment, training or safety or regulatory constraints; they may help with filling in the grave. All grave digging will be under the supervision of Council representatives. Guidelines, including

health and safety advice for carrying out your own funeral are available from the Council's Bereavement Department, upon request.

- 10.1.5** At the time of purchasing the Exclusive Right of Burial to a plot the purchaser will pay a fee towards the management of the woodland. This fee will be used for the structured planting of trees around or close to the grave.
- 10.1.6** Tree planting and the planting of bulbs will take place on an annual basis, if necessary, usually in October/November. Family and friends are invited to attend the planting and assist with the digging. These will be planted in the vicinity of the most recent burials.
- 10.1.7** Unauthorised planting and strimming will not be permitted under any circumstances. The Council reserve the right to remove any plants, shrubs or trees after giving notice to the owner of the grave.
- 10.1.8** No memorials, cultivation, or edging of any kind will be allowed within the woodland section. The Council reserve the right to remove any items after giving notice to the owner of the grave.
- 10.1.9** Floral tributes will be removed from site a month, from date of interment

11 Code of Practice Association of Nature Reserve

- Association Members agree to take all reasonable steps for the conservation of local wildlife and archaeological sites and to manage their sites according to sound and consistent ecological principles.
- Association Members must be in a position to guarantee the long- term security of both the graves and the wildlife and have a satisfactory plan for when the site reaches capacity.
- Association members accept for burial bodies, whether wrapped in shroud or placed in a cardboard or wooden coffin or alternative container, providing these are environmentally acceptable.
- Association Members will not require that a funeral director be used. Those using the Nature Reserve Burial Ground will be informed that they may organise the funeral themselves, including conducting any service. They may dig a single grave, subject to any equipment, training or safety or regulatory constraints and they may help with filling in the grave.
- Association Members will keep a permanent record of exactly where each grave is. A copy of the burial ground register will be made available to the public.
- Association members will either sell coffins and shrouds to clients or provide information as to where these can be obtained.
- Association members will provide fully itemised price lists for potential clients on request

- Association Members will provide a copy of this Code of Practice to clients using their services and will have copies available on request to others.
- Association members will provide each client using their services with a feedback form asking for clients' comments on the Services provided and for any suggested improvements, with a request that a copy of the feedback form be sent directly to the organisation.
- Association members accept that in the event of a complaint from a client that is not dealt with to the Association's satisfaction within three months of the complaint being made, the Nature Reserve Burial Ground's membership will cease. A serious complaint may result in immediate suspension of membership whilst the complaint is investigated.