**BRISLEY PARISH COUNCIL**
**(The Burial Authority)**

**REGULATIONS RELATING TO THE BURIAL GROUND, CHURCH STREET, BRISLEY, NORFOLK.**
**(Local Government Act 1972 & Local Authorities Cemeteries Order 1977)**

**Regulations have always existed in cemeteries and are a necessary requirement for the effective management of the burial ground and to ensure that the burial ground is maintained for quiet contemplation.**

**These regulations should be read in their entirety. Section headings are not exclusive and all regulations apply equally to all burial ground users.**

**As well as the following regulations, the Local Order Cemeteries Order applies, in particular Clause 3(1) states:**

***'Subject to the provisions of this order, a burial authority may do all such things as they consider necessary or desirable for the proper management, regulations and control of a cemetery.'***

**Permission must be sought for anything not covered by these rules.**

**General**

1. All visitors to the burial ground are expected to conduct themselves in a respectful manner.

2. Dead flowers and other litter should always be disposed of in the litter bins provided.

3. Dogs must be kept on leads and under control at all times. Dog faeces must be removed in an appropriate and responsible manner by the dog owner.

**Burials and Cremations**

4. The location of each new burial or cremation plot will be allocated by the burial authority. All reasonable efforts will be made to accommodate the wishes of the deceased and the preferences of the bereaved. However, the final decision on the allocation and use of any new burial or cremation plot rests with the burial authority.

5. The burial authority determines the total number of burials and/or cremated remains that may be interred in each grave. More than one grave space may need to be purchased to accommodate oversize coffins.

6. A certificate for disposal issued by the Registrar of Births, Marriage and Death or Coroner's Order for Burial must be provided to the Clerk to the Council prior to the interment taking

place. In the case of cremated remains, a certificate for burial issued by the cremation authority shall be required.

7. Those requiring interments in the unconsecrated area of the burial ground should make their wishes clear to their funeral director/burial authority. Such requests will be accommodated subject to sufficient space being available.

8. The scattering of cremated remains anywhere in the cemetery is not permitted. They can be buried in a grave in a wooden casket.

9. All plots must be excavated by authorised contractors, employed directly by the funeral directors.

10. Coffins must be biodegradable (unless medical or cultural reasons do not permit) and should not be larger than 7ft x 2ft 6ins unless the size of the deceased requires it. Caskets for cremated remains should be also be biodegradable.

11. Funeral directors must arrange, where necessary, for memorials to be removed from the grave to allow plots to be reopened. Responsibility for any memorial removed will remain with the funeral director or stone mason as instructed.

12. No memorial is to be erected until a period of at least six months has passed since the time of interment, allowing the ground to settle. Permission must then be sought from the burial authority.

13. Floral tributes placed on a grave after an interment should be removed when the tributes are seen to be decaying, normally within four weeks of the interment. Tributes not removed by this time may be disposed of by the burial authority.

14. In some circumstances, it may be necessary where a grave is being prepared for an interment for the soil that is excavated to be laid onto an adjacent grave. The burial authority will ensure that this is for the shortest time possible and that any adjacent grave affected will be protected by boards on the grave and in front of the headstone. This will only occur if the soil cannot reasonably be placed elsewhere and after the interment any affected grave will be fully reinstated.

15. Details of the current fees payable in respect of interments are available from the Clerk at Brisley Parish Council. An interment fee is also payable each time a grave is reopened. The burial fee payable at the time of interment does not confer grave rights.

**Exclusive Rights of Burial (ERB)**

16. An ERB may be purchased by Brisley residents, or non-residents with links to the village, who wish to reserve a grave or cremation plot for themselves. ERB are normally for a period of 50 years from the date of purchase. The purchaser is not buying the grave freehold and does not own any land. The fee payable for ERB is in addition to the interment and any other fees payable. The Council shall permit a memorial to be placed only over a grave to which exclusive rights of burial have been granted, subject to the Council's regulations and charges relating to memorials.

17. The ERB may, at the discretion of the burial authority, be renewed for a further period of time on expiry. An additional fee will be made for renewal.

18. No grant of ERB shall exceed 100 years from the first date of the grant.

19. The deed of grant issued in relation to ERB is an important document and should be kept in a safe place. The burial authority encourages grant holders to ensure other responsible person(s) are aware of the existence of the deed of grant.

20. Any change of address of the grant holder must be notified to the burial authority. No responsibility can be accepted for information which does not reach a grant holder if the burial authority has not been informed of a change of address.

21. Graves for which the ERB apply can only be opened with the written consent of the person to whom the deed of grant is issued. If the interment is to be that of the grant holder, the ERB must be updated with the new grant holder details before a grave may be opened.

22. In the event the grant holder wishes to return the ERB to the burial authority, no refund will be made if any burials have been made in the plot. If the plot is empty, a refund will be payable according to the amount of unexpired whole years remaining on the ERB and will be based on the fees paid when the ERB was originally purchased. An administration charge will be made.

23. Where ERB has been purchased in advance and the rights have not been used or renewed, the burial authority will assume they are no longer required and may reassign them.

24. The ERB must be purchased prior to interment or the erection of a memorial.

**Funeral Directors, Stone-Masons and any other Persons working in the Burial Ground**

25. Anyone working in the burial ground is required to obtain the permission of the burial authority and provide, if requested, the following documentation:

- Full risk assessments and method statement – this must cover all aspects of work likely to be undertaken and also relate to any vehicle movements into and within the burial ground.
- A copy of their health & safety policy and appropriate code of practice.
- A copy of their Public and Employee Liability insurance with at least £5 million cover.

**Memorials**

*26.* Memorials are not permitted on any plot where an ERB has not been purchased.

27. Memorials are not permitted without the written permission of the burial authority.

28. A separate fee is payable to the burial authority for the inclusion of a memorial.

29. The design of the memorial must be approved by the burial authority prior to its erection in the Burial Ground.

30. All memorials must be designed and installed to meet the standards of BS8414, the BRAMM (British Register of Accredited Memorial Masons) guidelines (Blue Book) and the NAMM (National Association of Memorial Masons) Coe of Practice (current versions).

31. The owner (person purchasing the memorial) is responsible for the condition, integrity, repairs and cleaning and inherent safety of the monument during its entire lifespan. Memorials must be kept in good repair by the owner.

32. The burial authority is not responsible for any damage to the memorials due to subsidence or vandalism. It is recommended that the owner take out insurance to cover any damage.

33. The burial authority reserves the right to inspect all memorials in respect of safety on an annual basis. Any defects found will be notified to the owner and it is the owner's responsibility to rectify the damage within three months. If the owner fails to repair any damage within three months following notification from the burial authority or cannot be contacted within that time, the burial authority has the right to take any appropriate action. The burial authority will not take steps to effect repairs.

34. The burial authority will use its website, local media and signage to communicate information regarding the inspection programme and will make reasonable efforts to contact memorial owners.

35. A simple headstone is permitted. Its face must be flat and not curved and it must be erected vertically from the ground. The dimensions shall not be more than 4ft 6ins high, 3ft wide

and 6ins thick and not less than 2ft 6 ins high, 1ft 6ins wide and 3ins thick (slate - 2ins thick). These height and width measurements include the base.

36. A base forming an integral part of the design of a headstone is permitted. The base shall not project (except where a vase is incorporated when the base may extend a maximum of 8 ins in front of the headstone). The base shall itself be fixed on a foundation slab (which may be reinforced concrete) which must be positioned just below the turf so that a mower may pass freely over it.

37. A natural stone vase is permitted. It shall not be more than 12ins x 8ins x 8ins in size. A vase may be incorporated into the base of the headstone. Glass, or any other breakable material, containers are prohibited.

38. A simple cross is permitted. Its face must be flat and it must be erected vertically from the ground. It must not exceed 4ft 6ins in height nor 2ft 9ins in width.

39. A simple horizontal ledger is permitted. It must not exceed 2ft 9in in width nor 6ft in length. The top of the ledger must be flush with the adjoining ground and must not protrude upwards above the adjoining ground.

40. The interment of cremated remains may be commemorated by tablets or plaques (including wedge shaped tablets) not exceeding 1ft 9ins square. A vase may be incorporated into the tablet. Such tablets or plaques must be flush with the turf.

41. Memorials shall be of natural stone (including slate and grey granite) but not black, red or Scottish granite or marble, which are prohibited. The stone including the lettering surface shall not be mirrored polished. No memorials (or vases) shall be of synthetic stone or plastic. Memorials may also be of teak or oak but unpainted and unvarnished.

42. No memorial shall include any kerb, railings, fencing, chippings of any kind, statue, sundial, birdbath, photograph, laminated card or any other object or thing unless it is expressly permitted by these regulations. No stone may be in the shape of a specific object such as a heart or book or boulder. Every monument shall be simple in shape.

43. Inscriptions should be simple, dignified and reverent. Passing sentiments are to be avoided.

44. No advertisements or trademark shall be inscribed on the monument, but the name of the mason should be inscribed on the side or on the reverse of a headstone in unpainted and unleaded letters no more than ½ in height.

45. The burial authority reserves the right to make the final decision on the suitability of any memorial design.

**Management Regulations**

46. Bulbs and small annual plants may be planted in the soil of a grave being within the area previously excavated. Plants or flowers may be placed in a removable sunken container (preferably of unpolished aluminium) but unless they are kept tidy the burial authority may treat the grave as part of the turf and mow it over.

47. Wreaths or cut flowers may be laid direct on any grave or in any vase authorised by these regulations.

48. No artificial flowers (other than 'silk' flowers i.e having a mixture of polyester/cotton) may be placed in the churchyard and if they are so placed the burial authority may remove them.

49. The burial authority may remove flowers of whatever kind and wreaths at their discretion having regard to their state.

50. The grass cutting contractor cuts across graves and strims around memorials where possible. Flower vases must be kept to the plinth and any flowers planted on the grave itself should be low-maintenance, such as bulbs. Relatives/friends may cut any planting or trim the grass on the grave they tend.

51. Otherwise than as stated above, no object or other thing may be placed upon or near a grave. In the event that any such object or thing is so placed the burial authority may, at its discretion, remove the same. If it does so it should, if possible, notify a member of the family of the deceased informing them of the place from which the object or thing so removed is available for collection. No legal responsibility or liability shall attach to the burial authority or any of its members in respect of its or their custody of any such object or thing removed.

The Burial Authority reserves the right to alter these regulations at any time and to waive any of the foregoing regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these regulations.

Data protection - Next of kin details of those interred in the Burial Ground will only be used for the purpose intended (to contact them about the family grave/memorial) and will not be shared with any other party or organisation. Please see our full data protection policy which is available at Brisley PC Data Protection Policy.

Any query on the interpretation of these Regulations shall be referred to the Parish Clerk at clerk@brisleyparishcouncil.gov.uk or 01362 667756.

*Brisley Parish Council*
*clerk@brisleyparishcouncil.gov.uk*
www.brisleyparishcouncil.gov.uk

**BRISLEY PARISH COUNCIL**

**APPLICATION TO ERECT A MEMORIAL WITHIN THE BURIAL GROUND, CHURCH STREET, BRISLEY**

I agree to abide by the regulations relating to the burial ground and acknowledge that a copy will be given to me for my retention.

Name of Owner: _____

Signed: _____ Date: _____

Address: _____

_____

Name of Deceased: _____

Please return this completed form to Brisley Parish Council together with the design details and fee payable.

**Payment Details:**
Account Name – Brisley Parish Council
Sort Code – 20 17 20
Account Number – 63788296.

*For office use:* *Plot No:*

The above named has applied to erect a memorial within Brisley Burial Ground and this has been approved by the Burial Authority.

Signed: _____ Date: _____

Proper Officer of Brisley Parish Council

Fee paid: _____

*Brisley Parish Council*
clerk@brisleyparishcouncil.gov.uk
www.brisleyparishcouncil.gov.uk

**BRISLEY PARISH COUNCIL**

**APPLICATION TO PURCHASE EXCLUSIVE RIGHTS OF BURIAL FOR BURIAL/CREMATION PLOT IN THE BURIAL GROUND, CHURCH STREET, BRISLEY**

Full Name _____

Address _____

_____

Tel No _____ Email _____

Burial/Cremation* _____ Consecrated/Unconsecrated* _____ Plot No _____

**Please delete as applicable.*

I wish to purchase the Exclusive Rights of Burial for 50 years in the grave space as detailed above.

Signed _____ Date _____

*Please return this form to Brisley Parish Council together with the appropriate fee.*
*A copy of this approved document will be sent to you.*

Payment Details: Account Name – Brisley Parish Council, Sort Code – 20 17 20, Account Number – 63788296.

**Holders of the Exclusive Rights of Burial are reminded of the relevant sections of the Regulations.**

*For office use:*

The above named has applied for Exclusive Rights of Burial within Brisley Burial Ground and this has been approved by the Burial Authority.

Signed: _____ Date: _____

Proper Officer of Brisley Parish Council

Fee paid: _____

Exclusive Rights of Burial Commencement Date: _____

*Brisley Parish Council*
*clerk@brisleyparishcouncil.gov.uk*
www.brisleyparishcouncil.gov.uk

**BRISLEY PARISH COUNCIL**

**THE BURIAL GROUND, CHURCH STREET, BRISLEY**

**SCHEDULE OF FEES**
**(Reviewed Annually)**

| | **AVAILABLE TO RESIDENTS or NON-RESIDENTS WITH LINKS TO THE VILLAGE** | **NON-RESIDENT WITH NO LINKS** |
|---|---|---|
| **EXCLUSIVE RIGHTS OF BURIAL (ERB)** | | |
| Purchase of Exclusive Rights of Burial (grave plot) | £350 | £1,000 |
| Purchase of Exclusive Rights of Burial (Cremation Plot) | £125 | £500 |
| An administration fee of £25 will be charged for any amendment to an ERB. | | |
| **INTERMENTS**<br>**(in addition to Exclusive Rights of Burial Fee if not previously secured)** | | |
| Burial of stillborn - up to 18 years | No Fee | No Fee |
| Burial of body over 18 years | £409 | £491 |
| Burial of cremated remains | £198 | £258 |
| **PERMISSION TO ERECT A MEMORIAL** | | |
| To erect a headstone/memorial in accordance with regulations | £150 | £150 |
| | | |
| **An administration fee of £25 will be charged for any approvals required and not set out above.** | | |

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