

Radcliffe on Trent Cemetery Regulations



*Please read these regulations carefully, it is important that you understand your responsibilities. You are required to sign this document below to confirm this. In addition, where indicated, please initial all statements in **bold** separately.*

Purchasing of Grave Space

1. The pre-purchasing of grave spaces is not permitted in this cemetery.
2. Any resident of Radcliffe on Trent Parish, at time of death, may be buried in Radcliffe Cemetery.
3. Any person who does not reside in the village but wished (or family wishes for them) to be buried in Radcliffe Cemetery at time of death, the family must provide evidence of a **significant connection** to Radcliffe on Trent. In these circumstances, the decision shall be delegated to the Clerk to the Parish Council with consultation of the Amenities Committee members.
4. Appeals to any decision may be submitted through the Council's Complaints Procedure which is available on the [website](#).
5. The **maximum** number of grave owners permitted per plot is **one**. This person must be listed on the Deed of Grant on the Exclusive Right of Burial.

Burial Rights & Memorials

6. The person named in the Deed of Grant has the Exclusive Right of Burial. No grave may be opened, or memorial erected, without that person's **written permission** which should be made available to the Clerk of the Parish Council. The Deed of Grant must be kept safe, as it will be required for any burials and/or alternations to the grave.
7. **The person named in the Deed of Grant must notify the Clerk of the Parish Council in writing of any changes in their address and/or contact details within the time period of the Exclusive Right of Burial. [Initial: Date: / /]**
8. Exclusive Rights of Burial are for a **25-year period only**. Before the end of this period the person named in the Deed of Grant on the Exclusive Right of Burial may be allowed to extend the grant for another 25-years at the prevailing cost at the time of renewal.
9. The Clerk to the Parish Council will use the most up-to-date contact information for person named on the Deed of Grant on the Exclusive Right of Burial in order to make contact to establish if an extension to the Exclusive Rights of Burial is required. If the Clerk cannot make contact due to incorrect details, or the person does not want to pay for a further 25-year period, the plot will become a Common Grave and the Council has the right to remove a headstone or memorial. This will be sited.
10. If the person named in the Deed of Grant passes away, transfer or ownership of the Exclusive Right of Burial must pass, a **successor** identified, and the Clerk of the Parish Council notified in writing with full details of the change.
11. Prior to the erection or alteration of any memorial, the details including size, inscription and materials, must be forwarded to the Clerk of the Parish Council for approval. The **only** person allowed to submit this is the named person on the Deed of Grant on the Exclusive Right of Burial.
12. Memorials must comply with the specifications detailed in the BS 8415:2018 Standard.
13. The Council reserves the right to withhold consent for any reason whatsoever, but in particular as to height, width or inscription. (Guidance on this is provided in the fees listing.)
14. If a stonemason is used, they must be BRAMM or NAMM Registered. Proof of this must be sent to the Clerk of the Parish Council. The Clerk of the Parish Council must approve their use.
15. If the grave is for cremated remains, a memorial may be placed on the grave as soon as you wish. However, if the grave is for full burial the ground must be given time to settle and memorials may not be erected until **after a period of six-months**. However, a temporary memorial e.g., a wooden cross, may be placed at any time. Details of this must be sent to the Clerk of the Parish Council for approval, in advance of erection.
16. **The person named in the Deed of Grant must maintain the memorial on the grave. This includes maintenance of memorials and their associated costs. [Initial: Date: / /]**
17. Cremation memorials must be purchased in strict order and must be contained within the designated area.

Interments

18. Interment forms must be completed prior to the funeral and **submitted in writing** to the Clerk of the Parish Council by the named person on the Deed of Grant on the Exclusive Rights of Burial.
19. If the interment is of the person named in the Deed of Grant, the person requesting the interment must be the identified successor, as detailed in item 10 of these Regulations.

Radcliffe on Trent Cemetery Regulations



20. All earthen interments, including ashes will be carried out by Councils contracted grave digger **only**.
21. The Memorial Garden must not be used for the burial or scattering of cremated remains under any circumstances.
22. All caskets must be made of bio-degradable materials.

Lawned Cemetery & Maintenance

23. No kerb stones or other form of enclosure of the purchased plot are permitted in light of the Council's responsibility to regularly mow the grass throughout the cemetery.
24. **The Council will remove any memorial erected or altered, including artificial additions, to plots which have been made without prior approval; the Council will also remove any memorial which does not meet the criteria outlined in these regulations.** [Initial: Date: / /]
25. The Council will level the grass and surface the grave to match the surrounding grass area. Under no circumstance should the plot be edged or planted to form a garden. The planting of trees, shrubs, plants or flowers in the Cemetery ground is not permitted.
26. All memorials must fit on to the gravestone. Any items which are placed on the lawned area of the cemetery which affect the mowing of the area will be removed, for collection then from the Parish Clerk. The Clerk will write to the named person on The Deed of Grant on the Exclusive Right of Burial, asking for these items to be collected. If the items are not collected within **twelve weeks** of the dated correspondence, they will be donated to charity, or disposed of.
27. No glass, china or other ornaments are allowed. These will be removed immediately for to health and safety reasons. The Clerk to the Parish Council will write to the named person on The Deed of Grant on the Exclusive Right of Burial asking for these items to be collected. Items not collected within **twelve weeks** of the dated correspondence will be donated to charity, or disposed of.
28. The Council has the right to remove any dead and/or decaying flowers or wreaths, including deteriorated artificial flowers. Christmas wreaths will be removed by the **end of February**, if not done so by the named person on the Deed of Grant on the Exclusive Right of Burial.
29. The Council will undertake a Headstone Safety Survey at least every 5-years. Notification of this will be sent to the named person on The Deed of Grant of Exclusive Right of Burial from the Clerk to the Parish Council. A copy will also be displayed on the Cemetery Entrance.
30. If the resulting professional survey shows any monument has fallen into a decayed state, or has become unsafe, then due notice will be served on the person named in the Deed of Grant and the defect must be remedied within **six-months** of such notice, or sooner in the case of a serious safety hazard.
31. Remedial works must be carried out by a BRAM or NAMM accredited organisation/individual.
32. In the interim, the Council may temporarily make safe the headstone, by methods including but not limited to, adding a stake and tying the stone, safety/warning tape or covering the stone.
33. **If unsafe headstones are not made safe within the six-month notice period, The Council will take steps as it deems necessary, including the repair/removal of the monument, and will seek to recover the costs of any such action from the relevant person(s).** [Initial: Date: / /]

Please note that it may be occasionally necessary to dig or reopen a grave in close proximity to existing graves. Should this need arise, all possible effort will be made to minimise any inconvenience to the owners of neighbouring graves. This may involve the temporary covering of headstones in order to protect these from damage. This may be done without prior notification.

Any questions regarding the cemetery should be referred to the Clerk to the Parish Council.

I confirm that I have read fully and understand these regulations and will comply with my obligations as outlined above.

NAME:

SIGNATURE:

DATE:

FULL ADDRESS:

POST CODE:

E-MAIL:

CONTACT NUMBER: