



RULES AND REGULATIONS FLEET CEMETERY

Policy and Finance Approved: May 2024

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All rules where relevant apply to both the interment of remains and ashes.

1. General

1.1 The following will not be permitted in the cemetery:

- Dogs with the exception of guide dogs and other disabled assistance dogs.
- Any person creating a disturbance or nuisance by:
 - Interfering with a burial, grave, headstone, memorial, or flowers.
 - Interfering with the operation of the Council's cemeteries, its staff or contractors.
 - Behaving in a disorderly manner.
 - Such persons will be required to leave the cemetery immediately. Fleet Town Council will take criminal proceedings against anyone whose actions are in breach of the Burial Act.
- Bicycles, vehicles, vans or cars, with the exception of Disabled Badge Holders and contractor's vehicles, without the express permission of the Cemetery Clerk. The speed limit in the cemetery is 5 miles per hour.

2. Notice of Interments

2.1 The Notice of Interment and payment of fees must be given to the Fleet Town Council (FTC) office on the correct form, which can be found on the Council's website, at least a week and no later than two days before the interment. The Notice of Interment must be signed by the owner(s) of the Exclusive Right of Burial signifying his or her consent to such burial. No burial, other than that of the owner of the Exclusive Right, will be allowed without the consent of the Exclusive Right's owner(s). See section 10(6) of The Local Authorities Cemeteries Order 1977

2.2 Payment of fees should be made by BACs or cheque (cheque made payable to Fleet Town Council) must accompany the Notice. If the plot is being re-opened, then a copy of the Grant of Exclusive Right of Burial is required.

2.3 If the Grant of Exclusive Right of Burial is not available then the Cemetery Clerk must be satisfied of ownership.

2.4 The certificate of the Registrar of Deaths (green form) or the Cremation certificate must also be given to FTC.

2.5 If a new plot is being purchased, a Grant of Exclusive Right of Burial (grave deed) will be issued.

2.6 When a grave is “purchased” this refers to the purchase of the Exclusive Right of Burial in a grave space and not the purchase of the land itself.

3. Grave Owners

3.1 If the owner(s) of The Rights wishes to transfer the ownership during their lifetime they must complete a Form of Assignment and submit it to the Council, together with the original Grant of Exclusive Right of Burial.

3.2 It is illegal for the Council to permit any burial in a grave subject to an existing Exclusive Right of Burial without first obtaining permission from the owner(s) of the right, unless one of the owners is being buried. There can be up to two owners of an Exclusive Right. For a burial other than that of the owners, both owners must give written permission for a burial to take place. All owners are entitled to be interred in the grave if there is room.

3.3 If the sole owner is already deceased when an application is received, a transfer must take place and permission be received from the new owner prior to the burial in that grave. FTC recommends that a transfer of ownership takes place as soon as possible after the owner’s death. For details of transferring the Exclusive Right please contact the Cemetery Clerk.

3.4 The owner(s) of The Rights should keep FTC updated of any change of address.

3.5 In accordance with the Local Authorities Cemeteries Order 1977, all grave rights are sold for a fixed period. The number of years the rights have been granted in Fleet Cemetery is 99. At the end of this period the owner(s) of the rights may apply to the Council to extend those rights.

4. Interments

4.1 It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.

4.2 All graves will be excavated and dug by a person, or persons approved by the Council. Funeral directors must advise the Council of the details of all gravediggers prior to use.

4.3 Funeral directors are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. All excavations must be shored up and, if left unattended for any period of time, boarded and appropriately guarded. Lock down covers must be used if an excavation is left overnight.

4.4 Interment of ashes must be arranged with the Cemetery Clerk either directly, or through a funeral director, and a qualified grave digger who has been registered with the Council must be used. No person is allowed to dig into a grave and inter or scatter ashes themselves anywhere in the cemetery.

4.5 The levelling of a grave is the responsibility of the funeral director within 12 months after interment. Mounds can be removed by the Council as and when they think fit.

- 4.6 Only one funeral shall be permitted to take place in the cemetery at any one time.
- 4.7 The Council reserve the right to determine the position of any un-purchased or unreserved grave in the cemetery.

5. Graves

- 5.1 The grave space set aside for each person shall not exceed 9 feet long by 4 feet 6 inches wide (2.75m x 1.37m).
- 5.2 Only coffins and ashes containers made of biodegradable materials will be allowed, (non-biodegradable in Sanctum Vaults), irrespective of whether the previous interments in the plot (allowed prior to September 2021) were in other materials.
- 5.3 No part of the coffin shall be at a depth less than 3 feet 3 inches (1.0m) below the level of the surface of the ground adjoining the grave.
- 5.4 For burials in a grave in which an interment has already taken place, grave diggers shall ensure the new coffin is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 6 inches (150mm) in depth.
- 5.5 No person shall disturb any interred human remains or remove any soil.
- 5.6 The family are responsible to remove any flowers from the grave once they have died.

6. Lawn Cemetery

- 6.1 Part of the cemetery has a lawn style layout (plots 2058 to 2322 inclusive – marked in purple on the cemetery map) – this means that only headstones are allowed and the grass around them is kept mown. Ornaments and flowers are only permitted in suitable containers on the concrete plinth supporting the headstone.
- 6.2 The planting of flowers, trees or shrubs is not permitted on the grave space, nor is the placing of ornaments or fencing. Any unauthorised ornaments or flowers etc will be removed without notice.
- 6.3 Flowers are permitted on the grave at the time of the interment, however, they should be removed within 3 weeks or when they die. The Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.

7. Ashes plots within the Cemetery

- 7.1 Cremated remains may be interred in a grave space or a dedicated ashes plot.
- 7.2 The only memorial permitted in the dedicated ashes plot is a tablet and for plots AP0092 to AP0297 the tablet should measure no more than 14 inches x 14 inches x 2 inches (350mm x 350mm x 50mm). A slight slope to the top of the tablet to assist water to run off is permitted.

- 7.3 Flowers and ornaments are permitted as long as they do not extend beyond the edge of the tablet and the family are responsible to remove any flowers once they have died.
- 7.4 Scattering of ashes – only ministers or funeral directors are permitted to scatter ashes on behalf of the family and only in the area designated by the Cemetery Clerk. No member of the public is allowed to do this on their own and no ashes may be scattered on top of graves.

8. Memorials

- 8.1 All memorials are subject to the approval of the Council. A drawing showing the description, form and size of every memorial and a copy of the proposed inscription and its position on the memorial must be submitted to the Council for approval prior to production. All memorials will bear the plot number of the grave.
- 8.2 All memorials must be installed or re-fixed in accordance with the current BRAAM specifications in accordance with BS8415. All stonemasons working in the cemetery must provide the Cemetery Clerk evidence of registration with BRAAM or NAAM. A digital photograph of the installed memorial must be forwarded to the Cemetery Clerk.
- 8.3 All memorials shall be erected and remain the sole responsibility of the owner(s). The Council shall not be responsible for any damage which may occur unless caused by the Council or its agents nor for repairing the fixing following failure identified during memorial testing. All materials of every description on private graves must be kept in reasonable repair and in good order at the expense of the owner(s). When in the opinion of the Council a memorial or grave represents a danger to other members of the public, the matter may be dealt with by the Council as they think fit. The owner(s) will be notified of the action taken, at their last known address.
- 8.4 The Council reserves the right to make safe any memorial which, in the opinion of the Cemetery Clerk, represents an immediate danger to the public without further reference to the owner(s) of the Memorial in order to protect the safety of visitors to the cemetery. Inspections into the safety of all memorials shall be made by the Council. Fleet Town Council are required by law to carry out inspections on memorials every 5 years, to ensure that they are in a good and stable condition.
- 8.5 Kerb stones will only be permitted in prescribed sections of the burial ground. Kerb stones will not be allowed under any circumstances in the lawned area.
- 8.6 All memorials including inscriptions shall be completed before they are admitted into the burial ground, and no work of any kind thereon, apart from that of fixing and cleaning, will be allowed in the cemetery.
- 8.7 Masons or other persons employed in fixing memorials in the cemetery will be required to remove all spare soil and to clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within the cemetery and charged accordingly with the cost of repairing such damage. The Council reserves the right to remove any memorial not erected in a workmanlike manner.

- 8.8 Headstones will not exceed **30 inches (762mm)** in height in the lawn cemetery (**plots 2058 to 2322**) and **47.2 inches (1200mm)** in height in all other full grave areas. The base should not exceed **30 inches (762mm)** wide x **18 inches (457mm)** deep. Kerbsets should not exceed **6 foot 6 inches (1982mm)** long x **47.2 inches (1200mm)** high. Kerbsets are not allowed in the lawn cemetery – **plots 2058 to 2322** inclusive. Ashes plot memorials will be horizontal and not exceed **14 inches x 14 inches x 2 inches** - a slight slope is permitted to allow water to run off.
- 8.9 Whilst the responsibility for general safety lies with the burial authority, the owner of the memorial is responsible for maintaining the memorial in a good and safe condition and ensure that the masons erect them in accordance with current standards (BS 8415).

9. Garden of Remembrance

- 9.1 The Garden of Remembrance has a range of memorial options for lease. These options, and their conditions of use, are detailed in the Council's cemetery booklet.
- 9.2 The Council may from time to time make any alterations, additions or amendments to the Rules and Regulations.