

## RULES AND REGULATIONS FLEET CEMETERY

Policy and Finance Approved: May 2024

Reviewed: July 2025

Due for next Review: July 2028

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

### 1. General and Fees

1.1. The following are not permitted in the cemetery:

- Dogs, except guide dogs and other registered assistance dogs, or those approved by the Cemetery Clerk.
- Any person causing a disturbance or nuisance by:
  - Interfering with a burial, grave, headstone, memorial, or flowers.
  - Interfering with cemetery operations, staff, or contractors.
  - Behaving in a disorderly manner.Such persons will be asked to leave immediately. Fleet Town Council may take legal action under the Burial Act against anyone in breach.
- Bicycles, vehicles, vans, or cars, except for Blue Badge holders and contractors with express permission from the Cemetery Clerk. The speed limit within the cemetery is 5 mph.

1.2. Current fees for all burial and memorial-related matters are available on request and published on the Council's website. These are subject to annual review and may change without notice following a Council resolution.

1.3. Fees are split into three elements:

- **Exclusive Rights of Burial:** the right to bury in a specific plot.
- **Interment Fee:** a charge incurred each time the plot is opened; this covers administrative work and record-keeping.
- **Memorial Permit Fee:** permission for the owner to erect a memorial that complies with current regulations.

#### 1.4. Pre-purchasing Exclusive Rights of Burial

The Exclusive Right of Burial may be purchased in advance for a designated plot, subject to agreement with the Council. The fee payable will be based on the rates at the time of purchase. Interment fees are payable each time the plot is opened, regardless of whether the plot was purchased in advance.

#### 1.5. Resident and Non-Resident Fees

Standard (non-resident) fees apply to individuals not living within the Fleet Town parish at the time of death.

Reduced fees apply where:

- The deceased was a resident within the parish at the time of death (evidenced by a Council Tax bill).
- The deceased had moved to a care facility outside the parish but was previously a Fleet Town Council resident.

*Note:* Church Crookham and Elvetham Heath fall within the Fleet postal district but are separate parishes. As Church Crookham and Elvetham Heath Parish Councils have elected not contribute to the cemetery's upkeep, they are not entitled to discounted fees.

- 1.6. Ownership of Exclusive Rights of Burial usually transfers upon the purchaser's death to the next of kin or executor. The Council must be contacted to formally arrange this transfer. A fee applies.

## **2. Booking a burial**

- 2.1. Burial arrangements must be agreed with the Council, including plot number and location. Families may select plots in specific areas, where available.
- 2.2. A burial cannot be confirmed until the following documentation is received by the Council no later than two working days before the interment:
  - A completed Notice of Interment signed by the owner(s) of the Exclusive Right of Burial.
  - A copy of the Grant of Exclusive Rights if reopening a plot (or other evidence of ownership if not available).
  - A Registrar's Certificate (Green Form), Coroner's Order for Burial, or Cremation Certificate.
- 2.3. Fees must be paid before the burial takes place.
- 2.4. A Grant of Exclusive Right of Burial (grave deed) will be issued when a new plot is purchased. This deed grants burial rights but not land ownership.
- 2.5. Failure to comply with the above requirements may delay the burial. The Council accepts no responsibility for any such delays.
- 2.6. It is the responsibility of the funeral director or organiser to:
  - Appoint a gravedigger approved by the Council.
  - Arrange for a minister or celebrant to officiate, if desired.

## **3. Grave Owners**

- 3.1. Owners may transfer their burial rights during their lifetime using a Form of Assignment and submitting the original Grant to the Council. A fee applies.
- 3.2. No burial may occur in a grave with existing Exclusive Rights without the written consent of the owner(s), unless one of the owners is being buried.
- 3.3. If the sole owner is deceased, a formal transfer of ownership must occur before any burial can take place. FTC recommends transferring ownership as soon as possible after death.
- 3.4. Owners must notify Fleet Town Council of any change of address.
- 3.5. All grave rights are sold for 99 years. Owners may apply for an extension at the end of this period.

## **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 – insurance and any membership of industry bodies, 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 boarded and appropriately guarded. Lock down covers must be used if an

excavation is left overnight. All excess soil after the grave is backfilled to be placed in designated area or offsite as directed by the Cemetery Clerk.

- 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.
- 4.8. New graves will be dressed with artificial turf until such time as the grave has settled and is able to be levelled.

## **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 are permitted for interment in graves. Non-biodegradable containers are permitted only in Sanctum Vaults. This requirement applies regardless of whether any previous interments in the plot (prior to September 2021) used non-biodegradable 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 Council reserve the right 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) - this means that only headstones are allowed and the grass around them is kept mown. Ornaments and flowers are only permitted in suitable containers that fit on the headstone base or 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 and placed in the central shelter for collection.
- 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. The council reserves the right to remove any object encroaching on adjacent plots.
- 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. The Memorial application form must be completed and signed by the owner of the exclusive rights of burial. 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 and the name of the stonemason on the rear. Following approval the Council will issue a permit to the stonemason to proceed.
- 8.2. All memorials must be installed or re-fixed in accordance with the current BRAMM specifications in accordance with BS8415. All stonemasons working in the cemetery must provide the Cemetery Clerk evidence of registration with BRAMM or NAMM and public liability insurance. 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. Wooden kerbs are not allowed.
- 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 to the designated location, 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)** wide. 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. Grave Maintenance**

- 9.1. Shrubs, plants or flowers may, subject to the approval of Fleet Town Council, be planted on any grave. Maintenance for the grave space is the responsibility of the family.
- 9.2. Trees or any plants or shrubs higher than 4 feet are not permitted. Fleet Town Council reserves the right to prune, cut down or dig up and remove any of the shrubs, plants or flowers any time when, in its opinion, the same have become unsightly, overgrown or interfere with any other grave space.
- 9.3. Flowers and wreaths may be placed on the grave but once they have died, will be removed at the discretion of the Town Council's representative. Plastic flowers and cellophane wrapping are discouraged and will be removed when neglected or become unsightly.
- 9.4. Items of plastic or glass, wire, chains, plastic fences are not permitted and will be removed by the Town Council's representative without notice.
- 9.5. If the grave is left as grass, ornaments and other tributes should be placed on the headstone base to ensure the grave is clear for grass cutting. A maximum of two flower containers are permitted on the headstone base.
- 9.6. Loose ornaments and any other items that are impeding upon the ongoing maintenance or affecting another plot will be removed without notice and placed in the central shelter for collection.
- 9.7. Loose chippings are not permitted inside kerb sets as these can be disturbed by wild animals and could cause a health and safety issue for maintenance workers using machinery.
- 9.8. The Town Council reserves the right to level and sow with grass seed any mounded grave, as it considers necessary, which has fallen into neglect.

## **10. Benches and Trees**

- 10.1. New benches, personal beds or planting of trees are not permitted in the cemetery as of the date of this amendment.
- 10.2. Plant memorials will only be permitted in existing beds and with agreement of the Cemetery Clerk

## **11. Garden of Remembrance**

The Garden of Remembrance has a range of memorial options and is only suitable for cremated remains

### **11.1. Sanctum 2000 Vaults**

Sanctum Vaults can be leased for the cremated remains of up to 2 people which must be in a non-biodegradable container. They can be leased for 25 or 50 years after which time; the lease can be extended. If the council are unable to contact the family 6 months after the end of the lease, the ashes may be moved from the vault and buried in our dedicated area.

The inscribed tablet will remain the property of the family however the Sanctum Vault is the property of Fleet Town Council.

No items that may damage the granite are allowed on the Vaults

**11.2. Kerb Blocks**

Situated around the pathways of the Garden of Remembrance and can be leased for 25 years after which time the lease can be extended. Ashes can be interred loose behind the block

**11.3. Roses and Plant Memorials**

A Rose bush with plaque can be leased for 15 years as just a memorial with the option to extend after the end of the lease

Cremated remains can be interred in dedicated rose and plant beds. No new beds are permitted.

**11.4. Mushrooms – memorials for children**

Tablets on the mushrooms can accommodate a small inscription

For full details of all available options in the Garden of Remembrance, please see brochure – Information on Graves and Memorials at Fleet Cemetery.

The Council may from time to time make any alterations, additions or amendments to the Rules and Regulations.