

REGULATIONS FOR THE MANAGEMENT OF MARLBOROUGH CEMETERY, FREES AVENUE, MARLBOROUGH



Hours of Interments. The hours for interments (for all denominations) are as follows: Monday - Thursday 9.00 a.m. - 3.00 p.m. and Friday 9.00 a.m. - 2.30 p.m. These hours may be changed at the Council's discretion.

No interment shall take place outside these hours or at weekends, Good Friday, Christmas Day or Bank Holidays except in an emergency and then only at an agreed time and on payment of an appropriate additional fee.

Burials. No burial shall take place and no cremated human remains shall be interred in the Cemetery without the written permission of the Council.

The Council will not permit the scattering of ashes on the surface of any grave space or within any other area of Marlborough Cemetery for the following reasons:

- It may cause distress or cause offence to other cemetery users
- Grounds maintenance machinery would not be able to operate on or around the area where the ashes are scattered as it would disturb or remove the remains
- Difficulties in ensuring legal records are properly maintained.

Interments. Not less than 72 hours notice shall be given of any interment. If an interment is wanted for a Tuesday, the notice must be given before 4 p.m. on the previous Thursday (Wednesday, if Friday is a Bank Holiday). If the above notice is not given, an extra charge will be made.

All notices of interment must be in writing on the forms provided by the Council and requirements must be clearly and completely stated. The responsibility for any error is that of the person signing the notice, particularly so in cases where either the wrong fee is charged as a consequence or where additional fees are incurred.

The Council will refuse to allow interments when there is reason to believe details given on the notice are incorrect, the disposal certificate is not available for inspection to authenticate the identity of the person to be interred prior to the burial or if the notice mentioned above has not been given.

The Registrar's Certificate of Death, Cremation Certificate or the Coroner's Order for Burial must be delivered to the Town Council before the interment can take place.

Extreme care is taken when excavating a grave to avoid any damage to the surrounding graves. To do this, it is often necessary to construct a soil box on the adjoining grave for a short period of time. Once the burial has taken place the soil will be removed.

The surplus soil excavated from any grave is to be deposited in the Cemetery as determined by the Council .

Plan. A plan of the Cemetery showing the position of every grave, is kept at the Council Offices and may be inspected during normal office hours without charge.

Transfer of Ownership of Grave In the event of the death of the purchaser of the burial plot, the person claiming to be entitled to the Grant of Exclusive Right of Burial must obtain a formal transfer of ownership from Marlborough Town Council.

A letter of Probate or Letters of Administration will be accepted as proof of ownership. However, if the owner has died intestate please contact the Town Council Office for further information on applying for a Statutory Declaration.

Payment of Fees and Charges. All charges and fees shall be paid to the Council on receipt of an invoice. No receipt other than an official receipt issued by the Council will be acceptable as proof of payment.

Monuments etc., only on Purchased Graves. No memorial, gravestone or tablet will be allowed over any grave to which the Exclusive Right of Burial has not been purchased.

Erection of Memorials. A person shall not erect or fix or remove or re-erect any memorial stone, tablet, or inscribed vase in the Cemetery except with the written permission of the Council and after the appropriate fee has been paid. No railings, fencing, kerbs or other structures enclosing graves other than headstones are permitted in lawn sections of the cemetery.

Monuments and Inscriptions to be approved. A person shall not erect or fix any memorial, tablet, or any inscription, or place any vase bearing an inscription in the Cemetery without the prior approval of the Council. A drawing and measurements of any monument, gravestone, tablet, vase, with copies of any proposed inscription, together with details of the material and dimensions must accompany every application. These details are needed before the Town Council can approve any application. All installations must be in accordance with current National Association of Memorial Masons (NAMM) recommendations.

In accordance with the powers and procedures set out in Article 14 of The Local Authorities Cemeteries Order 1977, the Council will remove any unauthorised memorials, kerbs, railings, ornamentation or horticultural decoration and may recover the cost of removal of these items from the holder of The Grant of Exclusive Right of Burial to that grave.

Dimensions of Memorials

Memorials on full graves not to exceed 68.5cm (2ft 3ins) high, 53.0cm (1ft 9ins) wide and 7.5cm (3ins) thick with a base measuring no more than 61.0cm (2ft) wide, 30.0cm (1ft) back to front and 7.5cm (3ins) thickness. Foundations not exceeding 122cm (4ft) wide and 61.00cm (2ft). The overall height not to exceed 76.0cm (2ft 6ins).

Cremation Memorials not to exceed 53.0cm (1ft 9ins) high, 46.0cm (1ft 6ins) wide and 7.5cm (3ins) thickness with a base measuring no more than 56.0cm (1ft 10ins) wide, 30.0cm (1ft) back to front and 7.5cm (3ins) thickness. Foundation not exceeding 68.5cm (2ft 3ins) and 61.0cm (2ft) back to front. The overall height not to exceed 61cm (2ft).

Repairs to Graves and Memorials etc. Owners must keep all memorials, gravestones, tablets or other memorials in a good state of repair. In the event of any such monument etc., becoming dangerous, defective or illegible from need of repair or neglect, the Council may give notice to the owner or owners, to repair or remove any such monument etc., and if, the owner or owners have failed to repair or remove any such defective or dangerous monument etc., or if the Council is unable to trace the owner(s) then the Council may make safe the same without any rights of the owner or owners to any compensation for so doing. This is in accordance with Article 16(2) and Schedule 3 of the Local Authorities Cemeteries Order 1977.

Receptacles for Flowers. The Council reserves the right to remove any receptacle for flowers, which it considers unsuitable, without notice. Glass bottles, china or earthenware pots are not permitted in the cemetery.

Perennials and shrubs must not be planted on the grave. When disposing of organic matter and litter please place in the bins provided.

When Health and Safety issues arise or items are felt to be unsuitable, action will be taken by the officers of the Council.

Damage. If any damage is done to the Council's land or premises by bringing in any materials, gravestones, or monument or from any other cause, the person responsible will be charged for the cost of repairing damage. Proceedings under Article 18 of the Local Authorities' Cemeteries Order 1977 may also be taken.

Workmen not admitted on Saturdays, Sundays etc. No workman employed in fixing, painting or restoring monuments or gravestones will be admitted or materials received into the Cemetery on Saturdays, Sundays, Christmas Day, Good Friday, Bank Holidays or on any other day before 9.00 a.m. or after 3.00 p.m.

Depth of Private Graves. No private grave will be made deeper than 6ft 6ins. However the Council, if it finds it impracticable (owing to drainage or other cause) to dig to this depth in any particular grave space, reserve the right to specify the maximum depth which can be dug. All coffins or other receptacles shall be buried in accordance with the requirements of Part I of Schedule 2 of the Local Authorities' Order 1977.

Grave Number on Memorials. The identification number of a grave must be cut at the rear foot of all monuments or gravestones so as to be visible when erected. All memorials must comply with current NAMM recommendations.

Damaged Wreaths. Broken or damaged wreaths, ornaments or memorials shall not be allowed to remain on any grave in the Cemetery and the Council will remove them if the owner fails to do so. All dead floral tributes will be removed from graves at the Council's discretion if the owner fails to do so. Any broken or rusty items in the trees will be removed

Gratuities. No gratuities shall be demanded by any officer or employee of the Council

Maintenance. As soon as convenient after the interment of a body or cremated remains, the Council shall sow grass seed or lay turf at its own expense over the whole of the grave. No person other than the duly authorised officers or employees of the Council shall interfere with the turfed or un-turfed areas of the grave except for the purpose of a further interment.

Grass Cutting. The Council shall keep the turfed areas mown at its own expense, but will not undertake to keep clean or maintain memorials as this is the responsibility of the owner. Graves being maintained by grave owners should be done to an acceptable level. Graves not being maintained will be brought up to standard by the outside staff.

Wooden Crosses. A wooden cross may be erected temporarily to mark a new grave and shall be allowed for a period of 6 months after which it will be removed by the Council. Such a temporary memorial will only be allowed over any grave, which the Exclusive Right of Burial has been purchased and prior consent given by the Town Council. The Council will remove any wooden cross for which prior consent has not been obtained. All wooden crosses shall conform to the maximum size, position and location of the approved permanent memorials. The Cross shall be supported by sufficient length driven into the ground to ensure it remains in an upright position in normal circumstances. Such wooden crosses shall be of hardwood or good quality softwood with surfaces dressed to a smooth finish. The cross shall be in the form of a crucifix and the cross bar shall be joined to the upright in a secure and tidy manner. Any inscription shall be properly carved into the face of the cross or by means of an inscribed brass plate affixed to the face of the cross at its joint with the upright.

Small wooden crosses and markers A small wooden crosses and markers placed on the grave following a burial will be allowed for a period of 6 months after which time they will be removed by the Town Council staff.

No person shall in the cemetery

- Use weed killer or other chemicals without the Council's consent
- Drive or park any motor vehicle or motorcycle in the cemetery without the permission of the Town Council
- Cause any damage or inappropriate nuisance or disturbance
- The Town Council cannot provide insurance against damage to memorials or graves and owners are advised to make their own insurance arrangements
- Dogs must be kept on a lead at all times and owners must ensure any fouling is cleaned up immediately.
- The playing of ball or any other games or sport within the cemetery is strictly prohibited, in accordance with Article 18 (1) (e) of The Local Authorities' Cemeteries Order 1977.

Rules and Regulations

These rules and regulations will be applied and enforced by Marlborough Town Council staff under the guidance and management of the Town Council.

The Council reserves the right to vary, add, amend or delete any of these regulations or fees, charges and other details set out at any time.

Name:

Signed:

Contact details:

Date: