

Stapleford Parish Council Regulations – New Cemetery

1. The word 'Parishioner' used in the table of fees means a person who, at the time of death was an inhabitant of the area of Stapleford and also up to a minimum of 12 months before death, unless relocated for medical reasons.
2. The word 'Non-parishioner' includes every person who is not a 'Parishioner' as before defined.
3. These criteria apply to all persons save for babies, and Stapleford Parish Council has the discretion to waive fees if deemed appropriate.
4. On the occurrence of a death, notice of interment shall be given on the printed form supplied by Stapleford Parish Council on which all the particulars requested shall be clearly stated.
Notice of interment shall be given to the appropriate officer of Stapleford Parish Council at least 3 days prior to the interment. After notice of interment has been given, any alteration in the arrangements shall be subject to the consent of Stapleford Parish Council.
5. The person arranging the burial shall be responsible for the attendance of a Minister of Religion, or other suitable person, to officiate at the burial service. The payment of the requisite fee to the said person and any other fees relating to the actual burial ceremony is also their responsibility.
6. In selecting the grave space for interment the wishes of applicants shall be considered, but in all cases the situation shall be subject to the approval of Stapleford Parish Council.
7. No rodding of graves shall be permitted without permission.
8. The fees and payments are to be in accordance with the table of Stapleford Charges displayed on the web site. Fees are normally payable by the funeral director but if one is not being used all fees must be paid in advance to Stapleford Parish Council.
9. No burial of a body or cremated remains or memorial work shall take place before 10.00am or after 4.00pm without special permission. No burial shall take place on Saturdays, Sundays, Christmas Day, Good Friday or Public Holidays without special permission.
10. A double depth plot may accommodate up to 2 coffin burials and up to 6 ashes interments, which must be on top of the last coffin. No coffin to be interred on top of an ashes interment. An ashes plot may accommodate up to 6 ashes interments.
11. The appropriate certificate for disposal issued by a Registrar or Deputy Registrar of Births and Deaths or a Coroner's order for burial shall be delivered to the Cemetery Officer at least three days prior to the funeral entering the Cemetery.
12. A certificate issued by a Cremation Authority shall be required for the disposal of cremated remains. Coffins or caskets of suitable material shall be used, and must clearly be identified with the name of the deceased.
13. When a burial has taken place the grave will be filled with earth and the surface covered with any flower arrangements delivered to the graveside.
14. A temporary wooden cross with the name and grave number of the deceased must be placed on the grave for six months to enable family and friends to locate the grave.
15. All graves shall be dug and excavated by a gravedigger appointed by a funeral director and / or recognised by Stapleford Parish Council.
16. The burial of cremated remains where no grave exists shall be in that portion of the Cemetery set aside for this purpose.
17. No interment of cremated remains in an earthen grave in which the interment of a body has occurred shall be permitted unless the exclusive right of burial in the grave has previously been purchased.
18. Cremated remains shall not be scattered in any part of the Cemetery.
19. Upon the purchase of an exclusive right of burial for a period of 100 years in a grave space the Grantee shall be entitled to, and shall receive a formal grant signed by the

appropriate Stapleford Parish Council officer. No grant of exclusive right of burial is transferable without the consent of Stapleford Parish Council.

20. The transfer or assignment of an exclusive right of burial in a grave to a different Grant Holder must be notified to Stapleford Parish Council. The grave owner can assign the exclusive right of burial, during their lifetime, to another individual on completion of an Assignment of Right of Burial form. Or the exclusive right of burial may be transferred following the death of the registered owner to the person or persons entitled to it upon the production of a grant of probate or letters of administration, or if neither is available, a statutory declaration from the nearest surviving relative(s). Please refer to the 'Grave Ownership and Deed Transferral' document which is available from the Clerk.
21. Stapleford Parish Council reserve the right to prune, cut down, and remove any tree, shrub or plant, or turf over any grave at any time when in their opinion the grave is unsightly and overgrown. Planting of grave spaces with any vegetation that may grow into a tree or shrub is not permitted as the roots damage the memorial stones and cause difficulties in maintaining the grounds. Planting that exists prior to these regulations will only remain at the discretion of the Parish Council who will attempt to contact relatives prior to undertaking any work.
22. No glass vases, jars, stone chippings are allowed. Planting of small hardy plants, bulbs or flowers is allowed at the head end of grave.
23. No headstone or memorial shall be erected until at least six calendar months from the burial or interment date have passed. This is to allow for ground settlement.
24. An application to erect or place a memorial on a grave space shall be made to Stapleford Parish Council on which the applicant must give a specification of materials to be used and a copy of every proposed inscription together with the dimensions and a drawing to scale of the proposed memorial. This must be accompanied by the requisite fee. Formal approval must be given before any work may commence. Fees for memorials must be paid before the work is begun in respect of the work for which they are payable.
25. Memorials are to be of natural stone or of acceptable coloured reconstituted stone only. Memorials of concrete, wood, pottery, plastic, metal or fibreglass are not permitted with the exception of temporary wooden crosses. No memorial shall be erected or placed on a grave or removed from there until the owner of the grave space has been granted permission to do so.
26. No kerb sets will be permitted.
27. The maximum size for a grave headstone shall be: - 30in (760mm) high x 24in (610mm) wide x 4in (100mm) thick. The minimum size for a grave headstone shall be: - 24in (600mm) high x 18in (450mm) wide x 3in (75mm) thick. Grave headstones must have either a straight top or symmetrical curved top, and are to be made of stone, which is either white, grey, slate, cream (Portland stone colour), light brown/red or black in colour. The surface of both sides of the headstone shall be flat.
28. Lettering on the front of the headstone must be in either black, white, silver or gold. No wording is permitted on the reverse of the headstone, except the Plot number and stone mason name. Small mono-chrome designs only shall be considered on the rear of a memorial stone.
29. Pictures (of the deceased or other people) shall not be permitted on either the front or back; however, modest designs (both religious and secular) will be permitted.
30. Headstones must be mechanically attached to a concrete base laid under the surface on undisturbed, level ground.
31. If memorials become unsafe or unsightly headstones will be laid flat or otherwise made stable, at the discretion of the Parish Council, who will attempt to contact relatives prior to undertaking any work.
32. Repairs to any memorials (other than those mentioned above) are to be arranged by the relevant families. Ornaments are only to be placed on or around the headstone if permission has been granted by the Parish Council.

33. Stapleford Parish Council shall not be liable for damage to any memorial in the Cemetery caused by storm, wind, subsidence, vandalism and any other substance.
34. During opening or re-opening of a grave it may be necessary to place soil on neighbouring graves. If this is the case, the adjacent graves will be adequately covered to protect them, and any such soil shall be removed and any reinstating of ground etc. will be completed within 24 hours of the burial.
35. Any person(s) carrying out excavation work within the Cemetery shall remove all surplus soil from the Cemetery in a tidy manner. If surplus soil or other waste or other materials remain in the Cemetery, they will be removed by the Parish Council and the costs of doing so will be charged to the responsible undertaker or stone mason.
36. Any subsidence will be rectified as soon as possible after the burial.
37. No motor vehicles are permitted on main pathways unless being used by the grave diggers or undertakers in the discharge of their duties.
38. Stapleford Parish Council does not accept responsibility for any damage or loss occasioned to any person, vehicle, and equipment or otherwise within the Cemetery.
39. Any litter must be deposited in the bins provided or taken away from the Cemetery.
40. Dogs to be kept on a lead and no cycling is allowed.
41. No skateboards, scooters or similar are permitted.
42. No alcohol shall be consumed within the Cemetery.
43. No smoking is allowed within the Cemetery.
44. Stapleford Parish Council reserves the right to revoke or amend any of the foregoing Regulations from time to time.