

# HATFIELD TOWN COUNCIL

## CEMETERY REGULATIONS (with effect from 9<sup>th</sup> October 2017)

(Cremation Plots Only)

1. The Town Council may grant on the terms set out herein;
  - a to any person (except for pre-purchase) – the exclusive right of burial for a **term of 99 years** in any grave space or grave. Vaults will be allowed and must be level with the adjoining ground.
  - b to any person in the event of a pre-purchase- the exclusive right of burial for a **term of 10 years** in any grave space or grave. Following the first interment, the exclusive right of burial will be extended to a term of 99 years starting at the date of the pre-purchase. If no interment takes place within 10 years, then the person will be given the option to extend the term by a further 10 years on payment of 20% of the fee current at the time of renewal, or until such time as the first interment takes place if this occurs within 10 years.

NB The selection of any grave space shall be to the approval of the Town Council and consistent with their general plan.

2. The right to burial and other rights will be exercised in accordance with the Following conditions;-
  - a any work relating to the erection or removal and re-fixing of any headstone, shall be done by and at the cost of, the owner of the purchased grave. All such work shall be carried out subject to the directions of the **Cemetery Supervisor** and the persons employed on such work must have £5 million public liability insurance cover and must use such means of protecting grass, plants, adjoining graves, headstones, paths and roads as is necessary. All persons carrying out such works shall produce their current Health & Safety Policy. They will also be required to remove all debris from the work area on each and every occasion that work is carried out and leave the area in a satisfactory condition.
  - b it is the responsibility of the grave owner to arrange for the removal of a memorial prior to any additional interments. The memorial must be removed from the cemetery.
3. **MEMORABILIA** (a guide to grave side ornaments and memorabilia)

Our aim is to create a tranquil, respectful place where people can visit and feel comforted by the surroundings and where they can experience a period of personal reflection and private contemplation. Everyone is different and bereaved relatives often remember their friends and family in a variety of ways with messages, memorabilia and ornaments. As well as considering your individual feelings for your loved ones, we must be sensitive to the wishes of all our visitors and keep the cemetery grounds safe and appropriate places for everyone.

- a no grave shall be raised by turfing or any other manner above the level of the ground immediately adjoining.
- b **stakes of any kind, chain link and plastic fencing is not allowed. If such items are erected then the next of kin will be requested to remove the offending items. In the event of non-removal, the Town Council will remove to store. No plastic or glass items of any kind are permitted on any grave.**
- c the Town Council is responsible for re-laying and maintaining the turfed area of the lawn sections, except where the next of kin has assumed responsibility for the maintenance of a specific grave area.
- d floral tributes can be placed in the metal flower container provided in the headstone, or upon the concrete plinth itself. No other items shall be placed on the ground in front of the headstone. If such items are found surrounding the plot then the next of kin will be requested to remove the items. In the event of non-removal, the Town Council will remove to store.

#### 4. MEMORIALS

- a full details and drawings of any proposed memorial (including wooden crosses) and inscription thereon must be submitted to the Town Council for approval. No memorial or inscription shall be placed in the cemetery without the prior approval of the Town Council.
- b all new memorials should be marked with a grave indicator.
- c memorials, including wooden crosses, shall be erected vertically on the outer edge of the plot at the head of the grave and shall be supported on all sections on a concrete bearer. The headstone shall not exceed 2' 6" in height measured from the ground, nor 2'6" (0.75m) in width, nor 1'6" (0.45m) in depth and shall be in a position approved by the **Cemetery Supervisor**. Memorials must be doweled to the base with non-ferrous cramps or dowels. The dowels should be a minimum of ½" (1.25 cm) in Diameter and a minimum of 3" (7.6cm) in length, with two dowels per headstone. A ground anchor system should be used, i.e. a stainless steel tube passing through the top base and foundation plinth sunk 12" (0.30m) below ground. Every memorial must be erected to withstand a minimum pull/push force of 70kg exerted at its apex.
- d memorial tablets/ slabs must not exceed 18" (0.45m) x 18" (0.45m) in size.
- e headstones formed of any soft stone or other material liable to perish or headstones of zinc, iron or any other metal are not permitted. The whole of the stone must be of the best quarried materials.
- f when, in the opinion of the Town Council, a memorial or vase is not maintained in good repair and proper condition, every effort will be made to contact the next of kin with regard to making good the memorial or vase. If no contact can be made then the removal of the memorial or vase will be left to the discretion of the Town Council.
- g graves in respect of which an exclusive right of burial has been granted and all headstones and other memorials thereon must be kept tidy and in proper repair by the

respective owner. The Town Council will not accept liability for the making good of memorials which collapse, or which are damaged by the fall of adjacent memorials. Any emergency work necessary in this connection will be recharged to the holder of the exclusive right.

- h the Town Council will not except liability for damage to any grave space or memorial or injury to any person within the Cemetery, except where such damage is directly attributable to the negligence of the Town Council or its employees.

## 5. GENERAL REGULATIONS

- a all fees must be paid prior to the date of the funeral.
- b the Cemetery shall be open to the public from 8.30am to 8.00pm or sunset (whichever is the sooner)
- c the Town Council reserves the right to close the Cemetery, or to limit the entry of person thereto, at any time without notice.
- d memorials may only be brought into the Cemetery and work carried out in connection with the erection of memorials from 8.30am to 4.00pm, Monday to Friday, not on Saturday or Sunday. No work outside these hours will be permitted without prior arrangements.
- e visitors to the Cemetery must keep to the paths except when visiting a grave. No child under 10 years of age will be allowed within the Cemetery except when accompanied by and under the care of a responsible person.
- f dogs will not be allowed within the Cemetery(except guide dogs).
- g the only motor vehicle allowed in the Cemetery are:
  - i. Funeral cars and private cars of immediate mourners at the time of specific burials
  - ii. Vehicles operated by memorial masons for the purpose of conveying material, headstones etc
  - iii. No other vehicles will be admitted except by the special consent of the **Cemetery Supervisor**, eg Blue Badge Holders
- h no cycling is allowed in the Cemetery grounds
- i the days upon which interments shall take place will be Monday to Friday, excluding Bank Holidays between the hours of 09.30am and 3.00pm. Interments shall not be allowed at any other times except in extraordinary circumstance and by special permission of the Town Council.
- j **notice of interments must be given to the Town Council, in writing, at least 4 clear working days before the interment in the case of earthen graves.**

- k the notice of interment shall contain a statement of the forename and surname, occupation or status, age place of death and last residence of the person to be buried, the size of the vessel (external measurement), the day and hour of the intended interment. In the case of a pre-purchased grave, the description and depth of the grave, together with the owner's name and address, must be given, and the grant of the exclusive right of burial or the consent in writing of the owner must be produced. The section relating to infectious diseases must be completed.
  - l a certificate of disposal after registration or coroner's order must be produced at the time of the interment.
  - m all memorial masons using the Cemetery must have agreed to comply with the Registration Scheme outlined in a separate document. In addition all memorial masons must make an appointment with the Cemetery Supervisor (07766 245 430) or the Town Clerk (01302 840347) and sign the register when entering the Cemetery.
  - n The Town Council may charge such fees as it thinks proper for or in connection with burials and the erection of memorials, including inscriptions, in its Cemetery. The scale of fees must be kept available to inspection by the public at all reasonable times.
  - o The Town Council reserves the right to amend the fees or regulations by resolution from time to time.
  - p Communications concerning interments and memorials should be made either to the Cemetery Supervisor, Cemetery House, Cemetery Road, Hatfield, Doncaster DN7 6LX tel: 01302 840242 or mobile 07766 245 430, or The Town Clerk, Hatfield Town Council, Council Offices, Cuckoo Lane, Hatfield, Doncaster DN7 6QE tel: 01302 840347.
6. In accordance with Article 18(1) of the Local Authorities Cemeteries Order 1977, no person shall:
- a wilfully create any disturbance in the Cemetery
  - b commit any nuisance in the Cemetery
  - c wilfully interfere with any burial taking place in the Cemetery
  - d wilfully interfere with any grave, headstone or other memorial, or any flowers or plants thereon
  - e play any game or sport in the Cemetery

In accordance with Article 18(2) of the of the Local Authorities Cemeteries Order 1977, no person not being an officer or member of the Town Council or another person so authorised by or on behalf of the Town Council, shall enter or remain in the Cemetery at any hour when it is closed to the public.

Every person contravening any of the above provisions is liable on summary conviction to a fine no exceeding Level 3 on the standard scale (currently £1000) and in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after convictions thereof.

7. Section 1(1) of the Criminal Act 1971 provides:

‘A person who without lawful excuse destroys or damages any property belonging to another, intending to destroy or damage any such property or being reckless as to whether any such property would be destroyed or damaged, shall be guilty of an offence’.

Section 4(2) of the Criminal Act 1971 makes a person guilty of such an offence on conviction of indictment liable to imprisonment for a term not exceeding 10 years. For a similar offence tried summarily with the consent of the accused, the maximum penalty is six months imprisonment and/or fine of up to £2000.

**PLEASE NOTIFY THE TOWN COUNCIL OF ANY SUBSEQUENT CHANGES OF ADDRESS.**

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**Please complete and return to Hatfield Town Council, Council Offices, Cuckoo Lane, Hatfield, Doncaster DN7 6QE**

**GRAVE NUMBER .....**

**I hereby acknowledge receipt of the regulations for Hatfield Cemetery and agree to abide by the conditions therein.**

**Name.....**

**Signed.....**

**Date.....**