

**Test Valley Borough Council**

# **Cemetery Regulations December 2016**

**Cemetery Services  
Test Valley Borough Council  
Beech Hurst  
Weyhill Road  
Andover  
Hampshire  
SP10 3AJ**

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**[CemeteryServices@testvalley.gov.uk](mailto:CemeteryServices@testvalley.gov.uk)**

**[www.testvalley.gov.uk/cemeteries](http://www.testvalley.gov.uk/cemeteries)**

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## **DEFINITION OF TERMS**

Throughout these Regulations: -

**“The Council”** means Test Valley Borough Council.

**“Cemetery”** means any Cemetery provided and maintained by Test Valley Borough Council.

**“Purchased Grave”** means any grave, where the Exclusive Right of Burial (subject to these Regulations) has been granted by the Council.

**“Un-purchased Grave”** means any grave, where the Council has not granted the Exclusive Right of Burial.

**“Memorials”** means all memorials that are authorised to be permitted within the Cemetery.

## **INTRODUCTION TO THE CEMETERIES**

Test Valley Borough Council owns four Cemeteries within the Borough of Test Valley:

St Mary's Cemetery  
Church Close  
Andover  
Hampshire  
SP10 1ER

Charlton Cemetery  
Charlton Down  
Andover  
Hampshire  
SP11 0TA

Botley Road Cemetery  
Botley Road  
Romsey  
Hampshire  
SO51 5RP

Woodley Cemetery  
Braishfield Road  
Romsey  
Hampshire  
SO51 7NZ

All queries or comments regarding the cemeteries should be sent to:

Cemeteries Section  
Test Valley Borough Council  
Beech Hurst  
Weyhill Road  
Andover  
Hampshire  
SP10 3AJ

Or Registrar of Burials at above address

Tel: (01264) 368821

Fax: (01264) 368899

Email: [cemeteryservices@testvalley.gov.uk](mailto:cemeteryservices@testvalley.gov.uk)

For further information on the Services we provide please visit our website  
[www.testvalley.gov.uk/Cemeteries](http://www.testvalley.gov.uk/Cemeteries)

These regulations are in addition to the Local Authorities' Cemeteries Order 1977. All burials and interments must comply with the above legislation and / or any successive legislation.

Test Valley Borough Council reserve the right to make alterations or additions to these Rules and Regulations at any time.

The Council respects the rights and needs of the individual and these Regulations have been prepared with a balance that will enable us to manage the Cemeteries effectively and maintain

the highest possible standards. We aim to continue to improve our systems to develop the Cemeteries and their facilities for the benefit of visitors and maintain an environment where the bereaved can pay their respects and remember their loved ones. We offer advice and guidance on a range of issues relating to graves, funerals and maintenance.

We work closely with other burial authorities in the South and national organisations such as the Institute of Cemetery and Crematorium Management (ICCM) to enable us to access a wide range of up-to-date information.

## **1 OPENING HOURS OF CEMETERIES**

Cemeteries can be accessed by visitors 24 hours per day, 365 days per year. Please be aware, from time to time, the Cemeteries may be patrolled.

## **2 MANAGEMENT OF THE CEMETERIES**

### Conduct of Visitors

At any Cemetery Visitors are welcome and are requested to treat the Cemetery with respect.

All persons shall conduct themselves in a respectful and orderly manner and are reminded of Article 18(1) of The Local Authorities' Cemeteries order 1977 whereby no person shall:

Wilfully create any disturbance in a Cemetery

Commit any nuisance in a Cemetery

Wilfully interfere with any burial taking place in a Cemetery

Wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants or any such matter Play any game or sport in a Cemetery

The Council will not tolerate any insulting, threatening, abusive or anti-social behaviour.

No person shall wilfully damage or sit, stand or climb upon or over any gate, wall, fence or building, or any gravestone / tablet or other property.

Visitors to any Cemetery shall not unreasonably interrupt the Council's employees at their duties, employ them to execute private work within the cemetery or extend to them any gratuity.

Alcoholic drinks shall not be consumed in any Cemetery.

Skateboards, roller blades or similar pursuits are not permitted.

No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders for the same or take commercial photographs or film within the Cemetery without the express permission of the Council in writing.

### Admission to the Cemetery

Vehicles must be driven with due consideration for other Cemetery users, on the main Cemetery roads only and must not exceed 5 mph.

Other access vehicles with the permission of Cemetery staff may be driven within the cemeteries should the need arise.

Vehicles shall not be driven on footpaths, lawn or planted areas.

All vehicles shall be neatly parked to allow access for other vehicles.

The Council shall not accept liability for loss or damage to any vehicle or its contents brought into any Cemetery.

Dogs must be kept on leads. Owners shall remove dog waste immediately and deposit in the bins provided.

## **3 FUNERAL ARRANGEMENTS**

Interments are permitted Monday to Friday, excluding Christmas Day, Boxing Day, Good Friday, Bank and Public Holidays or any other day when the Council Offices are closed.

All interments will take place:

Summer hours	April - October	9.00 am to 3.30 pm
Winter hours	November - March	9.00 am to 3.00 pm

Interments outside these times will be exceptional, at the discretion of the Council, and special charges may apply in order to recover any additional administration or labour costs.

A minimum of two hours is required between funerals.

The time appointed for an interment will be that at which the funeral cortege is to arrive at the Cemetery.

## **4 NOTICE FOR INTERMENT BOOKINGS**

A telephone booking is required in the first instance for every interment including the scattering of ashes. The details must be confirmed in writing, using the Council's Notice of Interment form which must be received three working days prior to the interment. The Council will accept no responsibility whatsoever where verbal arrangements have not been confirmed in writing.

The submitted Notice of Interment must include full details of the deceased, the proposed interment, the grave number to be used, exact exterior dimensions of the coffin, casket or container and depth of the grave to be prepared.

The following Certificates must be delivered to the Council 48 hours prior to the interment:

Certificate for Burial

Coroner's Certificate

Cremation Certificate (where possible)

In the case of a burial of a still-born child, the Certificate of the Registrar of Deaths or of a medical practitioner who was present at the birth

## **5 FEES AND CHARGES**

Fees and Charges for all Cemetery related matters are set out in the Test Valley Borough Council Cemetery Scale of Fees and Charges, a copy of which is available upon request or by visiting [www.testvalley.gov.uk/cemeteries](http://www.testvalley.gov.uk/cemeteries)

The Council reserve the right to revise the Fees and Charges at any time.

## **6 MINISTERS AND CLERGY**

It is the responsibility of the deceased's funeral director or person arranging the burial to organise a Minister or a non faith officiant if required.

## **7 MAINTENANCE OF GRAVES AND CREMATED REMAINS PLOTS**

The Council will maintain all graves and cremated remains spaces as part of its general management of the Cemeteries.

The Council shall endeavour to reinstate all newly excavated graves within 12 months of an interment, subject to grounds conditions and to the season of year being appropriate for these works to be undertaken. This period is necessary to allow the natural subsidence of the earth used to fill the grave. The reinstatement shall include the levelling and seeding or turfing of the grave surface.

## **8 TYPES OF GRAVE SPACE AND CREMATED REMAINS PLOTS**

Type	Description
<b>Purchased grave space or cremated remains plot</b>	<p>The Council may grant to any person the Exclusive Right of Burial upon application and payment of the relevant fee.</p> <p>The holder of the Exclusive Right of Burial has the right to decide:</p> <ul style="list-style-type: none"> <li>▪ who may be interred in the grave space or cremation plot</li> <li>▪ the type of memorial</li> <li>▪ the inscription on the memorial</li> </ul> <p><b>These rights are subject to compliance with the Council's Regulations</b></p>
<b>Un-purchased grave space or cremated remains plot</b>	<p>The Council retains the right to decide who may be interred in the grave space or cremated remains plot. Memorials are not permitted on un-purchased graves.</p>

## 9 GRAVE SPACE DEPTH

A full grave space may be purchased at Single or Double Depth.

Grave Space	Description
<b>Single Depth</b>	<p>One full interment</p> <p>In addition to one full burial, a maximum of five interments of cremated remains may also take place subject to approval by the Council and with the permission of the holder of the Exclusive Right of Burial. An interment of cremated remains will only be permitted once a full burial has taken place.</p>
<b>Double Depth</b>	<p>Two full interments</p> <p>In addition to two full burials, a maximum of five interments of cremated remains may also take place subject to approval by the Council and with the permission of the holder of the Exclusive Right of Burial. An interment of cremated remains will only be permitted once both full burials have taken place.</p>

## 10 CREMATED REMAINS PLOT DEPTH

A cremated remains plot may be purchased at Single or Double Depth

<b>Cremated Remains Plot</b>	<b>Description</b>
<b>Single Depth</b>	One interment of cremated remains only
<b>Double Depth</b>	Two interments of cremated remains only
<b>Single depth full grave space purchased <u>solely</u> for the interment of cremated remains</b>	Five interments of cremated remains only

## 11 CHILDRENS GRAVES

A child's plot may be purchased at single depth.

<b>Childrens Graves</b>	<b>Description</b>
<b>A plot may be purchased in the designated area for the interment of a child</b>	Designated area for children only  Cremated remains of adults may not be interred in these plots

## 12 SCATTERING OF CREMATED REMAINS

An area has been provided for use where the Exclusive Right has not been purchased for the scattering of cremated remains.

Scattering of cremated remains is only permitted in the designated areas in Charlton and Woodley Cemeteries. A Notice of Interment shall be submitted to the Council and certificate presented before a scattering can take place. No memorials are permitted within this area.

## 13 EXCLUSIVE RIGHT OF BURIAL

The Exclusive Right of Burial entitles the registered holder:

- To be interred in a grave space subject to space being available in the grave;
- To determine who is buried in the grave;

- To apply for the Right to erect a memorial on the grave, in accordance with the Regulations and subject to the approval of the Council

It does not extend to possession of the land, which remains in the ownership of the Council.

The grant for the Exclusive Right of Burial may be purchased at the time of interment for a period of 30 years.

Subject to availability of grave space The Exclusive Right of Burial may be purchased in advance of an interment taking place and the location will be decided by the Council.

The grantee will be offered the option to renew the lease after each period of five years thus keeping the 30 year lease period. It will be the responsibility of the grantee to contact Test Valley Borough Council when the five year period is due to expire.

The Council will record in its Cemetery Registers the name and address of the person who has purchased the Exclusive Rights of Burial.

It is the responsibility of the owner or successor of the Exclusive Right of Burial to advise the Council of any change of address.

The holder of the Exclusive Right of Burial shall fully comply with the Cemetery Regulations ensuring that the grave is maintained in a safe condition.

#### **14 TRANSFER OF OWNERSHIP OF EXCLUSIVE RIGHT OF BURIAL**

An exclusive right of burial may be transferred at the request of the registered owner or on the death of the registered owner to the next of kin or an appointed person.

All requests for the transfer of "Exclusive Right" must initially be made in writing to the Council and the appropriate transfer fee paid.

No grave in which the Exclusive Right of Burial has been purchased shall be opened or no memorial will be erected or amended without the authorisation of the current owner and with the approval of the Council.

The Council will record in its Registers any Transfer of Ownership of Exclusive Right of Burial.

#### **15 BURIAL DETAILS**

Only employees and / or approved agents of the Council shall carry out the excavation of graves.

The coffin casket or container must be made of wood or other biodegradable material.

Use of large 'American style' caskets may be permitted but at an additional charge.

Except where the interment is to take place in a grave for which an Exclusive Right of burial exists, the location of the burial will be determined by the Council.

Burial of pets / animals are not allowed in any of the Cemeteries.

## **16 MEMORIAL MASONS**

A memorial may only be erected on a grave space within the Council's cemeteries in accordance with the Regulations in force at the time of application.

All memorial work carried out in any Test Valley Borough Council Cemetery must conform with the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Masons (NAMM).

Qualified Memorial Masons erecting a memorial within any of the four Council's cemeteries must have public liability insurance (minimum amount five million pounds). All lawn memorial and / or kerb set or cremation tablet / memorial must conform to the standards sizes as set out in the Council's Fees and Charges for Cemeteries.

Cremation tablets must remain laid flat flush with the surface of the adjacent soil. (This applies to cremation tables in existing cremation area only).

No memorial may be established, altered or removed from any cemetery without the prior written permission of the Council.

A memorial tablet must be removed before any further interments by the appointed Memorial Mason.

Memorials shall be installed and repaired during normal working hours by a registered Memorial Mason.

A memorial tablet must be removed before any further interments by the appointed Memorial Mason.

## **17 MEMORIAL APPLICATION GUIDANCE**

A memorial of any type may only be placed on a grave that is subject to an Exclusive Right of Burial and is the sole responsibility of the holder of the Exclusive Right.

An application for permission to carry out any type of work shall be made on the Council's Application form and shall contain full and accurate details of the proposed work by a registered Memorial Mason with the appropriate fee at least one calendar month prior to the intended date of the completion of the work.

<b>Memorial</b>	<b>Documents to be submitted</b>
New Memorial or Replacement Memorial	Two copies of a completed Test Valley Borough Council Memorial Application Form signed by the registered owner of the Exclusive Right of Burial.  Two copies of a drawing of the proposed Memorial which shall include the dimensions, materials and colour and the dimensions, materials and colour and the exact wording of any inscription.
Additional Inscription	Two copies of a completed Test Valley Borough Council Memorial Application Form signed by the registered owner of the Exclusive Right of Burial.  The exact wording of the proposed inscription

The Council reserves the right to refuse permission for a memorial to be placed in any Cemetery when the inscription is deemed inappropriate by the Council.

The Cemetery Section and Plot Number must be engraved on the reverse of all memorials.

Trade names of monumental masons or funeral directors will only be permitted on the rear of the memorial in letters no greater than 1.5 cm in height.

No other picture, poem or inscription will be allowed on the back of any memorial.

Only one memorial is allowed per grave space or cremated remains plot.

Memorials can only be erected once the approval of the Council has been received in writing.

Memorial Masons shall inform the Council of the date when a approved memorial work is complete by completing and returning the appropriate section on the Memorial Approval Notification issued by the Council.

The Council will not be responsible for any damage to memorials or headstones by storm, wind, lightning, subsidence, acts of third parties or any other cause other than as a direct result of negligence of their employees.

## Memorial Size Regulations

Full Grave Space – Single and Double Depth  A headstone, table, wooden cross or inscribed vase	Maximum size including the base
Height	1.066m (3'6")
Width	0.762m (2'6")
Depth	0.457m (1'6")

Cremated Remains Plot – Single and Double Depth (Existing Cremated Remains Area)  A flat tablet laid flush with the ground	Maximum Size
Tablet Size	0.457m x 0.050m (1'6" x 1'0" x 2")

Cremated Remains Plot – Single and Double Depth (New Cremated Remains Area)  A tablet, cross, book, desk top style or upright memorial  To be placed on a foundation stone not exceeding 0.508m x 0.508m (1'8" x 1'8")	Maximum size
Height	0.508m (1'8")
Width	0.457m (1'6")
Depth	0.457m (1'6")

Child's Grave  A tablet, cross, book or desk top style memorial	Maximum size including the base
Height	1.066m (3'6")
Width	0.609m (2'0")
Depth	0.457m (1'6")

## 18 MANAGEMENT OF MEMORIALS

The table below sets out the different types of sections and grave spaces available within the Cemeteries with an indication of the memorial that may be erected.

### Charlton and Woodley Cemeteries

Type of Section	Permitted Memorials
Lawn Area – Grave space for full interment	<p>The surface of every grave will be grassed and maintained at ground level after settlement in order to achieve the Council's aim to keep the Cemetery in an attractive, tidy and safe condition.</p> <p>The Council provides an area for the erection of an approved memorial.</p> <p>New kerb sets are not permitted</p>
Existing Cremation Area – Interment of cremated remains	A flat tablet may be permitted subject to the approval of the Council
New Cremation Area – Interment of cremated remains	A small upright memorial may be permitted in the base are subject to the approval of the Council
Garden of Remembrance – a designated area for the scattering of ashes.	No memorials are permitted within this area

### Andover Cemetery

Type of Section	Permitted Memorials
An existing Traditional Cemetery which is now full.	New kerb sets are not permitted although existing kerb sets may be replaced like for like subject to the approval of the Council.

A Cremation Area for the interment of cremated remains. A flat tablet may be permitted on this type of Cremated Remains space subject to the approval of the Council. No further new graves are available.	
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**Romsey Cemetery**

Type of Section	Permitted Memorials
An existing Traditional Cemetery which is now full. No further new graves are available.	New kerb sets are not permitted although existing kerb sets may be replaced like for like subject to the approval of the Council.

**19 MEMORIAL REGULATIONS**

The erection of fences, wooden borders, railings or any type of surround is not permitted in or around graves or cremated remains plots.

Loose chippings, stones, pebbles or wood chippings of any kind are not permitted in or around graves or cremated remains plots.

Breakable items such as glass vases, jars or bottles are not permitted within any Council cemetery and the Council reserves the right to remove them without prior notice.

Ornaments, large garden plant pots or other memorabilia are not permitted within any Test Valley Borough Council cemetery and the Council reserves the right to remove them without prior notice.

Planting of trees, flowers or any kind of shrub is not permitted.

Broken or discarded items found on all burial areas will be removed and disposed of.

Christmas wreaths must be removed by the end of January.

Clearance of flowers and wreaths is the responsibility of family members but removal may be carried out by the Council's ground staff on deterioration.

**The Council reserves the right to remove:**

**Any unauthorised memorial OR any tree, plant or shrub.**

The Council may recover the cost of removing any unauthorised memorials, materials, tributes and reinstating any damage caused to the ground or any feature within the Cemetery from the holder of the Exclusive Right of Burial

## **20 MEMORIAL SAFETY**

Memorials are the private property of the holder of the Exclusive Right of Burial and should be maintained in good and safe condition. The Council as Burial Authority have the authority to remove or alter them in any way they deem necessary or desirable to ensure this.

All memorials will be subject to ongoing stability testing in accordance with the Council's policy and the Council reserves the right to remove any memorial which has become or is likely to become dangerous or which is in a derelict or unsightly condition

## **21 GENERAL**

The Council may from time to time hold update meetings with Funeral directors and / or Stone Masons to discuss any issues or changes or new developments.

Test Valley Borough Council will continue to work towards harmonising and improving the services across the cemeteries. In view of this certain Regulations may be liable to change. All efforts will be made to notify and engage with the relevant stakeholders prior to any changes.

These Regulations may be subject to change resulting from government legislation or alterations in Council Policy or changes to working practices.