

A photograph of Ringwood Cemetery, showing numerous gravestones of various shapes and sizes, some with crosses, set against a backdrop of large, mature trees under a clear sky. The text 'RINGWOOD CEMETERY GUIDE' is overlaid in large, white, bold, sans-serif capital letters.

RINGWOOD CEMETERY GUIDE

This guide explains the services available from Ringwood Town Council relating to Ringwood Cemetery. We hope it contains answers to all your questions but if not, council staff in our office at Ringwood Gateway will be pleased to help you.

You can visit www.ringwood.gov.uk/cemetery or visit Ringwood Gateway offices for current fees and application forms.



**Ringwood
Town Council**

How to contact the Council:

In person (check our opening hours) or by post at:
Ringwood Gateway, The Furlong, Ringwood, BH24 1AT.

By telephone: (01425) 473883

By email: town.council@ringwood.gov.uk

Ringwood Cemetery Address: Hightown Road, Ringwood, Hampshire BH24 1NH.

RESERVING A PLOT AT RINGWOOD CEMETERY

Grave rights can be bought when arranging a funeral or in advance as a pre-purchase.

Your options

Up to four people can register and purchase the "exclusive right of burial" in:

- **A plot for coffin burial.** This has space for two coffin burials (one above the other), six burials of cremated remains (in caskets or by pouring ashes into a small hole) and an unlimited number of scatterings of cremated remains.
- **A plot for interment of cremated remains** (purchased as a single or double plot). Each single plot has room for one burial of a casket of ashes or one pouring of ashes.

Consecrated or Unconsecrated Ground?

Coffin Burials only.

Consecrated Ground is ground that has been made or declared sacred or holy according to the rites of the Church of England, and is therefore suitable for Christian burial.

We will try to find a plot in a place within the cemetery of your choosing and respect your preference for consecrated or unconsecrated ground, however, space is becoming limited and we may only be able to offer you a restricted choice.

Parishioner or Non-Parishioner Rate?

We offer a lower rate for applicants who live in the Parish. Those outside the parish will pay a higher fee to purchase a plot in the Cemetery. (See back page FAQ's).

How to Purchase the Plot

- Print off the **"buy the exclusive right of burial"** application form from: www.ringwood.gov.uk/cemetery
- Send application form back with correct fee. (See details on back page – how to make a payment FAQ).
- Once processed we will issue a formal certificate to the first named applicant for a term of 30 years.

Further Information

- Rights are granted for an initial period of 30 years after which they revert to the Council unless they are renewed (which can be arranged for a modest fee).
- There are plots available in areas specifically set apart for children's graves or for Muslim burials.
- Grave rights can be bought for a single plot or for a side-by-side pair.
- The Council need to register a change in the ownership following the death of the last surviving owner or after any other change of ownership. (see back page FAQ's).



- The Council will confirm back to you that the proposed date and time is confirmed and go through any further details with you or the funeral director.

Further Information

- The notice of Interment needs to be signed by all living rights owners for an interment in a purchased grave.

- Payment of the interment fee at least 48 hours in advance (save in exceptional cases).
- For coffin burials, separate arrangements will need to be made for the digging of the grave since we cannot offer this service at present.
- For interments of cremated remains, the interment fee includes preparation of the grave by our staff.
- If the grave already has a memorial on it, you may need to arrange for this to be removed for the interment.
- If you do not own and do not wish to purchase any grave rights, you can arrange an interment in a public grave (that is, a grave in which the rights still belong to the Council). We reserve the right to nominate the grave space to be used in these cases. Please note though that we cannot allow any memorials on public graves.
- Only human remains can be interred at the Cemetery; we cannot allow the burial of the remains of pets.
- It is unlawful to disturb human remains once interred without either an order from the Home Office or a faculty from the Diocese. If you need to arrange a disinterment, please contact the Town Clerk at the Council office.

APPLYING FOR A MEMORIAL ON A GRAVE SPACE

If you own the rights of a grave space, you can apply for our approval to install a memorial on it or to alter an existing memorial.

It is usual for the memorial mason (or sometimes the funeral director) to assist with applications to us for approval.

How to Apply for an Approval of a Memorial

- Print off the **"approval of a memorial" application form** from: www.ringwood.gov.uk/cemetery
- Send application form back with correct fee. (See details on back page – how to make a payment FAQ).
- Once processed, the council approve the memorial direct with yourselves or through the mason or funeral director.

Further Information

- The approval application form needs to be signed by all grave rights owners. The Parishioner rate is applied if at least one applicant lives in the civil parish of Ringwood or the deceased named on the memorial did.

- Unauthorised memorabilia may be removed by Council staff if we have been unable to resolve this by contact with the rights owner. We reserve the right to remove memorials once the grave rights have reverted to the Council or sooner if the memorial is presenting a safety hazard.
- Cleaning and maintenance of memorials is the responsibility of the rights owner. See the back page for grave maintenance options.
- Memorials must comply with the Cemetery Regulations and can only be installed by an approved contractor after we have approved the design and once a suitable period for the ground to settle has elapsed.
- Ringwood Cemetery is now maintained as a lawned cemetery. We no longer accept kerb-sets around grave spaces.
- Our grounds maintenance staff will cut the grass and keep the Cemetery tidy. We reserve the right to add soil to grave spaces in order to keep them level. Our staff will try to avoid disturbing or damaging memorials, flowers or other items placed on graves but we can accept no liability for damage caused to unauthorised memorabilia.

ARRANGING A FUNERAL

Most interments are arranged by funeral directors who are familiar with our forms and procedures and can help deal with these. However, we will deal directly with relatives of the deceased, if preferred.

Your Options

- Coffin Burial
- Interment of Cremated Remains (in a casket)
- Pouring of Ashes in a specified grave space (no casket, mass of ashes placed in a small hole)
- Scattering of Ashes in a specified grave space

We can also offer the option of a scattering of ashes on the central bed of our old Garden of Rest; for which no purchase of rights is required.

Parishioner or Non-Parishioner Rate?

- We offer a lower rate if the deceased lived in the parish within the two years prior to their death. Those outside the parish will pay a higher fee to be interred in the Cemetery. (see back page FAQ's).

How to book in an Interment?

We require bookings for interments to avoid clashes with other interments, maintenance work or other operations that would compromise the respect and dignity of the occasion.

- Print off the **"Interment application form"** from: www.ringwood.gov.uk/cemetery
- Send application form back with correct fee (see details on back page – how to make a payment FAQ) alongside the certificate of burial/cremation.

FAMILY RESEARCH

We have records going back to the inauguration of the Cemetery in the 1860s and are happy to assist with family research and other enquiries relating to ownership of grave rights, interments and memorials. If this requires a significant amount of work by

our staff we will seek to agree a reasonable fee with you. We do not hold records relating to the old churchyard or any other burial grounds so are unable to assist with queries relating to these settings.



FAQ's

How to make a payment

Our fees can be paid by cheque made payable to **Ringwood Town Council**, by online transfer (BACS) to our account with **Lloyds Bank. Account number: 00215966; Sort code: 30 97 08** or by card payment (at Ringwood Gateway Information Office).

Why is there a Parishioner and Non-Parishioner rate?

Most of our fees are charged to parishioners at a lower rate than for non-parishioners. The reason for this is that parishioners contribute toward the cost of maintaining and running the Cemetery through their Council Tax. The discount is only allowed to those who pay their Council Tax in the civil parish of Ringwood (not necessarily to those who have a Ringwood postal address). People who have recently moved out of the parish to seek residential care will usually still qualify as parishioners.

How do I transfer ownership of rights on a plot?

If you wish to transfer ownership of grave rights to someone else (or yourself and someone else) we can help arrange this. We require you to complete the "Register the Transfer of Rights" application form (available at www.ringwood.gov.uk/cemetery). We will then be in touch to discuss the next stages with you.

Can I purchase the rights to a public grave once an Interment has taken place?

If you wish to purchase the rights to a public grave in which an interment has already taken place (perhaps, with a view to arranging a memorial) we may be able to allow this, but it depends on the circumstances. Please contact the Town Clerk to discuss further.

Is there an option to have my purchased grave maintained after the Interment?

Yes, we have various grave maintenance packages available. Please contact Ringwood Town Council direct to discuss your requirements, so we can quote a price for this service.