



**Ringwood  
Town Council**

## **Cemetery Regulations**

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## Version Control

Event	Description	Date
Initial adoption	Approval by Recreation, Leisure & Open Spaces Committee	01.03.2023

## **1. Introductory, fees and general**

- 1.1 These Regulations are made by Ringwood Town Council as local burial authority for the civil parish of Ringwood pursuant to the Local Authorities' Cemeteries Order 1977 (SI 1977/204). They shall apply to the cemetery off Hightown Road, Ringwood including all additions to it that are managed by the Council from time to time as a burial ground ("the Cemetery"). They were adopted on 1<sup>st</sup> March 2023 and became effective on 1<sup>st</sup> April 2023.
- 1.2 Management of the Cemetery has been delegated by the Council to the Town Clerk. All applications, notices and correspondence relating to the Cemetery shall be addressed in the first instance to the Town Clerk at the Council office.
- 1.3 The Council will maintain such plans, registers and other records relating to the Cemetery as are required by law and will make these available for inspection by any person, at any time during the normal hours of opening of the Council's office, without charge. These records may be kept in electronic rather than physical form insofar as the law allows.
- 1.4 Fees shall be charged and payable for services at the Cemetery on the following terms:
  - 1.4.1 The Council will from time to time prescribe the chargeable services and the amount payable for each and publish these in the table of fees and charges available from the Council's office and published on its website;
  - 1.4.2 The Council reserves the right to charge fees at different rates depending on whether the applicant or other relevant person is a parishioner or not;
  - 1.4.3 Payment shall be made to the Council by any of the methods directed, from time to time, by the Town Clerk; and
  - 1.4.4 The relevant application or notice shall be deemed to take effect only once such payment has been received.
- 1.5 For the purposes of regulation 1.4.2 above:
  - 1.5.1 a person who is or was ordinarily resident in the civil parish of Ringwood at the date of the application, or when they died, or at any time up to two years prior to their death shall be regarded as a parishioner.
  - 1.5.2 the rate applicable to parishioners shall be applied:
    - 1.5.2.1 where an application is made by more than one person, if any one of those persons is a parishioner;
    - 1.5.2.2 where an application concerns an interment, if either the applicant is, or the person whose remains are to be interred was a parishioner;
    - 1.5.2.3 where an application relates to approval of a memorial, if either the applicant is or the deceased person named in the application was a parishioner;
    - 1.5.2.4 on an application to purchase Exclusive Right of Burial, if either the applicant is or (if there is to be an immediate interment) the deceased was a parishioner; and
    - 1.5.2.5 on an application to register the transfer of an Exclusive Right of Burial, if the applicant is a parishioner.

- 1.5.3 The Town Clerk may, after consulting the Chairman of the Recreation, Leisure and Open Spaces Committee, treat any person as a parishioner in respect of the fees to be paid in any circumstances where it is judged that this is fair and consistent with the Council's scheme of fees and charges (even if the conditions set out in regulation 1.5.2 above are not fully met).

## **2. Grave spaces and exclusive rights**

- 2.1 The Town Clerk may:

- 2.1.1 Arrange for any part of the Cemetery to be consecrated for Christian burial according to the rites of the Church of England; or

- 2.1.2 Set apart for the use of a particular denomination or religious body any part of the Cemetery not so consecrated

PROVIDED THAT a sufficient part of the Cemetery remains unconsecrated and not set apart for the use of a particular denomination or religious body.

- 2.2 The Town Clerk may also designate any part or parts of the Cemetery for specific functions including the interment of the remains of children, the interment or scattering of cremated remains and the temporary storage above ground of cremated remains.

- 2.3 Every grave space shall be allocated a unique number and shall be identifiable from it on the plans and in the registers maintained by the Council. The Town Clerk shall designate additional grave spaces and allocate a suitable number to each one as the need arises.

- 2.4 Grave spaces for persons above 12 years of age shall be at least 6'6" (1981mm) x 4' (1219mm) and for those under 12 years of age at least 5' (1524mm) x 4' (1219mm).

- 2.5 The Council may grant Exclusive Right of Burial in any grave space in respect of which no prior grant (inconsistent with the proposed grant) is in effect at the time, subject to the following provisions:

- 2.5.1 The original grant shall be for a period of 30 years commencing on the date of the grant.

- 2.5.2 If Exclusive Right of Burial was granted for an original term that was less than 30 years, the Council will make a further grant to extend the original term to 30 years free of charge. If Exclusive Right of Burial was granted for an original term of 30 years or more, the Council will make a further grant in the final three years of the current term only and for such fee as is then prescribed.

- 2.5.3 Every Exclusive Right of Burial shall include the right to consent to each and any interment in and the right to determine the design of and the wording of any inscription upon any allowable memorial on the grave space.

- 2.5.4 Whilst the Council will make every reasonable effort to accommodate the preferences of applicants, the selection of grave spaces for the grant of Exclusive Right of Burial or for interment in a public grave shall be at the discretion of the Council.

- 2.5.5 In respect of public graves in which an interment has taken place, the Council reserves the right:
  - 2.5.5.1 To re-use the graves for further interments; and
  - 2.5.5.2 To grant or to decline to grant Exclusive Right of Burial.
- 2.6 Where any part of the Cemetery is set aside for the construction of vaults, all such vaults shall be built by:
  - 2.6.1 good whole bricks or stone properly bonded and solidly put together with good mortar compounded of good lime and clean sand or other suitable material or with good cement mixed with the clean sand or
  - 2.6.2 other good hard or suitable material properly and solidly put together; and
  - 2.6.3 shall be subject to such premium charge as may be settled from time to time by the Council outside the normal scale of fees.

### 3. Interments

- 3.1 A booking for any interment or disinterment shall be made at the Council office not less than 4 working days in advance. Written notice of every interment (on the form prescribed from time to time by the Council) must be given (to the Council at the Council office between 09.00 and 16.00 hours on Mondays to Fridays inclusive) at least 24 hours before such interment is booked to take place. No notice can be received between 16.00 hours on a Friday and 09.00 hours on the following Monday.
- 3.2 **Between the end of October and the end of March**, interments will be allowed between 09.00 and 13.30 hours for burials which include graveside services, 09.00 and 14.30 hours for burials which follow services held elsewhere and 09.00 and 15.00 hours for interments or scatterings of cremated remains. **Between the beginning of April and the end of October**, interments will be allowed between 09.00 and 15.00 hours for burials which include graveside services and 09.00 and 15.30 hours for burials which follow services held elsewhere and interments or scatterings of cremated remains. No interment may take place on a Saturday, Sunday or Bank Holiday.
- 3.3 Before any interment takes place the Certificate for Burial or Cremation issued by the Registrar of Births and Deaths (or the Coroner where an inquest has been held) or the Certificate of Cremation issued by the crematorium (as the case may be) must be delivered to the Town Clerk, or his duly appointed representative.
- 3.4 The consent in writing of the owner (or funeral director on their behalf) to an interment in a purchased grave or vault must be given to the Town Clerk on the notice of burial and such consent must contain the grave number.
- 3.5 The first interment in a public grave (other than a plot designated for interment of cremated remains only) shall be at double depth unless, in the opinion of the Council, ground conditions are suitable for single depth burial only.
- 3.6 No person shall dig any grave save with the permission of the Town Clerk after production of such evidence of current public liability insurance and a safe system of working as he shall reasonably require.
- 3.7 No body shall be buried in a grave so that any part of the coffin is at a depth of less than 3' (900mm) below the level of the ground adjoining the grave.

- 3.8 No body shall be buried in a grave unless the coffin is separated from any other coffin already in that grave by a layer of earth not less than 6" (150mm) in thickness.
- 3.9 Where any grave is re-opened for the purposes of making another interment therein, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.
- 3.10 Every person who arranges an interment in a vault shall on the day of the interment (after the deposit in the vault of the coffin containing the body) cause the coffin to be wholly or permanently imbedded in and covered with a layer or layers of good cement and concrete not less in any part of 6" (150mm) in thickness or to be wholly and permanently enclosed in a separate cell or receptacle which will be constructed of slate or stone flagging not less than 2" (50mm) in thickness properly jointed in cement or good brickwork in cement in such a manner as to prevent as far as may be practicable the escape of any noxious gas from the interior of the cell or receptacle.
- 3.11 In all cases, whether the grave is hand dug or a mechanical digger is used, the Undertaker and any contractors appointed by him shall comply with all of the provisions contained within the latest Code of Burial Practice issued by the Federation of Burial and Cremation Authorities. In particular, the Undertaker and any contractors shall be responsible for complying with all aspects of Health & Safety legislation relating to the digging, opening and backfilling of graves.
- 3.12 On completion of each funeral gravediggers are to remove all boards, wheelbarrows and equipment from the Cemetery.

#### **4. Memorials and memorabilia on graves**

- 4.1 No memorial shall be erected upon any grave unless the Exclusive Right of Burial has been granted.
- 4.2 No person shall install, remove or carry out any work on a memorial unless and until they have produced to the Town Clerk such evidence of their membership of BRAMM or of current public liability insurance and a safe system of working as he shall reasonably require.
- 4.3 The person responsible for erecting, fixing, moving or transporting the memorial must:
  - 4.3.1 provide all necessary tools, equipment and labour necessary for that purpose; and
  - 4.3.2 clean up after the completion of the work to the reasonable satisfaction of the Town Clerk.
- 4.4 Suitable foundations must be provided in order to prevent memorials from sinking and must be constructed in accordance with the Code of Working Practice issued by NAMM and laid so the upper surface is level and flush with the surrounding ground. All memorials must conform to British Standard 8415 for the Installation of Memorials.
- 4.5 No memorial shall be permitted in any part of the Cemetery save as specified in Appendix 1 to the Regulations and all shall be subject to the following:

- 4.5.1 Any vase (other than an inscribed vase installed as an alternative to a headstone) shall be integrated within the permitted memorial and shall not be made of or include any glass.
- 4.5.2 Any permitted memorial may include (on the base or on the rear of the headstone adjacent to the base) the grave number and the name of the memorial mason in characters not exceeding 25mm (1") in height.
- 4.6 In all cases, design dimensions and inscriptions must be submitted for approval to the Town Clerk on the specified form, whose decision shall be final. Any contemplated work not provided for as above will be the subject of arrangement and fees with the Council.
- 4.7 No new kerbstones are permitted. Existing kerbstones may be retained or removed for repair or replacement with new elements of the same dimensions, shape, materials and colour as the existing. No other form of enclosing a grave space is permitted.
- 4.8 No plants with roots shall be planted on or adjacent to graves without Town Council permission.
- 4.9 No ornaments or articles (other than memorials of a permitted type for which specific approval has been given) are to be placed on or adjacent to graves without Town Council permission. The Council reserves the right to remove unauthorised memorabilia.
- 4.10 No memorial is to be removed for any purpose without the previous consent of the Town Clerk. Once consent has been granted the Town Council must be notified before any memorial is removed or replaced.
- 4.11 The Council reserves the rights
  - 4.11.1 to remove memorials and memorabilia from any grave in respect of which the period of grant of Exclusive Right of Burial has expired; and
  - 4.11.2 to remove or take other measures to make safe, at any time, any memorial or memorabilia if, in the reasonable opinion of the Council, it is in an unsafe condition.

## **5. Miscellaneous**

- 5.1 The Council's Cemetery will be open to the public, free of any charge.
- 5.2 No dogs will be allowed in any part of the Cemetery unless on a leash.
- 5.3 No vehicle of any kind (other than wheel-chairs and mobility scooters) are allowed within the Cemetery other than in the Cemetery car park except funeral cars attending a funeral.
- 5.4 Materials of every description to be used in the construction of graves or vaults and all stones, tombs, tablets and monuments must be conveyed into the Cemetery on vehicles with wheels not likely to cause damage to paths and the turf.
- 5.5 Whenever a burial has taken place, except in a private vault, or a memorial has been installed, removed or altered, the surface of the grave shall, as soon as practicable, be covered with soil and grass seed.

- 5.6 All damage caused to any boundary wall, fence, ground, paths, memorials or to any part of the Cemetery must forthwith be repaired to the satisfaction of the Town Clerk by the party causing the damage.
- 5.7 The owner of an Exclusive Right of Burial shall maintain the grave in good order and condition to the satisfaction of the Town Clerk (unless such owner has entered into an agreement with the Council that it will undertake such maintenance). In all cases, the Council reserves the right to level the surface of grave spaces by adding or removing topsoil, grass-seed or turf as it shall deem expedient.
- 5.8 Visitors shall not interfere with the Council's employees in their duties nor employ them to plant graves or execute any private work whatsoever and employees are not authorised to receive any gratuity. Visitors will be required to keep to the paths and refrain from damaging shrubs, flowers and memorials and to behave in a decorous manner.
- 5.9 The Town Clerk's decision in respect of all matters of interpretation of these Regulations and all matters relating to the management of the Cemetery administered by the Ringwood Town Council shall be final.





**Ringwood  
Town Council**

**Appendix 1 to  
Cemetery Regulations**

**Details of Permitted Memorials**

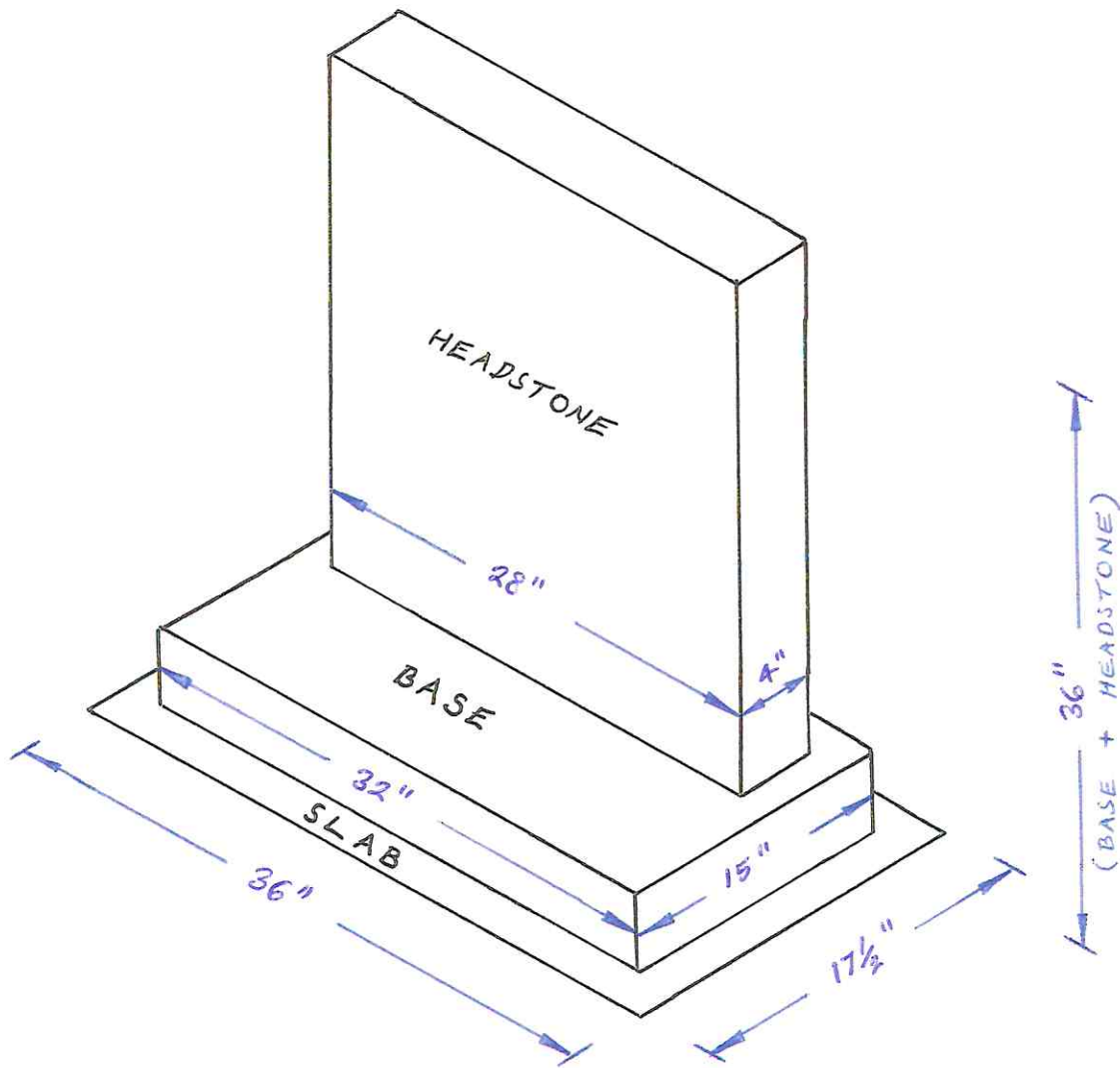
1. The types of memorial permitted on the different types of grave within the cemetery are set out in the table below:

Standard grave for adult coffin burial	A headstone or a footstone plus a flat stone for additional inscriptions OR An inscribed vase.
Grave space designated for infant burial or for the interment of cremated remains (not being within a Garden of Rest) (includes Row T)	A headstone or a footstone OR An inscribed vase OR A flat or desk tablet
Grave space in the Old Garden of Rest	A flat tablet only
Grave space in the New Garden of Rest	A desk tablet only

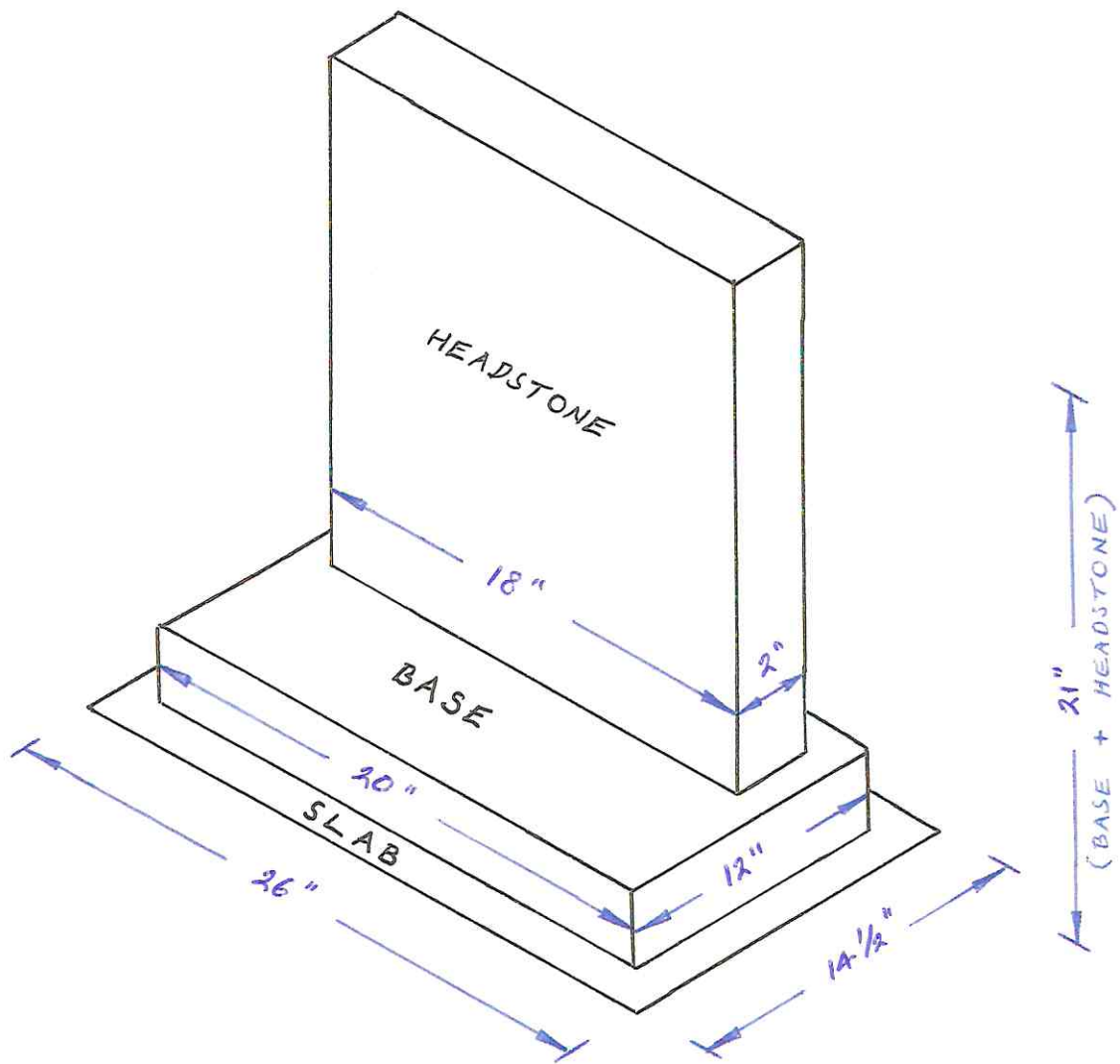
2. Each memorial type is subject to a size restriction which is illustrated on the relevant drawing attached to and forming part of this Appendix 1. The tablet memorials permitted in the two gardens of rest are required to be of the respective size specified. Permitted memorials elsewhere shall not exceed the stated dimensions (but may be smaller, if desired). Where no size restriction on any permitted type of memorial or memorial feature is given, the Town Clerk may apply such restriction as deemed fit. The table of metric equivalents given below shall apply to the measurements stated.

<b>Table of Metric Equivalents</b>			
<b>Imperial</b>	<b>Metric</b>	<b>Imperial</b>	<b>Metric</b>
2"	50mm	18"	457mm
4"	101mm	20"	508mm
6"	152mm	22"	558mm
9"	228mm	24"	609mm
11"	279mm	26"	660mm
12"	304mm	28"	711mm
14½"	368mm	32"	812mm
15"	381mm	36"	914mm
17½"	444mm		

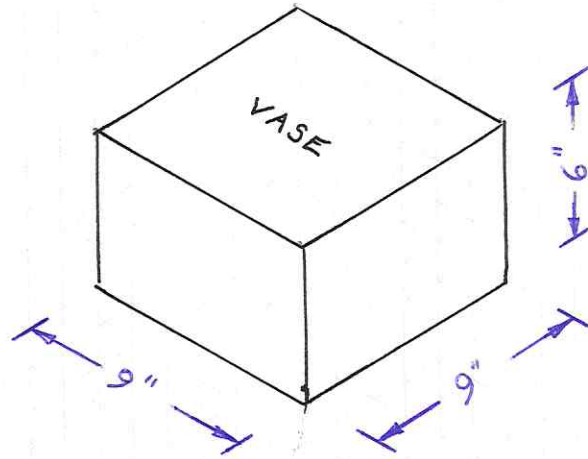
# ADULT COFFIN BURIAL PLOTS



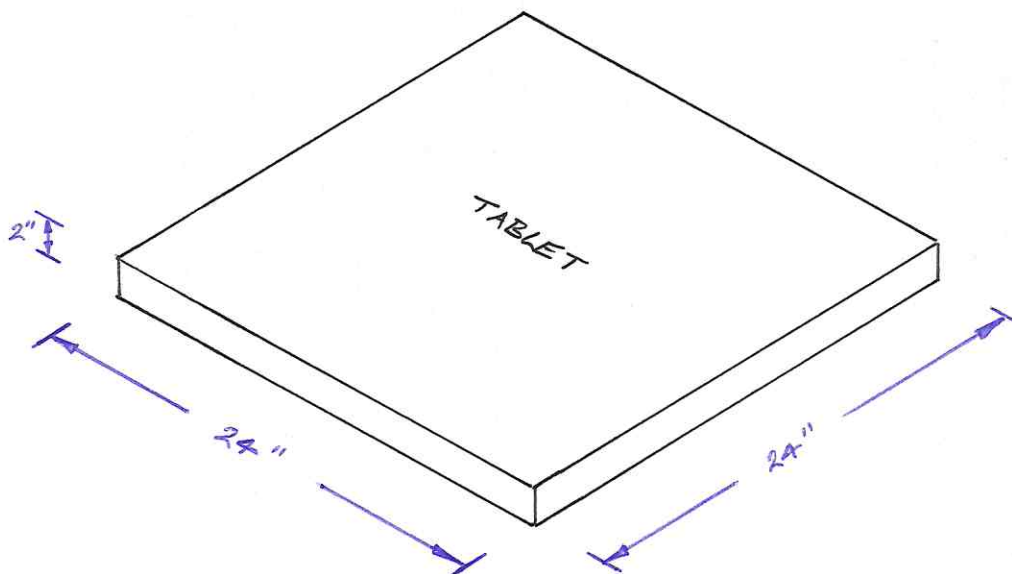
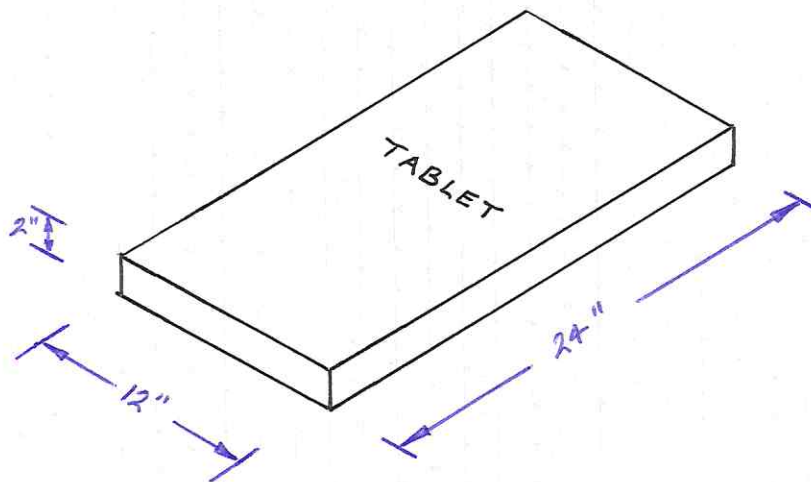
INFANT BURIAL AND ROW T ASHES PLOTS



INSCRIBED VASE



OLD GARDEN OF REST



# NEW GARDEN OF REST

