

Juliet Perry
Principal Officer
www.burbage-council.co.uk



**Burbage Millennium Hall
Britannia Road
Burbage
Leicestershire
LE10 2HF**

BURBAGE CEMETERY

REGULATIONS & MANAGEMENT RULES



Reviewed November 2022

GENERAL

1. These regulations and management rules shall apply to Burbage Cemetery, Lychgate Lane, Burbage, Leicestershire.
2. In these regulations:
 - (a) Any reference to 'the Principal Officer' will mean the person appointed by the Council in the position of Proper Officer or any person authorised by him/her or by the Council to exercise any of the powers or duties conferred on him/her by these regulations.
 - (b) 'The Council' will mean Burbage Parish Council.
3. The Principal Officer is the manager of this facility and can be contacted at the Parish Office, Burbage Millennium Hall, Britannia Road, Burbage, Leicestershire, LE10 2HF. The office is open to the public Monday to Friday between the hours of 9.00am and 12.00 noon and no business shall be conducted outside these hours or on Saturdays, Sundays or public and local holidays.
4. Burbage Cemetery is open to the public from 8.30am to 9.00pm or dusk (whichever is the earlier).
5. It is of the utmost importance that the funeral party arrives at the cemetery at the arranged time.
6. Children visiting the cemetery must be supervised at all times by a responsible adult.
7. No cycling is permitted within the cemetery.
8. No ball games are permitted within the cemetery.
9. Dogs are permitted on a lead and must be under control at all times.
10. A water supply is provided at each of the two shelter buildings provided within the Cemetery.
11. Visitors to the cemetery must conduct themselves in an appropriate manner. No person shall climb upon or over any memorial, boundary fence or gate.
12. All vehicles must be parked in the parking spaces provided. Parking on the grass/obstructing access is strictly prohibited. All vehicles must vacate the Cemetery by dusk or 9.00pm (whichever is earlier).
13. All applications for the purchase of a plot and/or interment must be submitted on forms provided by the Council (see appendix 1).
14. The Council reserves the right to remove any unauthorised items/ornaments/memorials/planters etc. from any area of the site.
15. The Council will not be responsible for any damage to monuments, gravestones plaques, flower vases, tributes etc caused by storms, wind, lightning, subsidence, vandalism or any other cause.

16. Floral tributes may be placed on all graves. The Council reserves the right to remove floral tributes that are decaying.
17. After interment, no body shall be removed or exhumed without the correct Licence from the Home Office.
18. The Council reserves the right from, time to time, to revise these Regulations & Management Rules.

BURIAL PLOTS

19. All grave spaces are allocated in sequence with no opportunity for selection.
20. The purchase of an exclusive right of burial is limited to a fixed period of 70 years.
21. No owner of an exclusive right of burial shall have the power to transfer that right without the consent in writing of the Council.
22. Burial plots will accommodate a maximum of two coffins.
23. The excavation of the grave shall only be carried out by approved contractors working in accordance with Health & Safety Executive excavation policy.
24. Burial areas in the Cemetery area marked out as lawned sections for ease of maintenance and graves without garden areas installed by families will be turfed over at the expense of the Council and within a timescale convenient to the Council.
25. Families wishing to create and retain a garden area may do so within the boundary of any plot providing the garden is created in accordance with these regulations and remains well maintained at all times. The planting of trees is not permitted. The Council reserves the right to turf over any garden areas which are not maintained to an acceptable standard.
26. Stone chippings/decorative dressings are permitted on grave gardens but must be retained by a rigid edging enclosure which must be installed at ground level to allow for mowing. Families choosing this option must keep the area free of weeds and the grass surrounding the garden must be edged. The Council reserves the right to remove any edgings and turf over any garden which is not maintained to an acceptable standard.
27. Any kerb upstand should be bordered by a solid surround inserted at ground level to provide a 4” mowing strip. The kerbs (including the mowing strip) should not exceed the grave size. Applications for the installation of a kerb upstand should be submitted to Burbage Parish Council for approval.
28. Those who initially choose to maintain a plot and at any time cease to be able to do so should contact the Principal Officer to request that the garden is turfed over.
29. The Council reserves the right of passage over all graves as circumstances may require.

CREMATION PLOTS

30. All cremation plots are allocated in sequence with no opportunity for selection.
31. The purchase of an exclusive right of burial is limited to a fixed period of 70 years.
32. No owner of an exclusive right of burial shall have the power to transfer that right without the consent in writing of the Council.
33. Cremation plots will accommodate a maximum of four caskets.
34. Cremation areas in the Cemetery are marked out as lawned sections for ease of maintenance and graves without garden areas installed by families will be turfed over at the expense of the Council and within a timescale convenient to the Council.
35. Families wishing to create and retain a garden area may do so within the boundary of any plot providing the garden is created in accordance with these regulations and remains well maintained at all times. The planting of trees is not permitted. The Council reserves the right to turf over any garden areas which are not maintained to an acceptable standard.
36. Stone chippings/decorative dressings are permitted on grave gardens but must be retained by a rigid edging enclosure which must be installed at ground level to allow for mowing. Families choosing this option must keep the area free of weeds and the grass surrounding the garden must be edged. The Council reserves the right to remove any edgings and turf over any garden which is not maintained to an acceptable standard.
37. Any kerb upstand should be bordered by a solid surround inserted at ground level to provide a 4” mowing strip. The kerbs (including the mowing strip) should not exceed the grave size. Applications for the installation of a kerb upstand should be submitted to Burbage Parish Council for approval.
38. Those who initially choose to maintain a plot and at any time cease to be able to do so should contact the Principal Officer to request that the garden is turfed over.
39. The Council reserves the right of passage over all graves as circumstances may require.

RESERVED PLOTS

40. Reserved plots (cremation or burial) are allocated in sequence with no opportunity for selection.
41. Expressions of interest in plots not yet available will be taken in the order in which they are received. The allocation of a particular plot (not yet available) will not be guaranteed in advance as priority will be given to families wishing to reserve the next plot when purchasing the plot immediately before.
42. The purchase of a reserved plot is limited to a fixed period of 70 years.
43. No owner of a reserved plot shall have the power to transfer that right without the consent in writing of the Council.

44. Reserved plots are provided in lawned section for ease of maintenance and no garden areas, decorations or installations of any kind are permitted.
45. A maximum of seven reserved plots may be held by any individual.

CREMATION VAULTS

46. The purchase of an exclusive right of burial in a cremation vault may be for 20 or 70 years.
47. The fee for the first interment includes an inscribed plaque and an integral flower vase, additional inscriptions or replacement plaques are subject to an additional fee.
48. Cremation vaults will accommodate a maximum of two ashes caskets.
49. No vases, ornaments, figures or other additions to this area are permitted.

ASHES SCATTERING ~ ROSE GARDENS

50. The original rose garden area is no longer being used for ashes scattering. However, applications for scattering in this area will be considered where a special request is submitted to the Council.
51. The scattering of ashes in this area does not convey any exclusive rights.
52. Subject to formal approval a small memorial plaque (6"x4" max) may be placed within the rose garden.
53. No vases, ornaments, figures or other additions to this area are permitted.

ASHES SCATTERING ~ COLUMBARIA ROSE GARDENS

54. Cremated remains may be scattered on the gardens surrounding the columbaria memorial. Scattered remains will be immediately covered with soil.
55. The scattering of ashes in the area does not convey any exclusive rights.
56. Subject to formal approval a plaque may be adopted and inscribed on the columbaria.
57. No vases, ornaments, figures or other additions to this area are permitted.

MEMORIALS

58. Purchasers of burial and cremation plots may apply to erect a memorial on the plot.
59. All memorials must be of natural quarried stone and the materials, design and inscription must be approved by the Principal Officer prior to manufacture. All memorials must be fixed to NAMM standards by a professional stonemason who must be NAMM or BRAMM registered.

60. The maximum size for all memorials is 3ft high (including any base) x 3ft wide. The maximum area of the base shall be 36"x18".
61. Wooden crosses may be installed only as a temporary feature before installation of a permanent memorial in natural quarried stone. Wooden crosses having fallen into disrepair will be removed or replaced at the discretion of the Council.
62. All memorials must be safely maintained at the expense of the owner. The Council may from time to time inspect memorials for safety/stability.
63. The Council has the right to make safe any memorial which is considered a danger to the public. All costs associated with any subsequent repairs will be the responsibility of the owner.

MEMORIAL BENCHES

64. Memorial benches may be (subject to availability and application approval) be donated for a fixed term of ten years.
65. Applicants will be responsible for any maintenance and/or repairs necessary within this period.
66. Should the bench become unsafe the Council reserve the right to remove the bench.
67. No vases, cards, ornaments etc are permitted to be attached or deposited on or near the bench at any time.

GROUND PLAQUES

68. A memorial ground plaque may be (subject to application approval) installed in the lawned areas between donated memorial trees.
69. Plaques must be of natural stone and of dimensions between a minimum of 12" x12" and a maximum of 18" x 18".
70. One flower container not exceeding 10" in diameter and 8" in height may be placed adjacent to the ground plaque.
71. No ornaments, figures, cards or other additions to this area are permitted.

FEES & CHARGES

72. A current charges schedule is available on application from the Parish Office.
73. Fees apply for internments, ashes scattering, exclusive rights of burial and all memorials.
74. Fees are payable to the Council as shown on the charges schedule on submission of an application for any cemetery related services.

75. Double fees apply in respect of arrangements for a person who was not a resident of Burbage at the time of death.

PAYMENT

76. All fees and charges shall be paid to Burbage Parish Council, Millennium Hall, Britannia Road, Burbage, Leicestershire, LE10 2HF. All cheques should be made payable to Burbage Parish Council.
Payment must be made before the funeral at the time of confirmation of the funeral arrangements.

ADDITIONAL GUIDANCE

77. Further religion specific information and guidance is available from the Parish Office on request.

REVIEW OF PROCEDURE

78. This will be reviewed every year.

CONSULTATION

79. These regulations have been approved by the Council following a review of Best Practice from neighbouring authorities.

Appendix 1.

Deed No:	No in Burial Register:
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**Burbage Millennium Hall
Britannia Road
Burbage
Leicestershire
LE10 2HF**

BURBAGE CEMETERY

NOTICE OF INTERMENT

This notice is to be delivered to Burbage Parish Council, Burbage Millennium Hall, Britannia Road, Burbage, LE10 2HF at least two days before any interment

Full name of person to be buried	
Address of person to be buried	
Occupation or description of the person to be buried (if a minor, name and residence of parents)	
Age of person to be buried	
Date of death (day, month and year)	
Place in which the death occurred	
Date and time at which the funeral will arrive at the burial ground	
Grave/Cremation plot number	
Coffin size	
Depth if new grave	
Full name and address of person in whose name deed is to be drawn (If a new grave)	
If the grave in which the burial is to take place has been previously purchased the present owner must sign here and print their full name & address. Signing this notice will signify that you will personally indemnify the Parish Council against any future claims should you be proven not have the rights to this grave.	
Name of minister intended to officiate	
Religion	
Name & address of Funeral Director	
Fee paid	

Grave owner to sign below to confirm receipt of the following documents:

Cemetery regulations:	Cemetery leaflet:
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For office use only:

Receipt No:	Date:
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