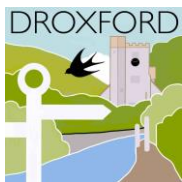


# **DROXFORD CEMETERY REGULATIONS**

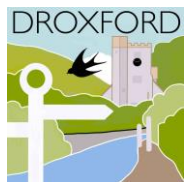
## **Cut Throat Lane, Droxford**





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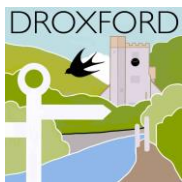
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## DEFINITION OF TERMS

<b>Administrator</b>	Representative of Droxford Parish Council
<b>Applicant</b>	Person other than a Funeral Director who wishes to arrange a funeral
<b>Burial</b>	<ol style="list-style-type: none"><li>1. Placement of a coffin in a grave</li><li>2. Interment of ashes in a) existing grave or b) memorial garden</li></ol>
<b>Council</b>	Droxford Parish Council
<b>Funeral Director</b>	Person(s) carrying out the arrangements for interment on behalf of the relatives of the deceased
<b>Grave</b>	A burial place formed in the ground excavation without any internal wall, brickwork or stonework or any other artificial lining
<b>Grave Owner</b>	The person who has the Exclusive Right of Burial in a grave or the person or persons deriving title under him or her
<b>Grave Space</b>	The area of land in which a coffin has been or will be buried
<b>Memorial</b>	Any headstone, cross (temporary or permanent) that serves as a memorial of a person or persons buried
<b>Resident</b>	Person residing within the civil Parish of Droxford
<b>Scale of Charges</b>	The scale of charges applicable to Droxford Cemetery

The above-named fees under Article 15(1) of the Local Authorities' Cemeteries Order 1977 were agreed at a meeting of Droxford Parish Council held on **21<sup>st</sup> October 2021**.



## **DROXFORD CEMETERY REGULATIONS**

These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate laws or statutes currently in force. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the Regulations as necessary.

### **1. Right of Interment**

The right of interment in the Droxford Cemetery is available upon payment of the appropriate fees as set out in the attached Appendix A.

### **2. Notice of Interment**

- a) At least 48 hours' notice on Droxford Parish Council form for every intended interment must be given to the Registrar at Fareham Registration Office, 4 Osborn Road South, Fareham, PO16 7DG. Or: Registrar of the district where the death occurred.
- b) Except in special circumstances, no notices will be received on Saturdays, Sundays or Public Holidays. Such days must be excluded from the period of 48 hours' notice. An exception will be made on production of a medical certificate citing that early interment is necessary.
- c) All fees in connection with an interment must be paid to the Administrator at the time the notice is given.

### **3. Certificates**

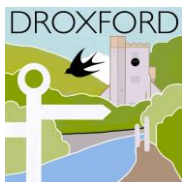
The Certificate for burial or cremation or, where an inquest has been held, the Coroner's certificate, will be handed to the Council either before or at the time of the interment. For the burial of a stillborn child, the Certificate of the Registrar of Deaths, or of a Medical Practitioner who was present at the birth, must be delivered to the Administrator before or at the time of interment.

### **4. Place for Interment of Ashes and Burial Plots**

Grave spaces will be allocated on a numerical basis for siting in the grave area. Ashes, unless being added to an existing grave plot, will be interred in the Memorial Garden.

### **5. Depths of Graves**

- a) A body shall not be interred in a grave in such a manner that any part of the coffin is at depth of less than three feet below the level of the surface of the ground of the grave space, nor shall the cremated remains of a body be interred in a grave in such manner that any part of the casket is at a depth of less than one foot (0.305m) below the level of the grave space.



b) Not more than three interments of coffins shall take place in any one grave space. Up to five caskets containing cremated remains may be interred in a double grave space. **If the grave is purchased and is to be reopened for a further interment, written permission of the registered grave owner or next of kin must be given.** It is the responsibility of the person making the interment arrangements to ensure that any memorial on the grave is removed from it at least 48 working hours prior to the date and time of the funeral.

c) The minimum depth of a grave shall be four feet six inches (1.37m) for one interment; six feet six inches (1.98m) for two interments; eight feet six inches (2.03m) for three interments.

## 6. Coffins

- a) Coffins must be made of wood, wicker, cane, or other biodegradable material. Any other materials must be notified to, and agreed by, the Administrator. No hermitically sealed coffins are allowed.
- b) Caskets for ashes to be interred in the Memorial Garden must be made of wood, wicker, cane, or other biodegradable material.

## 7. Hours for Interments

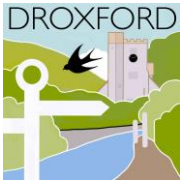
The hours for interment in the Cemetery will be between 10.00 am and 3.00 pm unless there are special reasons in which case, application needs to be made to the Administrator. Interments will not normally be allowed on Saturdays, Sundays, or Public Holidays.

## 8. Covering of Graves

Whenever an interment has taken place, the surface of the grave will be covered with turf by employees or agents of the Parish Council, as soon as possible after natural subsidence of the earth has taken place. No mounds will be allowed on any grave. Kerb sets and other forms of grave surrounds, including all types of edging materials protruding above ground level, are not permitted.

## 9. Re-opening of Graves

- a) A body shall not be interred in a grave in which an interment has already taken place unless a double or triple space has been reserved. Once a casket of cremated remains has been added to an existing grave site, no further coffins can be added unless ashes have been put in the grave space first, and unless a double or triple space has been reserved. Applications for additional cremated remains not in a casket should be made to the Administrator.



- b) Where any grave in which an interment has previously taken place is re-opened for the purpose of making a second or third interment, there shall be no disturbance of human remains already interred therein.
- c) The strewing of ashes on an existing grave plot is allowed provided the Administrator is informed and it is subject to a £50 fee for administrative purposes, ensuring the Burial Register is up to date.
- d) The production of a Grant or Deed is required before re-opening. No grave in which the Exclusive Right of Burial has been purchased can be re-opened without the written consent of the owner or their personal representative and the Grant.

#### **10. Flowers**

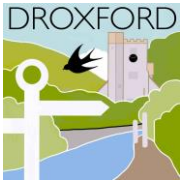
- a) The planting of flowers, shrubs and trees is prohibited.
- b) No flowers or wreaths shall remain on a grave for longer than their lifespan.
- c) The use of glass jars, bottles, wind chimes, bird feeders, plastic containers and artificial flowers is prohibited. The Parish Council reserves the right to remove unacceptable material without notice.

#### **11. Memorial Benches**

Applications may be made to the Administrator for the purchase of a bench in memory of a deceased. The design and location shall be determined by the Parish Council and all purchase and installation costs shall be met by the Applicants. Once installed, ownership and future maintenance shall pass to the Parish Council.

#### **12. Erection of Headstones and Crosses**

- a) An approved memorial in the form of a headstone or a cross may be placed at the head of any grave. Consent from the Council must be obtained before any memorial is erected and inscription must be approved.
- b) All memorials shall be constructed out of natural stone, granite, marble, or other hard stone, which must be durable and sound. No memorial shall be constructed of Bath, Caen or other soft stone, zinc, iron, or any other metal. The Council has the right to reject any memorial which, in their opinion, is not of suitable quality or description.
- c) It is necessary to allow the grave to settle before a permanent memorial is permitted (9-12 months). However, a temporary wooden marker may be placed on the grave but should not exceed 3ft above ground level and in the case of a cross no more than 2ft wide. The memorial shall have a thickness of not less than 3 inches but no more than



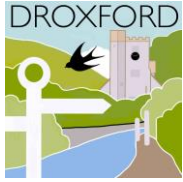
six inches, in accordance with the application form which can be found on the Droxford website.

- d) Every memorial shall be firmly fixed in the ground on an approved foundation which shall be wholly below ground level. Details of the foundation and fixing shall be provided at the time of seeking consent.
- e) Any additional inscription must match the initially agreed style. Wording is to be agreed with the Administrator prior to proceeding.

**13. Private Work**

No private work shall be undertaken by visitors to the Cemetery other than general grave or plot tidying.

**At all times the decision of the Parish Council is final with regard to circumstances not covered by the Cemetery Regulations.**

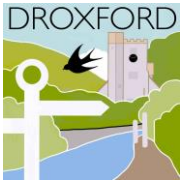


## Appendices

### Appendix 1 – Cemetery Fees

		RESIDENT	NON-RESIDENT
<b>1. INTERMENTS</b> (including labour) in an existing grave plot	a. for the interment of the body of:		
	(i) a still born child	Nil	Nil
	(ii) a child whose age did not exceed 12 years	Nil	Nil
	(iii) a person whose age exceeded 12 years	£250	£500
	b. for the interment of a casket containing the cremated remains of any person in an existing grave plot	£125	£125
<b>2. INTERMENTS</b> (including labour) for ashes in the Memorial Garden	a. for the interment of the ashes of:		
	(i) a still born child	Nil	Nil
	(ii) a child whose age did not exceed 12 years	Nil	Nil
	(iii) a person whose age exceeded 12 years	£250	£500
	(iv) additional caskets	£125	£125
<b>3. GRANT OF EXCLUSIVE RIGHT OF BURIAL FOR 30 YEARS</b>	The Registered Owner of the Deed of Exclusive Rights has the automatic right to be buried in the grave. They may also allow others to be buried in the grave space.	£700	£1400
<b>4. TRANSFER OF BURIAL &amp; MEMORIAL GRANTS</b>	Forms available from the Administrator.	£50	£50
<b>5. MEMORIALS</b>	a. For the right to erect a memorial and to put an inscription thereon.	£150	£300
	b. For each subsequent inscription	£50	£50
<b>6. CEMETERY ADMINISTRATOR'S FEES</b>	For searching the Register of Burials and providing a certified copy of an entry.	£50	£50

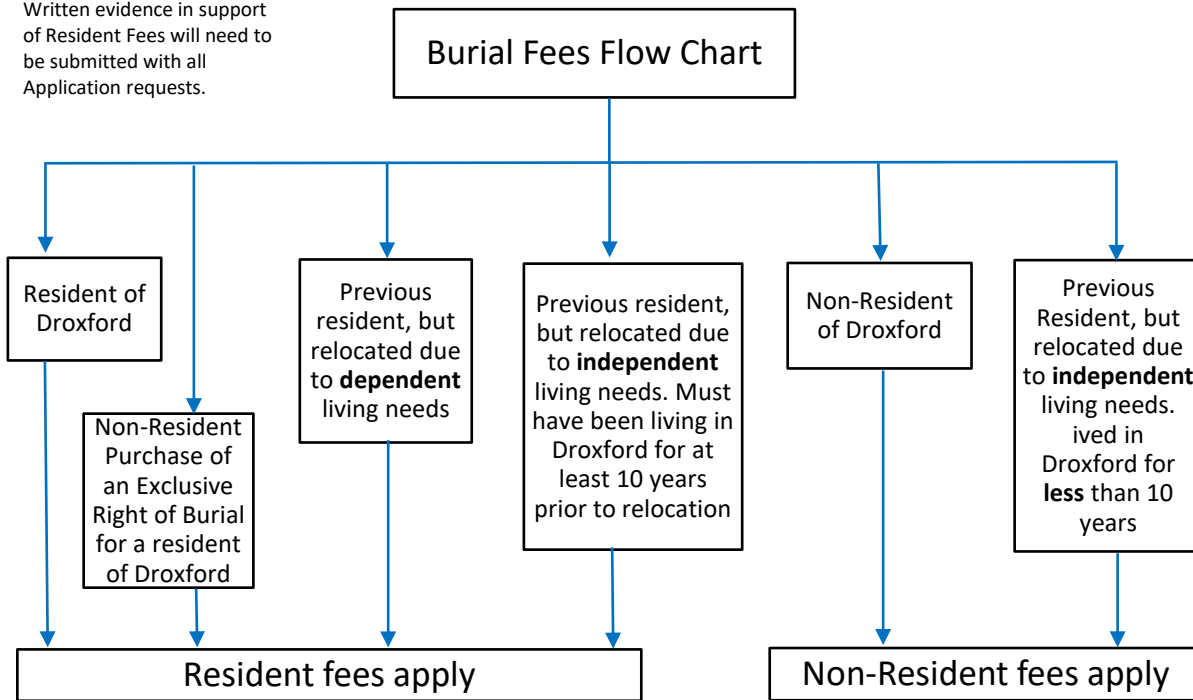




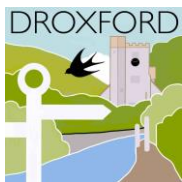
## Appendix 2a

### Burial Fees for Residents and Non-Residents

Written evidence in support of Resident Fees will need to be submitted with all Application requests.



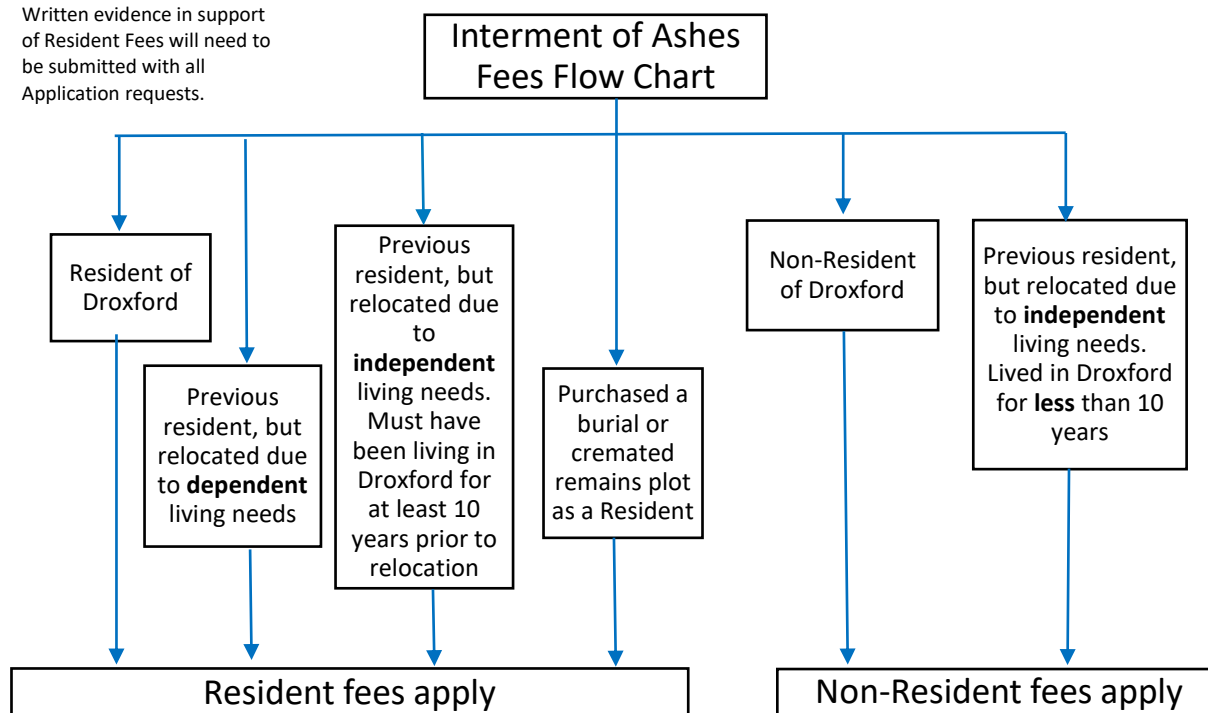
- Dependent living needs – individual who needs care and assistance
- Independent living needs – individual who is able to care for oneself



## Appendix 2b

### Interment of Ashes Fees for Residents and Non-Residents

Written evidence in support of Resident Fees will need to be submitted with all Application requests.



Memorial fees are dependent upon residency status and subsequent interment fees incurred.

- Dependent living needs – individual who needs care and assistance
- Independent living needs – individual who is able to care for oneself