# Parish Council of Woolaston

## Rules and Regulations relating to Woolaston Parish Cemetery with effect from 1 May 2026

### 1. The Cemetery

The Cemetery for the Parish of Woolaston is intended as a lawn cemetery and no shrubs, trees, plants, or bulbs may be planted without the permission of the Woolaston Parish Council, hereinafter known as the Burial Authority.

### 2. Hours

The cemetery will be open to the public at all reasonable times. The Clerk to the Burial Authority (hereinafter called "the Clerk") will be available whenever possible other than Christmas Day, Good Friday, and Bank Holidays. The Clerk may be contacted by telephone on 07958 308332 or by email at clerk@woolastonparishcouncil.gov.uk.

### 3. Notice of Interment

Notice of Interment, on a form provided by the Burial Authority or in another format agreed by the Clerk, must be delivered to the Clerk with at least four clear working days' notice prior to the proposed time of interment. If a brick grave is required at least five days clear notice is necessary.

Any suitably qualified undertaker may carry out interments within the cemetery.

All requests for interments, including burials, cremated remains, and reopenings, will be reviewed by the Clerk and the Cemetery Working Group before approval is granted. This shared review process ensures collective responsibility for decisions.

All decisions made by the Burial Authority regarding interments, memorials, and associated permissions are final. There is no appeal process. Applications may be refused where they do not comply with these regulations or where the Burial Authority considers the proposal unsuitable.

### 4. Fees, Days and Hours of Interment

All fees and charges must be paid at the time of giving notice of interment by BACS transfer to the Woolaston Parish Council (details available from the clerk). The latest scale of fees can be obtained by application to the Clerk. No interment may take place on a Sunday, Good Friday, or Christmas Day. No burial will be allowed before 9.00 a.m. or after 4.00 p.m., other than in cases of interments required to take place immediately under Medical Certificate, Coroner's Warrant, or in circumstances where the Burial Authority gives special permission. The time appointed for the funeral must be understood to be the time at which the funeral procession is to arrive at the cemetery gates.

### 5. Disposal Certificate

The Registrar's certificate for disposal or the Coroner's Order for Burial must be given to the Clerk when giving notice of the proposed interment.

**6. Certificate of Grant**
At every opening of a Grave where an Exclusive Right of Burial has been purchased, either the Grant Certificate of such exclusive right or the written consent of the owner or his or her legal representative must be produced to the Clerk when giving notice of interment.

**7. Conducting of Services**
The relatives and friends of a deceased person must make their own arrangements with the Minister to conduct the burial service. The name and address of the Minister engaged to perform the service shall be furnished to the Clerk and, when necessary, the notice required by Section 1 of the Burial Laws Amendments Act, 1980 must also be given.

**8. Site of Graves**
There will be no selection or reservation of graves. Graves cannot be pre-purchased.

**9. Digging and Construction of Graves**
All earthen graves will be made by a person approved by the Clerk. All brick graves are to be made and opened at the expense of the parties requiring the same and under the superintendence of a person appointed by the Clerk. All graves are to be double depth with treble depth graves permitted by request. No grave shall be excavated beyond the depth of 2.4 metres (eight feet) and no coffin shall be buried in any un-walled grave within one metre (three feet) of the ordinary level of the ground. In every brick grave each coffin must be covered with stone slabs sealed with cement.

When more than one body is interred in a common grave, a layer of earth not less than fifteen centimetres (six inches) in thickness shall be left between each coffin and that next interred therein.

**10. Coffins**
Only coffins made from wood or other completely bio-degradable material shall be used.

**11. Exclusive Right of Burial**
A purchaser or owner for the time being of the Exclusive Right of Burial in a grave space shall not dispose of such right without the consent of the Burial Authority. Every transfer of such right shall be prepared by the Burial Authority.

**12. Non-parishioners**
Burials of persons other than parishioners of the parish will not be permitted, save that the burial of former parishioners of the parish shall be permitted where the deceased had moved from the parish for reasons of care and support. In exceptional cases where in the view of the Clerk in consultation with the Chairman to the Burial Authority overriding personal circumstances apply, burial may be permitted as an exception to this regulation. Persons who die within the boundary of the Parish are not bound by the residency rules, however they are subject to the payment of prescribed additional charges for non-parishioners.

This regulation shall not apply to the second or subsequent burials in any grave where a Deed of Exclusive Right of Burial has been purchased, subject to the payment of prescribed additional charges for non-parishioners.

This regulation shall not apply to the burial of Cremated Remains within the designated Cremated Remains areas, subject to the payment of prescribed additional charges for non-parishioners.

13. **Memorials**

Headstones may be erected at the head of graves on payment of the prescribed charge and must not exceed 81 centimetres (2 feet 8 inches) in height or 76 centimetres (2 feet 6 inches) in width. No memorial shall be constructed of bricks, plaster, wood, zinc, iron or any other metal; or of Bath, Caen, Cotswold or Portland stone, or any other soft or artificial stone. Bell glasses, shells, glass, and artificial wreaths on wirework of any kind are not permitted.

Lettered vase tablets or bronze plaques, each set into a concrete base and sized 45.5 × 30.5 cm (18" × 12"), may be erected in the areas designated for the burial of cremated remains on payment of the prescribed charge.

Applications for memorials and for their inscriptions must be submitted to the Clerk accompanied by the prescribed charges. Any person wishing to erect a headstone must hold the exclusive right of burial. Permission for the memorial and its inscription must be granted in writing by the Clerk prior to erection.

No fixed items other than those described above, nor loose items of any description, shall be permitted within the Cemetery. The design, colour, inscription, motif, or material of an existing memorial cannot be taken as a precedent for future applications. The Council reserves the right to refuse permission for any memorial where the inscription, motif, type, or colour of materials is considered inappropriate, offensive, or otherwise unacceptable.

Large, inscribed pictures or motifs are not normally permitted, nor are photographic representations of any size.

<u>Additional Requirements for Headstones</u>

- QR codes are not permitted on any memorial.
- Photographs are not permitted in any form, including ceramic, printed, etched, or embedded images.
- Colour use must be minimal, and the Council may refuse any design considered excessively colourful or visually intrusive.
- Lettering may only be in gold, black, white, or silver and must be incised (cut into the stone).
- A standard "block font" typeface (Times New Roman, or equivalent) will be used for all names and dates on memorials
- All headstone designs must be approved by both the Clerk and the Cemetery Working Group before installation.

**14. Permit**

Before the erection of any gravestone, a scaled drawing showing all dimensions and a full copy of the proposed inscription must be submitted to the Clerk for written approval.

Where a memorial includes an illustration or motif (other than lettering), a clear printed representation of the proposed design must also be submitted for approval. This requirement does not permit photographic images, QR codes, or any other prohibited features to appear on the memorial itself.

The Parish Council reserves the right to refuse permission for any memorial it considers unsuitable in design, material, inscription, motif, or colour.

**15. Materials in Memorials**

All materials for gravestones etc., must be conveyed onto the cemetery by hand or in such a manner as to prevent the cutting up of the grounds or walks.

**16. Erection and repair of Memorials**

Only Masons registered with the British Register of Accredited Memorial Masons (BRAMM), or National Association of Memorial Masons (NAMM) will be permitted to erect or repair memorials in the cemetery. The design and installation of memorials must be carried out to comply with the latest version of British Standard BS 8415 (or any such regulation that is introduced herein after). Woolaston Parish Council's established practice is to allow a minimum of 12 months following interment before any headstone is re-fixed.

17**. Memorials to be kept in Repair**

Once erected the memorial stones become the responsibility of the owner, and the Parish Council will not be held responsible for the safekeeping of memorials, nor any damage caused to the memorial by wind, storms, inclement weather, vandalism, or other factors outside its control.

However, the Burial Authority shall arrange for the annual inspection of gravestones and memorials to establish the safety thereof. Any gravestone or other memorial being broken or getting out of repair shall be repaired by the person for the time being entitled to the exclusive right of burial therein or where no deed of exclusive right exists the owner of the grave, failing which the Burial Authority shall be at liberty to repair or remove the same at the expense of such person, if deemed necessary or desirable for keeping the cemetery in good order.

**18. Vases**

Only containers incorporated within memorial bases will be permitted on the grave and no other loose items will be permitted. Any loose items sited on or around graves will be subject to removal and disposal by the Burial Authority or its agents. Floral tributes (flowers/wreaths) will be allowed to remain on a grave until withered, or up to a period of 28 days/one month following a burial. If the family has not removed the tributes by this period, the Parish Council reserves the right to remove these to facilitate the maintenance of the Burial Ground.

**The Burial Authority is authorised to remove without notice anything placed in or around a grave which contravenes these regulations.**

**19. Neglected Mounds**

The Burial Authority will remove all turfed mounds after a period of twelve months.

**20. Special Prohibitions**

The Clerk or other person in charge may at any time exclude from the cemetery any person who shall conduct themselves in a noisy, disorderly or unseemly manner, or who shall be intoxicated or shall use improper language or shall trespass upon or refuse to quit any portion of the cemetery when called upon to do so.

No person shall be permitted to enter or leave the cemetery except by the proper entrance gates.

Children under 12 years of age will not be allowed within the cemetery except under the care of a responsible person, and visitors will be expected to keep to the paths except when visiting a grave.

Vehicles, including bicycles, will not be allowed in the cemetery except by permission of the Clerk, or to enable a disabled person to visit a grave.

No dogs, apart from assistance dogs, will be allowed within the cemetery.

Dead flowers, wastepaper and other refuse shall be deposited in the relevant receptacles provided for this purpose.

## 21. Maintenance of Graves

All graves will be levelled by the Burial Authority at its own discretion and convenience, and any subsidence will be dealt with similarly.

## 22. Records

A register of burials shall be kept by the Clerk so that searches may be made, and certified extracts obtained on payment of the prescribed fees.

## 23. General

The Regulations of His Majesty's Secretary of State and of the Minister with responsibility under the Burial Acts shall be deemed to be incorporated herewith.

The Burial Authority reserves the right from time to time to make alterations to the foregoing rules, consistent with the Burial Acts.

**The foregoing rules have been made and adopted at the meeting of the Parish Council of Woolaston held on 9 April 2026, acting as the Burial Authority for the Parish of Woolaston.**