

TOTNES CEMETERY REGULATIONS – JULY 2023

1. Hours of Opening

The Cemetery is open to the public during daylight hours throughout the year but the Council reserves the right to exclude the public if it should be necessary on any particular occasion.

2. Hours of Burial

Burials shall normally take place between Mondays and Fridays. Weekend burials will be permitted at the discretion of the Clerk and will incur an additional fee. Burials must not start before 9am and must conclude before dusk.

The time arranged for a burial shall be that of arrival at the graveside. If there is to be a service before the burial, care should be taken to allow sufficient time for its duration and for the journey to the Cemetery.

Burials will only be permitted on a Sunday, Good Friday, Christmas Day, Bank Holiday or any other public holiday in cases of emergency: the certificate of a coroner or registered medical practitioner that immediate burial is necessary will be required.

3. Notice of Burial

Notice of burial must be given to the Council at least three working days prior to the interment. At least two working days (exclusive of Saturdays, Sundays and all public holidays) must elapse between the day on which notice of burial is given and the day of the funeral.

No second burial will be permitted in any grave unless the Exclusive Right of Burial has been purchased and the relevant Deed of Grant is produced for inspection. In such cases where the Deed of Grant cannot be produced the relevant paperwork must be provided in order to determine the legal owner of this grave.

No interment or memorial can be requested by anyone other than the Deed holder. Interments may take place with or without the services of a clergyman or minister of religion.

All information required on the Council's burial form must be provided.

4. Fees

- a. The current fees are available from the Town Council Office and on the Town Council website.
- b. All charges and fees for interments and purchase of grave spaces shall be paid for at the time of the order, unless agreed otherwise.
- c. All fees for memorials shall be paid prior to their erection.

5. Cremated Remains

A suitable receptacle containing the ashes of a cremated person may be buried in any plot on the Cemetery for which the exclusive right of burial has been purchased, or in a plot measuring 18 inches x 18 inches in the Garden of Remembrance. Cremation plots are

available at single, double and triple depths. The Council does permit the scattering of ashes in a specific part of the Cemetery – please speak to the Council Offices.

6. Digging and Depth of Graves

The depth of every grave (whether or not the Exclusive Right of Burial has been purchased) is controlled by the Council. No grave shall be deepened after the first burial. A layer of at least six inches of earth must be left between each coffin in a double depth grave. No part of any coffin shall be less than three feet below the level of the ground.

The Council does not undertake the digging of ashes, plots or graves. Responsibility for this rests with the Undertaker. Grave Diggers must adhere to the Code of Practice for Grave Digging; this safe working procedure applies to all new graves and re-opened graves. No grave shall be dug in the Cemetery until it has been marked by the Council.

7. Memorials

- a. Permission must be obtained in advance for the right to erect a memorial on a grave, or a plot in the Garden of Remembrance by completion of a memorial application form.
- b. A memorial stone, cross or monument at the head of the grave should not exceed 2'6" in width and 3' in height for stones or 4' for crosses and should be made from permanent material, such as wood, metal or stone. All memorials should be compliant with BS8415 2018.
- c. Memorials must be erected using an approved, recognised system of fixing as set out in BS8415 ie. National Association of Monumental Masons and as set out in the British Register of Accredited Memorial Masons 'The Blue Book' 2020.
- d. It may be advisable to seek advice about the design and size of the memorial from a monumental mason and/or a Council Officer before it is commissioned.
- e. Temporary memorials are not allowed, other than wooden crosses.
- f. Vases, planters or similar pots must be made of stone or similar so as not to cause danger to the contractor when mowing or strimming the grass around the grave.
- g. Any subsequent dressing of the graves (objects such as flowers, soft toys etc) should be placed on the grave headstone area and not encroach into the area immediately around it. Any objects will be removed if they become unsightly.
- h. No plants, shrubs or trees are to be planted on the graves.
- i. No memorial will be admitted until the appropriate fees have been paid to the Council.
- j. If a memorial is erected that causes offence or is a danger to the public, the Council reserves the right to remove it or request that it be removed.
- k. The number of the grave, as shown in the interment book, must be placed on the back of the memorial, in letters not exceeding 15mm high.
- l. No hewing or dressing of the stone is permitted in the cemetery. As far as is practical, all materials should be prepared ready for fixing, prior to the arrival at the cemetery.
- m. All memorials are to be kept clean and in good repair by owners, or their lawful successors. If the owner neglects to comply with this regulation, the Council reserves the right to remove any memorial after serving due notice to the owner by sending it

to his/her last known address, displaying notice of its intention at the cemetery for a successive two weeks.

- n. The Town Council will not be held responsible for any damage to monuments, gravestones and other structures other than damage occasioned by their officers, agents, servants or workmen.
- o. No fee will be charged for private memorials erected by the relatives over Service Graves nor for the inscriptions on memorials commemorating members serving in HM Forces at death.
- p. In the event of new graves provided in the cemetery in the lawn section, no kerbstones are permitted and the graves will be turned flat and mown by the Council.
- q. Temporary wooden crosses, of a suitable size, are permitted until such time as a permanent memorial is erected or for a period of 18 months, whichever is the sooner.
- r. Soliciting for orders within the cemetery for the erection or repair of any monument, headstone, or other structure, or for any other work connected with graves is strictly prohibited. The Council reserves the right to exclude from the cemetery any person or company or firm on whose behalf any person has been found soliciting.

8. Maintenance

- a. Stone chippings and bark mulch are not permitted on the graves or cremation plots for health and safety reasons.
- b. Where, in the opinion of the Council, any grave or cremation plot is neglected so as to be detrimental to adjacent graves and the general appearance of the Cemetery, the Council reserves the right, after due Notice where possible, to level off such graves/cremation plot and re-turf.
- c. Any plants that have become rooted into the grave or purposefully planted will be removed by Council officers.

9. General Rules

- a. No games or sports are to be played in the cemetery.
- b. No trees are to be planted without the prior permission of Totnes Town Council.
- c. Dogs must be kept on a lead at all times when in the cemetery.
- d. No children under the age of 12 years are allowed in the Cemetery unless accompanied by a responsible adult.
- e. Visitors to the Cemetery shall not pick, cut, fell or remove from the Cemetery any flower, tree or shrub, nor sit on any memorial, monument, headstone or structure other than a seat provided for the purpose.
- f. Litter and withered flowers should be placed in the appropriate waste bin provided.
- g. The registers, records, tables of fees and plan of the Cemetery are available for inspection at the Town Council Office during normal office hours. A charge may be made for this service.
- h. Visitors to the Cemetery are asked to behave in a quiet orderly manner so as to preserve the quiet reverence and peaceful atmosphere created in the Cemetery.
- i. The Council reserves the right to alter or add to these regulations.

j. The Clerk to the Council will be pleased to render whatever help or advice is needed and enquiries can be made personally, by telephone or in writing to the Town Clerk.