



HART DISTRICT COUNCIL

ACTING AS BURIAL

AUTHORITY FOR THE

DISTRICT OF HART

Hart District Council
Civic Offices
Harlington Way
Fleet
Hants GU51 4AE

**HART DISTRICT COUNCIL ACTING AS THE BURIAL AUTHORITY FOR
THE DISTRICT OF HART**

RULES AND REGULATIONS

1. BURIAL GROUND

- i. Fleet Cemetery is kept unlocked at all times.
- ii. Children under 16 years of age must be accompanied by a responsible adult.
- iii. No bicycles will be allowed in the Burial Ground and no disorderly person shall be permitted to enter the ground. Visitors are expected to observe a reverent manner and behaviour and to keep to the paths.
- iv. No dogs are permitted in the cemetery with the exemption of guide dogs and other disabled assistance dogs or with the express permission of the lead officer.
- v. No person, except on business, shall be allowed access to any of the offices or buildings in the burial ground, and no visitor will be permitted to enter or leave the burial ground except by the proper entrance gates.
- vi. No person shall wilfully destroy or injure any wall, fence or building erected in the burial ground, or destroy or injure any tree, plant, shrub or flower therein, or mark or disfigure any wall therein or put up any printed or other paper, handbill or placard therein, or on any wall thereof, or wilfully destroy, injure or deface any gravestones, monument, tomb, palisades, kerb, tablet, memorial or inscription within the burial ground, or do any other wilful damage therein, or play at any game or sport or discharge firearms in the burial ground (save at a military funeral by permission of the Council), or wilfully and unlawfully disturb any persons assembled in the burial ground for the purpose of burying any body therein, or commit any nuisance within the burial ground.
- vii. No person shall sit, stand or climb upon or over any gravestone, headstone, tombstone, monument, kerb, gate, wall, fence or building belonging to the burial ground.
- viii. The penalties prescribed in the Burial Acts for damaging the burial ground or committing any nuisance therein, will be strictly enforced by the Council.
- ix. No Vehicles or Cars, with the exemption of Disabled Badge Holders and Contractors Vehicles without the express permission of the Cemetery Officer.

2. INTERMENTS

(a) Notices

- i Notice of every intended interment in an earthen grave shall be given at least 48 hours previous to such interment to the Clerk.
- ii Except under special circumstances no notices can be received on Fridays, Saturdays, Sundays or public holidays, which must be excluded from the period of notice.
- iii An exception will be made on the production of a medical certificate stating that early interment is advisable.
- iv The Notice of interment must be given on the form prescribed by the Council, copies of which may be obtained from the Clerk on demand.
- v In all cases of burials in purchased graves, the notice of interment must be signed by the person for the time being entitled to the exclusive right of burial in such graves, signifying his or her consent to such burial. Where the owner of a purchased grave is the person to be buried, the consent in writing must be given by his or her legal successor.
- vi Fees and charges of every description in connection with an interment must be paid to the Clerk on giving the notice of interment.

(b) Certificates

- i The certificate of the Registrar of Deaths or in cases where inquest has been held, the certificate of the Coroner, must be handed to the Clerk.

(c) Place for Interments

- i The selection of the grave space is in every case subject to the approval of the Council acting through the Clerk or lead officer.
- ii It is the responsibility of the funeral director for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of it after burial.
- iii All graves will be excavated and dug by a person or persons approved by the Council.
- iv The Council reserve the right to determine the position of any unpurchased or unreserved grave in the burial ground.
- v Graves within the extended lawn area of the burial ground will not be reserved in advance of interments.

(d) Hours for Interments

- i The hours for interments in the burial ground will be between 10am and 4pm Monday to Friday. Interments may not take place on Saturdays, Sundays or on public holidays, except for special reasons.
 - ii Only one funeral shall be permitted to take place at any one time.
- (e) Cremation
 - i Cremated remains may be interred in the cemetery either in the burial ground or Ashes Area.

3. GRAVES

(a) General

- i The grave space set aside for each person shall not exceed 9 feet long by 4 feet 6 inches wide.
- ii Mats, boards or canvas are to be used as the lead officer may direct, in order to preserve the grass or roads in the burial ground from injury through any works.
- iii All graves must be constructed under the direction of the Council.

(b) Depths of Graves

- i A person shall not in the burial ground cause a body to be buried in a grave in such a manner that any part of the coffin is at a depth less than 3 feet below the level of the surface of the ground adjoining the grave.
- ii **Undertakers are responsible for engaging gravediggers and for ensuring that such agents work in a responsible and safe manner and observe all Health and Safety legislation in force at the time of the excavation.**

(c) Coffins

- i. A coffin, casket or container must be made of a suitable material for burial.

(d) Mounds

- i. Mounds on existing graves not already enclosed with a kerb shall be removed by the Council as and when they think fit.

(e) Reopening of Graves

- i. A person shall not in the burial ground cause a body to be buried in a grave in which an interment has already taken place, unless the coffin

containing the body is effectively separated from any other coffin previously placed and remaining in the ground by means of a layer of earth not less than 6 inches in depth.

- ii. Where in the burial ground any grave in which an interment has previously taken place is reopened for the purpose of making a second interment therein, no person shall disturb any human remains interred or remove any soil which is offensive.

(f) Planting of Flowers

- i. The person in charge of any grave space shall **not** be allowed to plant such grave with flowers or shrubs or to place thereon any ornament or fencing save those which have received the prior approval of the lead officer. **Any unauthorised ornaments etc. shall be removed by the Council without further reference to the owner.**
- ii. The Council reserve the right to remove any flowers at any time if they become unsightly or interfere with any other grave space.
- iii. **Domestic bottles, vases, jars, tins or other unsuitable receptacles for flowers will not be allowed on graves in the cemetery. Any such receptacles will be removed by the Council without further reference to the owner.**

(g) Exclusive Rights

- i. No grave in which the exclusive right of burial in perpetuity has been purchased can be opened or reopened without the production of the written consent of the owner or owners, together with such evidence of the person or persons giving such consents as the lead officer may require.
- ii. After the interment of the owner of a grave, the personal representatives should produce to the lead officer the probate of the will, letters of administration, or other evidence, in order that the change of ownership may be registered.
- iii. The transfer of the exclusive right of burial in any grave must be entered in the Register kept by the Clerk at the office of the Council. The owner of a purchased grave cannot transfer his or her rights to the grave space without the consent in writing of the Council.

4. MEMORIALS

(a) Memorials – General

- i. All memorials of any descriptions are subject to the approval of the Council.
- ii. A drawing showing the description, form and size of every memorial proposed to be erected or constructed over or at any grave, vault or tombstone, and a copy of the proposed inscription and its position on

the memorial must be submitted to the Council for approval. All memorials will bear the plot number of the grave.

- iii. All memorials admitted into the burial ground or permitted to be erected over or at any grave shall be erected and remain at the sole risk of the owner of such memorial, and the Council shall not be responsible for any damage which may occur to the same.
- iv. The Council reserve the right to make safe any memorial which, in the opinion of the lead officer of the Council, is unsafe or unfit without further reference to the owner of the Memorial in order to protect the safety of visitors to the burial ground. Inspections into the safety of all memorials shall be made by the Burial Authority.
- v. The position for memorials shall be subject to the approval of the Council and the foundations of such works shall be executed to the satisfaction of the Council.
- vi. Kerb Stones will only be permitted in prescribed sections of the burial ground and under no circumstances will be allowed in the lawned area.
- vii. All memorials shall be completed before they are admitted into the burial ground, and no work of any kind thereon, apart from that of fixing and cleaning, will be allowed in the burial ground, except any inscription which cannot be made prior to the erection of the memorial within the burial ground.
- viii. Masons or other persons employed in fixing memorials in the burial ground will be required to remove all spare soil and to clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within the burial ground, and charged accordingly with the cost of such damage.
- ix. The Council reserve the right to remove any memorial not executed in a workmanlike manner, or one which disfigures the ground in any way.
- x. No mason shall solicit orders, exhibit designs or distribute business cards in the burial ground or obtain from any employee of the Council information as to grave owners or take measurements of, photograph or copy any memorial, unless the written permission of the owner is first produced to the lead officer.
- xi. All materials of every description and all private graves, must be kept in reasonable repair at the expenses of the owners. When repairs are needed, the memorial or grave may be dealt with by the Council as they may think fit.
- xii. It shall not be lawful for any person, without the consent of the lead officer, to remove, alter or disturb any memorial which has been erected within the burial ground.

- xiii. No memorial made of wood, perishable material or concrete will be permitted, with the exception of wooden crosses placed at the time of the burial and removed after six months of erection of a memorial.

5. GENERAL

- i. The fees and charges payable to the Council in respect of interments in the burial ground, and in respect of grave spaces, headstones, stones, tablets, inscriptions and memorials of the type specified, or in connection with the burial ground in any way, shall be those set out in the Table of Fees, and the list of charges approved by the Council.
- ii. A register of all burials will be kept at the office of the Council where searches may be made and verified extracts obtained at reasonable hours, on payment of prescribed fees.
- iii. Copies of the foregoing Rules and Regulations, together with copies of the Table of Fees and List of Charges may be obtained from the Council.
- iv. The Council may from time to time make any alterations, additions or amendments in or to the foregoing Rules and Regulations.

Hart District Council