

Notice of Interment

For details of how we use and process your data and our Privacy Notice, please refer to our website: bromyardandwinslow-tc.gov.uk



Bromyard and Winslow Town Council The Old Vicarage Complex 1 Rowberry Street Bromyard Herefordshire HR7 4DU Email: jennifer.eva@bromyardandwinslow-tc.gov.uk Tel: 01885 482825	FOR OFFICE USE ONLY	
	Date received:	
	Date processed:	
	Receipt no:	
	Interment no:	

This form is to be delivered to the above address along with the Registrar's Disposal/Coroners Order for burial and grave papers 48-hours prior to the interment (excluding weekends and Bank Holidays).

Please ensure you complete the form accurately.

BROMYARD CEMETERY

Grave / Interment Details	
Plot section and grave no:	Deed no:
Date of interment:	Time of interment:
Direct to graveside or service beforehand (<i>delete as necessary</i>)	
Name of Minister officiating:	
Funeral Director:	
Deceased Details	
Name of deceased (<i>in full</i>):	
Male / Female / Other	Marital status:
Age at death:	Date of death:
Place of death:	Occupation:
Permanent residence of deceased (<i>in full</i>):	
External Coffin / Casket Measurements	
Length:	Width
Depth:	Material:
Applicant Details (for re-opening of graves the Deed and proof of ownership must be produced)	
Name of Applicant (<i>in full</i>):	
Applicant's Address (<i>in full</i>):	
Owner of the Exclusive Rights of Burial:	
Relationship to the Owner?	
<i>I hereby consent to the Opening of Grave no: _____ in Bromyard Cemetery for the Interment of the late: _____</i>	
<i>I am the rightful person to authorise this instruction</i>	
Signature: _____ Date: _____	

CEMETERY RULES & REGULATIONS



Note: *In the interpretation of these Rules and Regulations the following shall apply:*

“The Committee” means the Bromyard & Winslow Burial Committee appointed by Bromyard & Winslow Town Council under Section 102 of the Local Government Act 1972.

“The Cemetery” means the Cemetery owned by Bromyard & Winslow Town Council and provided for the use of the Parish of Bromyard and Winslow

“Grave” means a burial place formed in the ground for the purpose of interring a body or a casket of cremated remains or on the ground for the purpose of scattering ashes or cremated remains.

“Memorial” means any monument or headstone erected on a grave; kerbing placed around a grave or a plaque placed on a grave.

1. **The Committee and Clerk:**

- a. All notices are to be given in the Forms approved by the Committee and kept by the Clerk, and all fees and charges are to be paid to the Clerk before the ground is opened or any memorial is placed or erected.
- b. No grave may be opened for a first interment unless an application to purchase the Exclusive Rights of Burial in that grave has been received by the Clerk, along with the appropriate fee.
- c. All information as to procedure can be obtained from the Clerk where applications for grave spaces must be made and Notices of Interment given.
- d. A plan showing the whole of the graves is kept by the Clerk and may be inspected free of charge by all persons making application for grave spaces.

2. **Notices of any interment** must be given to the Clerk at least three clear days prior to the interment (except in cases of death from epidemic or endemic disease upon medical certificate).

3. **Persons or Organisations Arranging Funerals:**

- a. The time fixed for a funeral must be that at which the procession is due at the Cemetery and the time fixed must be punctually observed to prevent inconvenience or one funeral interfering with another.
- b. All graves are to be excavated by competent persons appointed by the Committee or Funeral Director. All graves shall be formed and made-up level with the surrounding ground.
- c. The Committee requires, annually (or when a new grave digger is employed) written assurance from undertakers that all graves are shored to an adequate standard when dug to prevent the grave collapsing on the digger and to prevent the sides collapsing when the mourners are gathered at the graveside. It is the responsibility of the Undertaker to ensure that their grave digger is adhering to the required health and safety standards.
- d. Any person excavating a grave or erecting or placing a memorial or carrying out any other work must use such means as are directed by the Committee for protecting the grass and paths during the progress of the work. As soon as such work is completed, or previously if so directed, the whole space whereon any materials used in the erection or making of these works, or remaining afterwards, must be cleared and the area left clean. Any person carrying out such work shall be held responsible for any damage done in carrying out and completing it.

- e. Parties having charge of a military funeral or funeral procession connected with Societies or other Public Bodies are required to make such arrangements with the person appointed by the Committee at the Cemetery as will protect the Cemetery from damage.
- f. The Depth of Burial Standards of Herefordshire Council have been adopted and are as follows
 - Single = 4' 6" *minimum*
 - Double = 6'6" *minimum*
 - Cremation Caskets = 3' *minimum* this allows for two in each plot, one on top of the other

4. **Memorials**

- a. No permanent memorial may be erected or placed in the Cemetery until The Exclusive Right of Burial has been purchased in respect of the grave space on which the memorial is to be placed or erected.
- b. No permanent memorial may be erected or placed in the Cemetery until the Committee has approved the proposed design, style, and wording of the memorial. Application forms are available from the Clerk and must be returned with full details of design, inscription and materials and the appropriate fee.
- c. No memorial shall be altered, amended, or added to unless approved by the Committee. Application forms are available from the Clerk and must be returned with full details of design, inscription and materials and the appropriate fee.
- d. The erection, removal, repair, re-fixing, or alteration of any memorial shall be done by a competent person appointed by a stonemason or monumental sculptor.
- e. The memorial remains the property of the owner of the grave and must be kept in proper repair by the owner. Memorials will be checked regularly by the Committee and if any is found to be in an unsafe condition or position, it will be removed or laid flat on the grave. The cost of this will be borne by the owner.
- f. Every memorial in the Cemetery must have the plot number of the grave over which it is placed, inscribed on it.
- g. No palisading or railing of any kind may be erected around graves and no wooden memorial or woodwork of any kind will be allowed. **No grave surrounds are permitted in the new sections of the Cemetery.**
- h. Memorials erected in violation of these regulations may be removed by the Committee without notice.
- i. Plants or flowers may, with approval of the Committee, be planted on graves within the Cemetery. The Committee reserves the right to prune, cut down or dig up and remove any of the shrubs, plants, or flowers whenever in its opinion the same have become unsightly or overgrown.

5. **Exclusive Rights of Burial**

- a. The right to be buried in the Cemetery requires that the Exclusive Rights to the Grave be purchased. A Deed of Grant will be provided by the Committee on receipt of the appropriate fee. Forms on which to make application are available from the Clerk. No Deed will be issued in respect of a vacant grave space.

- b. No grave, in which the Exclusive Right of Burial has been purchased, shall be opened without the production of the grant of such right or the grantee's consent in writing.
 - c. Purchase of the Exclusive Right of Burial in a grave may not, except by will, dispose of such right without the consent of the Committee. The right of a purchaser dying intestate lapses at the burial of such purchaser.
 - d. A double grave can have up to two burials and a number of cremation interments as the committee decides and the owner permits.
 - e. A single grave can have one burial and, if the owner is not the interred, a number of cremation interments as the committee decides and the owner permits.
 - f. A cremation plot can have up to four interments with the permission of the owner.
6. **Public Visitors:**
- a. Children under 12 years of age will not be allowed within the Cemetery except under the care and control of a responsible person. Visitors will be expected as far as possible to keep to the roads and paths and to refrain from touching the shrubs or flowers. Dogs will only be allowed in the Cemetery if kept on a lead and under proper control. The person in charge of any dog will be responsible for clearing away any fouling caused by the dog.
 - b. Any person who:
 - i. Destroys or injures any property belonging to the Cemetery or destroys or injures any plant or tree in it,
 - ii. Daubs, disfigures, destroys, or damages any building, memorial, or inscription,
 - iii. Plays any game or sport within the Cemetery
 - iv. Unlawfully disturbs any persons assembled in the Cemetery for the purpose of burying any person,
 - v. Commits any nuisance within the Cemetery is liable to a maximum fine of ONE HUNDRED POUNDS and the cost of making good any damage caused.
 - c. The Cemetery will be open to the public as follows:
 - Weekdays from 9:00am to Sunset
 - Sundays from 10:00 to Sunset
7. **The Committee reserves** the right from time to time to make any alterations, additions, or amendments to these rules and regulations consistent with the Burial Acts.
8. **Copies** of these rules and regulations may be obtained for the cost of copying, by applying in writing to the Clerk at the address on page 1

TO BE SIGNED BY THE GRAVE PURCHASER/APPLICANT

I have read the above and agree to abide by the rules and regulations as indicated and hereby give permission to the Cemetery Authority to remove or re-position any item which breaks the regulation.

Signed: _____ Date: _____

Please print name: _____