

# ABINGDON- ON-THAMES TOWN COUNCIL

## RULES & REGULATIONS FOR ABINGDON CEMETERIES

<b>INTERPRETATION</b>	<b>1A</b>	These rules are made by Abingdon- on-Thames Town Council under paragraph 3 (1) of the Local Authorities Cemeteries order 1977 for the proper management, regulation and control of the Abingdon Cemeteries.
	<b>B</b>	These rules and regulations shall be taken to incorporate the provisions of the order mentioned in paragraph (a) of the clause and, in the case of any conflict between these rules and regulations and the provisions or the order, the order shall prevail.
<b>REGISTRAR</b>	<b>2</b>	The Registrar of the Cemeteries shall be the Town Clerk, The Old Abbey House, Abbey Close, Abingdon, OX14 3JD.
<b>TIMES OF OPENING</b>	<b>3A</b>	9.00am to 9.00pm (or dusk, whichever is earlier).
<b>CEMETERY OFFICE</b>	<b>3B</b>	The Cemetery office is not permanently manned but cemetery staff can be contacted on 01235 533480.
<b>PLANS</b>	<b>4</b>	Plans and records showing the situation of all graves in the Cemeteries are kept at the Town Council offices and the Cemetery and Works Supervisor's office.
<b>APPLICATIONS</b>	<b>5</b>	All applications must be made on the forms provided and delivered to the Cemetery and Works Supervisor prior to the interment taking place.
<b>HOURS OF INTERMENT</b>	<b>6A</b>	Times of funerals Monday to Thursday 9.00am to 2.30pm Friday 9.00am to 1.30pm
	<b>6B</b>	No funerals shall take place on Weekends, Bank Holidays or other public holidays or when the Council offices are closed.
	<b>6C</b>	The Cemetery Chapel may be used by all denominations for the purpose of funeral services. An organist (if required) is to be provided by applicant or funeral director. A Compact Disc player is available.
<b>DISPOSAL CERTIFICATES</b>	<b>7A</b>	The relevant certificate for burial, Coroner's Order for burial, certificate for disposal (stillbirth) or certificate for burial of ashes must be handed to the Registrar's appointed representative at the Cemetery immediately before any interment.
	<b>7B</b>	No burials shall take place without the appropriate certificate for disposal.

<b>SERVICES</b>	<b>8A</b>	If any funeral is to be conducted by a Minister, he shall be provided by the applicant or funeral director.
	<b>8B</b>	The applicant is responsible for paying the Minister's fees.
<b>DIMENSIONS OF</b>	<b>9A</b>	Graves in all sections are sized according to measurements provided by the funeral director.
	<b>9B</b>	The maximum depth of every grave shall be 8 feet.
	<b>9C</b>	The minimum depth of every grave shall be 3 feet 6 inches.
<b>BRICKED GRAVES VAULTS</b>	<b>10</b>	Underground brick or stone work shall not be permitted in the cemeteries.
<b>PLANTING</b>	<b>11A</b>	Subject to the control and supervision of the Council, flowers may be planted within kerbed graves. Planting of bulbs, flowers, shrubs or trees in lawn graves is prohibited.
	<b>11B</b>	Planting of shrubs or trees in the cemetery is prohibited.
	<b>11C</b>	Planting outside of the grave space is prohibited.
<b>UNPURCHASED GRAVES</b>	<b>12</b>	Un-purchased graves may be used for further interments by the Town Council at any time.
<b>SCATTERING OF CREMATED REMAINS</b>	<b>13</b>	The scattering of cremated human remains is prohibited.
<b>BURIAL OF CREMATED REMAINS</b>	<b>14A</b>	Caskets containing cremated human remains may be buried in the Garden of Remembrance. Caskets can also be buried in purchased graves, with the consent of the owner of the burial rights and providing the grave is complete of all interments for which it was originally bought. A completed Notice of Interment form together with the appropriate fees is also required..
	<b>14B</b>	Purchase of graves solely for the use of cremated remains is not permitted.
<b>EXHUMATION OF ASHES</b>	<b>15</b>	The removal of cremated remains, for whatever purpose, once buried, requires an Exhumation Licence from Her Majesty's Ministry of Justice.
<b>COFFINS</b>	<b>16</b>	Coffins shall be of a traditional wood style, wicker or cardboard. Other types of coffins are at the discretion of the Abingdon- on-Thames Town Council.

**APPLICATION FOR APPROVAL OF MEMORIALS**

- 17A** All memorial masons wishing to carry out work in the Abingdon cemeteries shall be registered under the Abingdon-on-Thames Town Council's Memorial Mason Registration Scheme.
- 17B** Application on the forms provided must be made to the Registrar for all memorials proposed to be placed, erected or renewed and for additional inscriptions.
- 17C** No advertisement of the Monumental Mason's name may be cut or attached to any memorial.
- 17D** Memorials shall not be placed, erected or renewed on any grave where the exclusive right of burial has not been purchased.
- 17E** Monumental masons shall not work in the Cemeteries without prior arrangement with the Cemetery and Works Supervisor.
- 17F** Monumental masons shall not work in the cemeteries outside the normal working hours of the cemetery staff.
- 17G** No hewing or dressing of stones shall be permitted within either of the cemeteries or approaches. All materials shall be conveyed to the grave space by hand or in such a manner, under the direction of the Registrar's representative, to avoid damaging the roads or walks.

**ERECTION OF MEMORIALS**

- 18A** All memorials must be of natural stone.
- 18B** All memorial fixings must be at current industry regulations.
- 18C** The Funeral Director or Applicant shall be responsible for arranging for the removal of any memorial necessitated by an interment and for its re-erection.

**OVERALL DIMENSIONS FOR MEMORIALS ABOVE GROUND**

- 19A** A flat stone not to exceed 7 feet by 3 feet
- 19B** A headstone not to exceed 5 feet in height.
- 19C** A foot stone not to exceed 5 feet in height.
- 19D** Kerb stones or border stones (certain sections only) to enclose a space not exceeding 7 feet by 7 feet (on double grave space).
- 19E** A vase not to exceed 18 inches in height.
- 19F** Any other monument not to exceed 5 feet in height and occupy a space not to exceed 7 feet by 7 feet (on double grave space only).

<b>MEMORIALS IN LINE</b>	<b>20</b>	All memorials and vases in the lawn section must be placed or erected in line at the head of the graves. Kerb stones are not permitted. Only one flower / plant natural stone container permitted on each grave.
<b>MEMORIALS IN CEMETERY CHAPEL</b>	<b>21</b>	No memorials may be placed or erected in the Cemetery Chapel.
<b>GENERAL</b>	<b>22A</b>	The Town Council does not maintain or restore memorials or recommend specific monumental masons. However, monumental masons must be registered with the Abingdon-on-Thames Town Council's Memorial Mason Registration Scheme to carry out work in the Cemeteries.
	<b>22B</b>	Marble or other chips are permitted only on graves having a kerb.
	<b>22C</b>	Provision and erection of kerb stones is prohibited in lawn sections within the cemeteries.
	<b>22D</b>	Tiles, articles of pottery, glass, metal ware or railings, metal kerbing and artificial wreaths covered with glass are prohibited.
<b>PURCHASE OF GRAVE SPACES IN THE GENERAL SECTION</b>	<b>23</b>	Any person may purchase the exclusive right of burial in a grave space in any general section of a cemetery for a period of 75 years. The appropriate fee shall be paid at the time of purchase. Grave spaces cannot be pre-purchased.
<b>SELECTION OF GRAVE SPACES</b>	<b>24</b>	Grave spaces cannot be selected. Purchase will be "next in line" according to the Cemetery and Works Supervisor cemetery planning.
<b>OPENING OF GRAVES</b>	<b>25</b>	No grave in which the exclusive right of burial has been purchased shall be opened without the production of the Deed or Grant or the written consent of the owner or his or her legal representative
<b>TRANSFER</b>	<b>26</b>	No transfer of the ownership of an exclusive right of burial, otherwise than by death or inheritance, shall be made without the prior consent in writing to the Town Council. All such transfers shall be registered with the Town Clerk.
<b>PURCHASING OR RESERVING OF UNPURCHASED GRAVES</b>	<b>27</b>	Where a grave space has not been purchased, the next of kin or legal representative of the first person to have been buried therein may purchase the exclusive right of burial in that grave space. Where more than one interment has taken place within the same grave the exclusive right of burial cannot be purchased and remains with the Abingdon-on-Thames Town Council.

<b>VEHICLES</b>	<b>28A</b>	Funeral vehicles and processions in the cemetery have priority. Whilst a funeral is taking place within the cemetery vehicles will not be permitted entry.
	<b>28B</b>	Disabled drivers will be permitted into the cemeteries provided they are a registered disabled badge holder and displaying the relevant documents in their vehicle. Appointments for disabled badge holders to enter the cemeteries must be made 24 hours prior to the visit (to enable gates to be unlocked).
	<b>28C</b>	The speed limit in the cemeteries is five miles per hour (5mph).
<b>CHILDREN</b>	<b>29</b>	Children under the age of 16 years will not be admitted to the cemetery unless accompanied by an adult.
<b>DOGS</b>	<b>30</b>	Dogs are not permitted with the exception of guide dogs.
<b>SMOKING</b>	<b>31</b>	Smoking is not permitted within the cemeteries.
<b>SOLICITING ORDERS</b>	<b>32</b>	No person shall distribute tracts, business cards or other advertisements or solicit orders within the cemeteries.
<b>IMPROPER BEHAVIOUR</b>	<b>33</b>	The Cemetery and Works Supervisor, or anyone under his direction, may, at any time, exclude from the cemeteries any person who conducts himself/herself in a noisy, disorderly or unseemly manner or is intoxicated or uses improper language or trespasses upon, or causes damage to plants, trees, shrubs, monuments etc.; or refuses to leave any portion of the cemeteries when asked to do so. Playing of any musical instruments and the operation of radio sets or similar equipment is prohibited except with the permission of the Town Council.
<b>GRATUITIES</b>	<b>34</b>	The Officers and servants of the Town Council are not permitted to receive gratuities or commission.
<b>PENALTY FOR CONTRAVENTIONS</b>	<b>35</b>	Any person offending against these Regulations may be prohibited from entering or working within the cemeteries in any manner whatever and for such a period as the Abingdon-on-Thames Town Council may, in each instance, determine. The Abingdon-on-Thames Town Council may inform the authorities of any misdemeanour or unprofessional work carried out in the cemeteries.
<b>BABY SECTION</b>	<b>36</b>	There is a allocated section in Spring Gardens Cemetery for Baby interments (section nine); these graves are smaller and carry no charges for residents of Abingdon. Other sections can be used, however the full price will apply.

Abingdon-on-Thames Town Council are sympathetic to the families who have lost a young child and therefore are more

lenient when applying the rules of the cemetery. However, the Abingdon-on-Thames Town Council reserves the right to remove articles from the area should they pose a risk or hazard to other users of the cemetery or are considered offensive.

**37A** The grounds of the cemetery are maintained by the Abingdon-on-Thames Town Council.

**37B** No chemicals whatsoever are permitted in the cemeteries unless authorised by the Cemetery and Works Supervisor or his / her appointed nominee (i.e. bleach, fertiliser, herbicides, pesticides, fixing compounds etc.).

**37C** No power tools to be used by visitors to the cemetery (i.e. strimmers, mowers, drills etc.).

**37D** No knives, scissors or shears to be left / stored in the cemeteries.

## **TRIBUTES ON GRAVES**

**38A** These items are not permitted on graves:

- Alcohol
- Alcohol Containers
- Sweets
- Money
- Money Containers
- Glass Objects or Containers / Vases
- Wind Chimes

**38B** These items are only permitted within kerb setted grave spaces (not lawn graves):

- Solar Lights
- Windmills
- Candles / Lanterns
- Chippings / Gravel
- Ornaments

**38C** Temporary grave markers will be removed after a period of one year.

**38D** Tributes arising from a funeral will be removed by cemetery staff after a reasonable time has elapsed.

**38E** Anything considered offensive to other cemetery users may be removed by cemetery staff.

## **GARDEN OF REMEMBRANCE (Cremated Remains)**

**39A** Grave spaces will not exceed 15 x 15 inches (38 x 38 cms).

**39B** Only one 15 x 15 inch (38 x 38 cms) memorial tablet one natural stone flower/ plant container permitted.

**39C** Tributes are to be contained within the 15 x15 inch (38 x 38 cms) area.

**39D** The following items are not permitted in the Garden of Remembrance:

- Solar Lights
- Lanterns
- Windmills
- Shepherd's Crook Holders
- Ornaments
- Alcohol or its Containers
- Sweets
- Money or its Containers
- Glass Objects or Containers
- Candles
- Chippings / Gravel
- Borders
- Planting of any kind (i.e. Bulbs, Flowers / Shrubs)

**NEW GARDEN OF  
REMEMBRANCE**

**40A** Flower / Plant containers must be an integral part of the 15x15 inch (38 x 38 cms) memorial tablet. No other container will be permitted.

Revised August 2013