

Dronfield Town Council

Cemetery Rules And Regulations v1.1

Version History

Version	Updates	Minute Reference
v1.0 Amended and approved 27.8.15	<ul style="list-style-type: none"> - Rule 6. The second sentence states Kerb sets are not allowed, this is to be amended to <i>'Kerb sets and any type of edgings are not allowed'</i>. - Rule 10 is to replace Rule 7. - Rule 7 is to replace rule 10. - Rule 10 is to include <i>'or has not been approved under rule 6'</i> - Rule 11 is to include <i>'or any type of edgings'</i> - Rule 14 the word <i>'must'</i> is to be replaced with <i>'should'</i> 	41/15-16
v1.1 Amended October 2022 Approved at Council Meeting DTC Meeting on 9 th January 2023	<ul style="list-style-type: none"> - All references to "burial committee" updated to "Cemetery Advisory Committee." - All references to "clerk" updated to "Cemetery Clerk." - Rule 1 : Notice of interment amended to "For all interments, a completed interment form must be returned to the Cemetery Clerk..." Updated office opening hours. - Rule 2 : Working days notice for interments updated to 5 full working days and 10 full working days. "For all interments" added to beginning of sentence. - Rule 3 : Wording updated to include "are" and "the." - Rule 15 : Memorial benches policy now included. - Rule 19 : Term of exclusive rights wording updated. 	252/22-23

1. For all interments, **a completed notice of interment form must be returned to the cemetery clerk** during the office hours of 10am to 2pm from Monday to Friday. Friday afternoon funerals, after 12.30pm must be agreed with the Town Clerk and Cemetery Clerk.
2. For all interments, **5 full working days notice** must be given (**10 full working days notice** for bricked or vaulted graves) prior to any interment, exclusive of weekends, and Bank Holidays.
3. All interments are to take place within the working hours of staff employed at Dronfield cemetery, unless a coroner or medical practitioner issues a certificate for immediate interment. In all other cases, extra fees will be charged.
4. Grave spaces will be for two interments, at six feet and four feet respectively. There will be no deviation from these dimensions.
5. A Registrar's certificate or Coroner's order for burial must be delivered at or before the time of interment (including a still born child) to the cemetery staff or office, along with a notice of interment form, and fee payable, or fees paid upon receipt of invoice.
6. Headstones ONLY may be erected on graves. Kerb sets or any type of grave edgings are not allowed. A drawing, showing the dimensions, proposed inscription and material to be used and appropriate fee must be forwarded to the cemetery clerk for approval. If the full fee payable is not received by the cemetery clerk before the proposed day of erection, the installation of the memorial will be refused until such fees are paid in full.

7. The Cemetery Advisory Committee reserve the right to remove any memorial, which in their opinion has become unsafe, dilapidated, or not kept in proper repair, or has not been approved under rule 6, or may require the owner to remove it at their expense.
8. Headstones removed for a subsequent burial must be replaced within six months or may be disposed of by the cemetery staff.
9. The Cemetery Advisory Committee. will not be responsible for any damage to memorials, however caused.
10. Only one memorial will be allowed per grave, and the mason must check the siting of headstones with cemetery staff, prior to installation
11. Cremated remains may be buried in the Garden of Rest at the discretion of the Cemetery Advisory Committee. A plot may be purchased for this purpose and will be for two lots of ashes only. A memorial stone may be placed but should be of a limited size only due to lack of space. No kerb sets or any type of edgings are allowed in the Garden of Rest.
12. Cremated remains may be scattered in the cemetery at the Cemetery Advisory Committees discretion. Prior approval must be sought, and the appropriate fee paid.
13. The family should remove all wreaths and flowers placed on graves after they have become unsightly, and placed in the refuse containers provided in the cemetery for this purpose. No other waste should be placed in these refuse containers, anyone found using the refuse container for other purposes would be liable to prosecution.
14. The Cemetery Advisory Committee reserves the right to remove any tree or shrub they deem necessary.
15. Memorial benches/plaques within the cemetery must be purchased and installed by Dronfield Town Council with the approval of Dronfield Cemetery Committee. Applications for the purchase of memorial benches should be sent to the cemetery clerk – the application form for memorial benches is available on the Dronfield Town Council Website.
 - Benches cannot be installed independently/by anyone other than cemetery staff.
 - Benches may only be sited on designated pathways.
 - Benches installed without permission will be removed.
16. No dogs, except guide dogs, cycles or horses will be allowed in the cemetery. Cars are allowed, but must adhere to the one-way system.
17. All persons admitted to the cemetery will be subject to the order and control of the Cemetery Advisory Committee.
18. Any person found causing any damage whatsoever in the confines of the cemetery will be liable to prosecution.

19. Graves remain the property of the deed holder. The deed holder is responsible for the grave upkeep for a period of 50 years from the date of interment (term of exclusive rights is 50 years)
20. Pre-purchased graves allowed in designated areas only.
21. The Cemetery Advisory Committee reserves to themselves the right from time to time to revise the foregoing cemetery fees, rules and regulations.

Issued by Dronfield Town Council