

# Dronfield Town Council

## Cemetery Rules And Regulations v1.4

### Version History

Version	Updates	Minute Reference
<b>v1.0</b> Amended and approved at DTC Meeting 27.8.15	<ul style="list-style-type: none"> <li>• 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>.</li> <li>• Rule 10 is to replace Rule 7.</li> <li>• Rule 7 is to replace rule 10.</li> <li>• Rule 10 is to include <i>'or has not been approved under rule 6'</i></li> <li>• Rule 11 is to include <i>'or any type of edgings'</i></li> <li>• Rule 14 the word <i>'must'</i> is to be replaced with <i>'should'</i></li> </ul>	<b>41/15-16</b>
<b>v1.1</b> Amended October 2022 Approved at DTC Meeting on 9 <sup>th</sup> January 2023	<ul style="list-style-type: none"> <li>• All references to "burial committee" updated to "Cemetery Advisory Committee."</li> <li>• All references to "clerk" updated to "Cemetery Clerk."</li> <li>• 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.</li> <li>• 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.</li> <li>• Rule 3 = Wording updated to include "are" and "the."</li> <li>• Rule 15 = Memorial benches policy now included.</li> <li>• Rule 19 = Term of exclusive rights wording updated.</li> </ul>	<b>252/22-23</b>
<b>v1.2</b> Amended June 2023 Approved via Delegated Decision - August 2023	<ul style="list-style-type: none"> <li>• Rule 11 and 12 = Moved up page to become Rule 4 and 5.</li> <li>• Rule 4 = Wording changed to "Cemetery plots will be for <b>two interments (burials) only, along with six interments of cremated remains only</b>. Interments (burials) will be at six feet and four feet respectively. There will be no deviation from these dimensions."</li> <li>• Rule 5 = Wording changed to "Cremated remains may be buried in the Garden of Rest at the discretion of the Cemetery Advisory Committee. A GOR plot may be purchased for this purpose and will be <b>for two interments of cremated remains only</b>. 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."</li> <li>• Rule 6 = Wording changed to "Cremated remains may be scattered on a plot at the Cemetery Advisory Committees discretion. Prior approval must be sought, and the appropriate fee paid."</li> <li>• Rule 16 = Wording changed to "No dogs, except guide or assistance dogs will be allowed in the cemetery. Cars, cycles and horses are allowed, but must adhere to the one-way system."</li> <li>• Rule 20 = Wording changed to "Pre-purchased plots are only available within the Garden Of Rest area."</li> <li>•</li> </ul>	<b>n/a</b>

<p><b>v1.3</b> Amended August 2023 Approved at DTC Meeting Nov 2023</p>	<ul style="list-style-type: none"> <li>• All sole references to “grave” or plot” are amended to “grave/plot” where applicable.</li> <li>• Rule 8 = “and” removed from “A drawing, showing the dimensions, proposed inscription <b>and</b> material to be used and appropriate fee must be forwarded to the Cemetery Clerk for approval.”</li> <li>• Rule 15 = “Dronfield Cemetery Committee” amended to “Cemetery Advisory Committee.”</li> <li>• Rule 19 = Wording changed to “The deed holder is responsible for the upkeep of the grave/plot for a period of <b>50 years</b>, including the memorial, from the date of interment (term of exclusive rights is 50 years.) Perpetuity rights are granted to all Dronfield Cemetery graves sold before the 1977 Local Authorities Cemetery Order. All land within Dronfield Cemetery remains in the ownership of Dronfield Town Council. An Exclusive Right of Burial is not the purchase of any specific 'land'. It is merely the right of burial in a specified grave/plot. The registered holder also has the right to determine who is buried within that grave/plot and what memorial, if any, is placed on the grave/plot.”</li> <li>• Rule 9 = Wording changed to Rule 6 (formerly Rule 8 before order of rules changed in v1.2) “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.”</li> <li>• NEW Rule 21 = Sale of cemetery plots back to the Council. “A lessee can make a written request to sell their Rights of Burial back to the council at the original purchase price if the plot is unused.”</li> <li>• Rule 21 = Now becomes Rule 22</li> </ul>	<p><b>227/23-24</b></p>
<p><b>v1.4</b> Amended July 2024 Approved at DTC Meeting Nov 2024</p>	<ul style="list-style-type: none"> <li>• Addition of Rule 8 : “The children's section of Dronfield Cemetery is for interments of children up to 12 years of age. If parents wish eventually to be buried with their child, an adult grave within the cemetery should be chosen.”</li> <li>• Alteration of wording to Rule 6 : “Cremated remains may be scattered at the approval of the Cemetery Clerk and the appropriate fee paid.”</li> <li>• Addition of Rule 10 : All memorials must measure no more than 3 feet high (including the base) and must be erected to British Standard 8415. To aid identification, a plot number must be inscribed on the base of the memorial. Cremation tablets must be no larger than 18” x 18” and can be either a flat tablet or desk type.</li> </ul>	

## **Dronfield Town Council - Cemetery Rules And Regulations**

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. Cemetery graves will be for **two interments (burials) only, along with six interments of cremated remains only**. Interments (burials) will be at six feet and four feet respectively. There will be no deviation from these dimensions.
5. Cremated remains may be buried in the Garden of Rest at the discretion of the Cemetery Advisory Committee. A GOR plot may be purchased for this purpose and will be **for two interments of cremated remains 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.
6. Cremated remains may be scattered at the approval of the Cemetery Clerk and the appropriate fee paid.
7. A Registrar's certificate or Coroner's order for burial must be delivered at or before the time of interment (including a stillborn child) to the cemetery staff or office, along with a notice of interment form, and fee payable, or fees paid upon receipt of invoice.
8. The children's section of Dronfield Cemetery is for interments of children up to 12 years of age. If parents wish eventually to be buried with their child, an adult grave within the cemetery should be chosen.
9. Headstones ONLY may be erected on graves/plots. Kerb sets or any type of edgings are not allowed. A drawing, showing the dimensions, proposed inscription, 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.
10. All memorials must measure no more than 3 feet high (including the base) and must be erected to British Standard 8415. To aid identification, a plot number must be inscribed on the base of the memorial. Cremation tablets must be no larger than 18" x 18" and can be either a flat tablet or desk type.

11. 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 9, or may require the owner to remove it at their expense.
12. Headstones removed for a subsequent burial must be replaced within six months or may be disposed of by the cemetery staff.
13. The Cemetery Advisory Committee. will not be responsible for any damage to memorials, however caused.
14. Only one memorial will be allowed per grave/plot. The mason must check the siting of headstones with cemetery staff, prior to installation
15. The family should remove all wreaths and flowers placed on graves/plots 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.
16. The Cemetery Advisory Committee reserves the right to remove any tree or shrub they deem necessary.
17. Memorial benches/plaques within the cemetery must be purchased and installed by Dronfield Town Council with the approval of the Cemetery Advisory 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.
18. No dogs, except guide or assistance dogs will be allowed in the cemetery. Cars, cycles and horses are allowed, but must adhere to the one-way system.
19. All persons admitted to the cemetery will be subject to the order and control of the Cemetery Advisory Committee.
20. Any person found causing any damage whatsoever in the confines of the cemetery will be liable to prosecution.
21. The deed holder is responsible for the upkeep of the grave/plot for a period of **50 years**, including the memorial, from the date of interment (term of exclusive rights is 50 years.) Perpetuity rights are granted to all Dronfield Cemetery graves sold before the 1977 Local Authorities Cemetery Order. All land within Dronfield Cemetery remains in the ownership of Dronfield Town Council. An Exclusive Right of Burial is not the purchase of any specific 'land'. It is merely the right of burial in a specified grave/plot. The registered holder also has the right to determine who is buried within that grave/plot and what memorial, if any, is placed on the grave/plot.

22. Pre-purchased plots are only available **within the Garden Of Rest area.**
23. Sale of cemetery plots back to the Council. A lessee can make a written request to sell their Rights of Burial back to the council at the original purchase price if the plot is unused.
24. 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**