



RULES s REGULATIONS

Made by

NORTHWICH TOWN COUNCIL

with respect to

MANAGEMENT OF WITTON & DANE VALLEY CEMETERY

INTRODUCTION

Although these regulations are a necessary requirement for the management of our Cemeteries. Every effort has been made to avoid restricting the rights and choices of the individual. Therefore, these regulations have been prepared with a balance between individual rights and the need to regulate for safe and tidy grounds. For example, the prohibition of glass and plastics is based upon these items becoming potential hazards when mowers are used. It is not based upon aesthetic considerations.

The Council has adopted the Charter for the Bereaved and is committed to giving you the rights that are provided by the Council.

With regard to regulation the Charter gives for the following rights:

- A) You have a right to be given a list of regulations used by the Council (as shown in this document)
- B) You have a right to be given a written explanation why a particular regulation has been used to restrict or otherwise influence your rights. Where you remain dissatisfied, you can utilise the Council's complaint procedure and the grievance procedure available under the Charter for the Bereaved. Further information on these procedures is available upon request.

Chief Officer —the Cemetery Chief Officer and his staff.

General Regulations

Terms

1. Anyone visiting the cemetery grounds must follow these regulations.
2. You must follow these regulations and any instructions that the Chief Officer or his staff may give you when you visit the cemetery.

Opening Times

3. The cemetery grounds will be open to the public every day of the year.

Vehicles

4. Vehicles are allowed in the cemetery grounds every day. There are no time restrictions .
5. The speed limit in the cemetery grounds is 5 mph.



6. You must not drive on the grassed areas.

Children

7. Children under 12 are not allowed in the Cemetery unless they are under the care of a responsible adult. This is for their own safety.

Dogs

8. Dogs must be always kept on a lead and any waste be picked up and disposed of.

Burials (bookings and Interment papers)

9. The administration office is immediately inside the cemetery gates and is open from 9am - 5pm Monday - Friday. The office is closed at weekends and public holidays.

10. A plan of the Cemetery is available in the administration office for you to look at during office hours.

Booking burial service times

12. Applications for burial must be made to the Registrar's Office between the hours of 9am - 5pm Monday - Friday (except public holidays).

Interment Notices

13. Completed Interment Notices must be delivered to the Registrar's office at least 72 hours before the planned day of burial. The coffin or casket sizes must be confirmed in writing. This must be the exact measurement.

14. If we do not receive a completed Interment Notice by the required time, the Chief Officer may decide to postpone the funeral.

Fees

15. All fees and charges must be paid before the burial.

Burials (general regulations)

Arriving at the Cemetery

16. The time booked for a funeral is the time that the cortege is due to arrive at the Cemetery. You must keep to this time to avoid disruption to other funerals.

Arriving early or late

17. If the cortege arrives early or late, the funeral must wait until it is convenient for it to carry on. Contact must be made with the Registrar if running late or early.



Certificate for Disposal

18. The Registrars Certificate for Disposal or the Coroner's Order for burial must be delivered to the Registrar's Office before the burial can take place.

If you do not deliver the Registrar's Certificate or the Coroner's Order for burial to the Registrar's Office, then the burial **must not** take place EXCEPT in the situation where the certificate has been issued but forgotten by the Funeral director. If this happens, the funeral director must sign a declaration in accordance with the Births and Deaths Registration Act 1926 before the funeral can take place. This declaration must explain why the certificate has not been delivered and promise to deliver it to the administration office as soon as possible, preferably on the same day as the burial or, in exceptional circumstances, on the next day.

Coffins and Caskets

19. Each individual body whether an adult or child must be brought into the Cemetery in a separate coffin. The only exceptions to the rule will be:

- * When a mother and child die in childbirth in which case both the mother and child can be in the same coffin.
- * When twins or multiple births die in childbirth the babies can be in the same coffin.
- * Or at the discretion of the Chief Officer.

The structure of the Coffin

20. For burial purposes coffins can be made of wood, metal, wicker or cardboard.

Opening of Graves

21. No grave, for which a Grant of exclusive right of burial applies can be opened without written permission of the registered owner unless the burial is to be that of the registered owner. It is the Town Council's policy to excavate graves to the maximum depth available.

22. If the burial is to be of the registered owner of the Grant of exclusive Right of Burial, we do not need written permission to open the grave or vault. However, the name of the deceased as shown on the Registrar's Certificate for Disposal must be exactly the same as the name on the Grant of exclusive Right of Burial. To make sure that only the correct person is buried in the grave, any variation in the names must be explained and confirmed by a statutory declaration before the burial can take place.

Producing the grave deed

23. We have the right to demand to see the Grant of Exclusive Right of Burial before a grave is opened. If you lose the deed, we have the right to demand a statutory declaration before the burial can take place.

Moving memorials



24. When we dig graves in certain areas of the Cemetery, we may need to move memorials on the surrounding graves without notice to make room for equipment –this is a health and safety requirement. We will put memorials back in their correct position as soon as possible after burial.

Exclusive Rights of Burial

We grant exclusive Rights of Burial in graves for up to 100 years. The maximum period of Grant is governed by legislation.

25. The registered grave owner is responsible for memorials and for looking after their grave space.

Types of graves

Witton Cemetery – Lawn Graves

The typical lawn grave is a grave that is laid to lawn and has no mounds or surrounds. At the head of the grave the registered owner may install a headstone.

- 26. Memorials on lawn graves must not exceed 36 ½" in total height above ground level.
Headstone/plate a maximum width 26" x depth 4" x height 30".
Base a maximum width of 36" x depth 12" x height 4".
Plinth a maximum width 36" x depth 13" x height 2 ½".
All headstones/plates must be within this size including shaped headstones.
- 27. Memorials must be made of either marble, granite or a natural stone.
- 28. We do not allow mounds and surrounds on graves in the lawn section. Any surrounds or mounds which do not meet our regulations will be removed and stored for your collection.
- 29. The person who buys the memorial is responsible for it and we have the right to remove it without asking the person who had it erected.
- 30. We do not allow flowers, plants, windmills, vases, ornaments or pots to be placed on the lawn area. These will be removed and stored for your collection.
- 31. You are not permitted to put a marker on a grave in the lawn area

Witton Cemetery – Traditional Graves

Traditional graves have a concrete landing that is put over the entire grave after the burial. The owner of the Rights of Burial can have a memorial put on this landing. Traditional graves can be found in Witton Cemetery in the Non-Conformist/Roman Catholic and some of the church of England section

- 32. Kerbstones and borders must not exceed 79" in length, 36" in width and 36" in height.
- 33. Headstones on a kerbstone must not exceed a total of 36" in height, 36" in width and 4" in depth.



- 34. All memorials on traditional graves must be securely fixed on the landing.
- 35. We do not allow resin on the inside of the kerbstone.
- 36. All memorials on traditional part-constructed graves must be fixed to the landing on the brick foundation.
- 37. All memorials on vault graves must be fixed on the landing on a brick foundation.
- 38. We have total control over the design of memorials on vault graves and designs for memorial must be submitted to the Chief Officer for approval.
- 39. You are not permitted to put a marker on a grave in this section

Witton Cemetery – Above Ground Vaults

Above ground vaults holding a maximum of two cremated remains or a maximum of four cremated remains in a Family Sanctum 2000 grave holding.

- 40. Wooden caskets must be within the guidelines (caskets available from Northwich Town Council)
- 41. Urns provided from the Crematorium will also fit within the vaults
- 42. We do not allow flowers, plants, windmills, vases, ornaments or pots to be placed on the grass area. These will be removed and stored for your collection.

Witton Cemetery - Sanctum 2 vaults

Cremated remains grave holding a maximum of two cremated remains in an underground vault

- 43. The wooden caskets must be within 9" x 5" x 9" – We provide caskets for these vaults.
- 44. We do not allow flowers, plants, windmills, vases, ornaments or pots to be placed on the grass area. These will be removed and stored for your collection.

Witton Cemetery - Cremated Remains (Church Wall/Old Cremations)

Cremated remains grave holding a maximum of four cremated remains. The burials are below ground in the lawned area

- 45. Memorials on this section must be made of either marble, granite or natural stone.



46. Memorials on lawn graves must not exceed 36 ½" in total height above ground level.
Headstone/plate a maximum width 26" x depth 4" x height 30".
Base a maximum width of 36" x depth 12" x height 4".
Plinth a maximum width 36" x depth 13" x height 2 ½".
All headstones/plates must be within this size including shaped headstones.
47. We do not allow mounds of graves in the lawn section of the Cemetery.
48. The person who buys the memorial is responsible for it and we have the right to remove it without asking the person who had it erected.
49. Cremated remains can be placed in a wooden casket, wicker or biodegradable casket or scattered.
50. We do not allow flowers, plants, windmills, vases, ornaments or pots to be placed on the grass area. These will be removed and stored for your collection.
51. You are not permitted to put a marker on a grave in this section

Witton Cemetery - New Cremated Remains Sections/School fence

Cremated remains grave holding a maximum of two cremated remains. The burials are below ground in the lawned area

52. Memorials on lawn graves must be these exact sizes: 30 ½" in total height above ground level.
Headstone/plate a maximum width 18" x depth 3" x height 24".
Base a maximum width of 21" x depth 12" x height 4".
Plinth a maximum width 24" x depth 12.5" x height 2 ½".
Headstones/Plate must be polished black granite with a square top and gold lettering.
53. You cannot put any memorial or marker on a grave in the lawn area
54. The person who buys the memorial is responsible for it and we have the right to remove it without asking the person who had it erected.
55. Cremated remains can be placed in a wooden casket, wicker or biodegradable caskets or scattered.
56. We do not allow flowers, plants, windmills, vases, ornaments or pots to be placed on the grass area. These will be removed and stored for your collection.
57. You are not permitted to put a marker on a grave in this section



Dane Valley Cemetery – Freehold Lawn Section

The typical lawn grave is a grave that is laid to lawn and has no mounds or surrounds. At the head of the grave the registered owner may install a headstone.

58. Memorials on lawn graves must not exceed 36 ½" in total height above ground level.

Headstone/plate a maximum width 36" x depth 4" x height 30".

Base a maximum width of 36" x depth 12" x height 4".

Plinth a maximum width 36" x depth 13" x height 2 ½".

All headstones/plates must be within this size including shaped headstones

59. Memorials must be made of either marble, granite or a natural stone.

60. We do not allow mounds and surrounds on graves in the lawn section. Any surrounds or mounds which do not meet our regulations will be removed and stored for your collection.

61. The person who buys the memorial is responsible for it and we have the right to remove it without asking the person who had it erected.

62. We do not allow flowers, plants, windmills, vases, ornaments or pots to be placed on the lawned area. These will be removed and stored for your collection.

63. You are not permitted to put a marker on a grave in the lawn area

Dane Valley Cemetery – Cremated Remains Section

Cremated remains grave holding a maximum of four cremated remains. The burials are below ground in the lawned area.

64. Memorials on cremated remains graves must not exceed 36 ½" in total height above ground level. Headstone/plate a maximum width 36" x depth 4" x height 30".

Base a maximum width of 36" x depth 12" x height 4".

Plinth a maximum width 36" x depth 13" x height 2 ½".

All headstones/plates must be within this size including shaped headstones.

65. The person who buys the memorial is responsible for it and we have the right to remove it without asking the person who had it put up.

66. Cremated remains can be placed in a wooden casket, wicker or biodegradable casket or scattered.

67. We do not allow flowers, plants, windmills, vases, ornaments or pots to be placed on the grass area. These will be removed and stored for your collection.

68. You are not permitted to put a marker on a grave in this section



Dane Valley Cemetery - Children's Section, Cremated Remains Plots

Cremated remains plot holding a maximum one burial of cremated remains. The burials are below ground in the lawned area.

69. Memorials on lawn graves must not exceed 36 ½" in total height above ground level.
Headstone/plate a maximum width 36", depth 4" and height 30".
Base a maximum width of 36", depth 12" and height 4".
Plinth a maximum width 36", depth 13" and height 2 ½".
All headstones/plates must be within this size including shaped headstones.
70. The person who buys the memorial is responsible for it and we have the right to remove it without asking the person who had it put up.
71. Cremated remains can be placed in a wooden casket, wicker or biodegradable casket or scattered.
72. We do not allow flowers, plants, windmills, vases, ornaments or pots to be placed on the grass area. These will be removed and stored for your collection.
73. You are not permitted to put a marker on a grave in this section

Managing memorials

The installation of new memorials, renovation of existing memorials, and added inscriptions to memorials is carefully controlled by Northwich Town Council that:

- A) work is only carried out with the authority of the registered owner/s of the Rights of Burial.
 - B) That all memorials comply with Northwich Town Council Regulations applicable to the erection and maintenance of memorials, and work is carried out in a manner that will ensure that all Health & Safety Regulations are adhered to.
 - C) All memorials shall be erected to conform to the most recent edition of the NAMM 'Recommended Code of Working Practice' or BRAMM 'Blue Book'
74. Memorials and surrounds may not be erected over any grave in which the Exclusive Right of Burial has not been purchased.
 75. Applications for memorial work together with the relevant fee must be submitted to the Registrar for approval. This application must be made on the form "Application to undertake memorial work"

This form should include the name and address of the monumental mason who will carry out the work, the material and measurements of the memorial, what you want to inscribe and a diagram of the proposed Memorial. The application form must also contain the full names of the registered grave owner/s and their signatures to give permission for the work to be done.

76. Trade names must not be inscribed on any memorial.



77. You must keep memorials in a good and safe condition. The Registrar is allowed to remove any monument that becomes dangerous.
 78. All memorials must be solid stone.
 79. We do not allow curbs, posts or vases on the lawn section.
 80. All memorials on all graves must be fixed on a landing.
 81. We may ban any person that we find trying to get business within the cemetery from entering the cemetery in the future.
 82. Every memorial must have the number and section of the grave/vault inscribed on it. The Registrar will decide where the number should go.
 83. You cannot bring a memorial into the cemetery or allow one to be put up unless you accept that it is at your own risk. We are not responsible if the memorial is damaged.
 84. All monumental masons' vans and trucks must be removed from the cemetery by 4.30pm Mon-Fri. Masons are not allowed to work at weekends.
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