

Cemetery guidelines

1.0 Introduction

1.1 The Council owns three cemeteries - one in Aldershot and two in Farnborough.

Redan Road Cemetery	Aldershot	opened in 1861
Ship Lane Cemetery	Farnborough	opened in 1933
Victoria Road Cemetery	Farnborough	opened in 1859

1.2 For queries or comments about the cemeteries, please contact:

The Bereavement Services Manager,
The Park Crematorium, Guildford Road, ALDERSHOT, Hampshire, GU12 4BP.

Tel: 01252 321 653

Fax: 01252 350 758

1.3 These regulations are in addition to the Local Authorities Cemeteries Order 1977.

2.0 Admission to Cemeteries

2.1 The cemeteries are open for visitors every day during the following times:

April to September	9am to 8pm 10am to 8pm	Monday to Friday Saturday & Sunday
October to March	9am to 4pm 10am to 4pm	Monday to Friday Saturday & Sunday

2.2 No dogs are allowed in the cemetery, except guide dogs and hearing dogs or with the express permission of the Bereavement Services Manager.

2.3 No vehicles or cars, except those of disabled badge holders, are allowed to enter the cemetery without prior permission

2.4 No games, sports, riding of bicycles, skateboards, roller blades, etc. are allowed in the cemeteries.

2.5 Any person creating a disturbance or nuisance by:

interfering with a burial
interfering with any grave, headstone, memorial or flowers

will have to leave the cemetery immediately and may be the subject of subsequent legal action.

3.0 **Burials**

- 3.1 Burials are permitted Monday to Friday (excluding Good Friday, Christmas Day, Bank Holidays or any other public holiday).
- 3.2 All burials must take place between:
- | | | |
|-------------------|--------------------|-----------------------------|
| 9.30am and 3.30pm | April to September | (latest time in Chapel 3pm) |
| 9.30am and 2.30pm | October to March | (latest time in Chapel 2pm) |
- 3.3 You must make a provisional booking through our bereavement service office
- Tel: 01252 321 653.
- 3.4 We require a minimum of 48 hours notice before a burial can take place.
Receipt of the "Application for Interment" form acts as confirmation of an earlier provisional booking.
- 3.5 You must give the relevant certificate from the Registrar of Births and Deaths, or the Coroner to the cemetery representative on arrival at the cemetery before the burial takes place.
- 3.6 You can buy exclusive rights of burial (ownership) for graves for a 30-year period.
After the first five years, you can extend this period by five year periods up to a maximum of 30 years.
- 3.7 The Bereavement Services Manager will decide the location of the grave.
- 3.8 The Council or an approved contractor will excavate all graves.
- 3.9 A coffin, casket or container must be made of a suitable material for burial.
- 3.10 You must give the exact size of the coffin, casket or container, in writing to our bereavement services as soon as possible after the provisional booking.
(We will subsequently add six inches to the length and width for the dig size for the council contractor).
- 3.11 Services in the cemetery chapel must not be longer than 30 minutes unless you have made special arrangements with the Bereavement Services Manager.
- 3.12 It is the responsibility of the funeral director or person arranging the burial to organise a Minister to officiate.
- 3.13 You must make requests for the transfer of 'exclusive right' in writing to the Bereavement Services Manager.

4.0 **Memorials**

- 4.1 All memorial work carried out in the cemetery must conform to the National Association of Monumental Masons' Code of Working Practice.
- 4.2 Anyone erecting a memorial in our cemeteries must have public liability insurance of at least £5 million.

- 4.3 You must not place a memorial in the cemetery without the approval of the Bereavement Services Manager.
- 4.4 Application forms to place memorials on graves or add inscriptions to existing memorials are available through our bereavement service.
- 4.5 We do not allow memorials made of wood, perishable material or concrete, except for wooden crosses, which may be placed on a grave for up to six months.
- 4.6 We do not allow vases, jars or bottles made of glass in our cemeteries and we reserve the right to remove them without prior notice.
- 4.7 The grave section and number must be engraved on the reverse of all memorials. Trade names of monumental masons or funeral directors are allowed but must be unobtrusive in appearance.
- 4.8 We only allow kerb memorials on graves in the kerb section of the cemetery and should not exceed 6ft 6in (1982mm) by 2ft 6in (762mm).
- 4.9 Headstones should not exceed 4ft (1220 mm) in height. The base of the stone should not exceed 2ft 6in (762 mm) wide x 18in (457mm) deep.
- 5.0 Vertical memorials for cremated remain plots should not exceed 18in (457mm) in height. The base should not exceed 18in (457mm) wide by 12in (305mm) deep.
- 5.1 Horizontal memorials for cremated remains plots should not exceed 18in (457mm) in width, 17in (432mm) in depth and 2in (51mm) in thickness.
- 5.2 We will not be responsible for any damage to memorials or headstones by storm, wind, lightning, subsidence, acts of third parties or any other cause other than as a direct result of the negligence of our employees.
- 5.3 We reserve the right to remove, cut down or prune any plant or shrub if it becomes neglected, unsightly or overgrown or when it is necessary to enable the grave, or surrounding graves, to be used again.
- 5.4 We reserve the right to remove neglected, damaged or decayed memorials.
- 5.5 We reserve the right to refuse permission for a memorial to be placed in the cemetery when the inscription is deemed unsuitable.
- 5.6 We reserve the right to alter or make additions to these regulations from time to time.

Issue 1