

Cemetery regulations

Isle of Wight Council Cemeteries



Isle of Wight
Council

For the purpose of these regulations the term **Exclusive Right of Burial** refers to the ownership of the grave; **Grave Owner** or **Owner** refers to the person/s registered as holding the Exclusive Right of Burial for a grave and their next of kin and executors; **Burial Authority** and **Bereavement Services** refers to the Isle of Wight Council and the service within the Isle of Wight Council which holds the responsibility for the municipal cemeteries.

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Burials

4.1 Cemetery burial grounds are split into consecrated and unconsecrated portions, as shown on plans held by the burial authority and all burials must be in grave spaces shown in the plans.

4.2 Notice of burial may be given between the hours of 9am and 4pm Monday to Friday. Written applications must be delivered to the Cemeteries and Burials Officer at least five working days prior to each interment and must include all fees due and the Certificate of Registration of Death. Ten working days' notice must be given prior to a burial in a vault or walled grave.

4.3 The hours of interment during British Summer Time will be between the hours of 10am and 3pm Monday to Friday. During Winter months (October to March) the hours of interment will be 10am to 2pm Monday to Friday.

4.4 The Exclusive Right of Burial will be purchased in all new graves sought in reserve or provided for burial before any burial within the grave will be authorised.

4.5 The selection of a plot by the applicant shall be subject to the approval of the burial authority and will incur an additional charge.

4.6 If the applicant or grave owner requires an extra depth of grave deeper than six foot which Bereavement Services have deemed possible then they must pay an additional fee for this service as stated in the scale of charges current at the time the request is made.

4.7 Prior to any interment in, or the erection of any memorial upon (for which permission is required), a grave space in which the Exclusive Right of Burial has been purchased, the Grant of Exclusive Right of Burial must be produced to the burials office. If the grant has been lost, satisfactory evidence of the applicant's title to the Grant must be produced.

4.8 Where the owner of the grave is to be buried the owner's next of kin or executor must contact the Cemeteries and Burials Officer after the burial to arrange for the transfer of the exclusive right of burial to enable any memorials or headstones to be erected or re-placed upon the grave.

4.9 All bodies brought for interment must be in a traditional wooden coffin or container approved by the Bereavement Services Manager. Where the said coffin or container exceeds 26" in width and/or 75" in length Bereavement Services must be informed at least ten working days prior to the booked date of interment.

4.10 No coffin shall be placed in any earthen grave within three feet of the ordinary level of the ground, except in certain cases when the depth may be reduced to two feet and four inches. In these cases, the coffin, casket or other container will be interred and the grave sealed to ensure the grave is not disturbed by wildlife; the client of the Funeral Director, the deceased's next of kin or executor is liable for any additional cost associated with this.

4.11 Where cremated remains have been scattered upon a grave, no subsequent burials shall be permitted. Under the Local Authorities Cemeteries Order 1977 it is not permitted for any human remains whether cremated or not to be disturbed intentionally or otherwise unless by exhumation licence.

4.12 No body shall be placed in any walled grave or vault unless the coffin be separately entombed in an air-tight manner that is, by properly cemented-stone or brickwork which shall never be disturbed.

4.13 All graves and vaults are to be dug and excavated by the contractor or persons appointed by the council.

4.14 It is on occasion necessary, and at times unavoidable, for the soil excavated from a grave being prepared for burial to be placed upon neighbouring graves which may or may not already have burials within them. The contractor appointed by the council is under instruction to take the required measures to protect these neighbouring graves and any memorial upon them.

4.15 A Register of Burials is to be kept at the office of the burial authority where, during office hours, searches may be made, and certificates obtained upon payment of the prescribed fee.

4.16 The Isle of Wight Council reserves the Right to transfer the Exclusive Right of Burial from an existing and or pre-purchased grave to the closest available viable grave in the same cemetery in the event that burial is not possible in the location originally allocated or chosen for reasons identified by Bereavement Services.

4.17 Bereavement Services reserves the Right to remove any memorial upon any grave at any time deemed necessary in order to carry out burial operations. Any memorials removed shall be replaced by a registered stonemason at a time and date convenient to them.

Memorials

- 5.1** No memorial may be placed upon a grave except when the Exclusive Right of Burial or the Right to Erect and Maintain a Memorial has been purchased and is registered in the name of a living person.
- 5.2** No monument, lettering or other memorial shall be permitted to be erected or placed in the grounds of cemeteries without written permission of the council and payment of the appropriate fee.
- 5.3** Applications for the approval shall be forwarded to the Cemeteries and Burials Officer on the council's official Application to Place a Memorial Form and must include a drawing of the proposed memorial showing the design and dimensions, together with a specification of the material of which the memorial is constructed and a copy of all inscriptions to be cut on the memorial. A photograph of the proposed grave installation site must be sent with the drawing.
- 5.4** Approved applications to place a memorial shall be issued a permit for the memorial to be installed. The reply slip attached to the permit must be completed fully by the mason carrying out the installation including their name, date of installation and signature and then returned to the Cemeteries and Burials Officer accompanied by a photograph of the installed memorial.
- 5.5** All graves shall be prepared by the installing mason in an appropriate manner as necessary to ensure the memorial is sited at the same ground level as surrounding graves/memorials and is not installed upon burial mounds or graves which are prominent or raised above said ground level.
- 5.6** All memorials and any memorial work must be carried out by a qualified stonemason or memorial mason who holds a current NAMM or BRAMM licence. The said stonemason or memorial mason must be insured to carry out memorial installations and be registered with the Burial Authority to install memorials in their cemeteries.
- 5.7** Only marble, granite or natural hard stone shall be used in the construction of memorials. No soft stone, concrete or artificial stone of any kind shall be used in the construction of a memorial. No woodwork or metal other than that approved for the use as dowels shall be used in the construction of a memorial, with the exception of a temporary marker which may be constructed of wood.

5.8 Every memorial shall have cut on it the section letter and/or number of the grave over which it is erected.

5.9 All headstones shall be securely dowelled to a vase base or plinth and shall be supported by such foundations meeting NAMM and or BRAMM specifications and standards.

5.10 Removal and re-fixing of any memorial for interment is the responsibility of the grave owner.

5.11 Glass and plastic vases or containers or ornaments or any item constructed thereof are prohibited from all cemeteries.

5.12 Temporary memorials may be placed upon a grave for a period not exceeding twelve months providing application and payment of any permit fees are made to the Cemeteries Officer, and the Exclusive Right of Burial has been purchased. An annual permit fee will be payable by the owner of the grave, along with an annual memorial safety assessment carried out by Bereavement Services, after this twelve month period has passed.

5.13 All memorials shall be kept in good repair and in a safe and tidy condition by the owner of the Exclusive Right of Burial. It is recommended that all memorials are insured against damage and subsidence. **Memorials erected in Isle of Wight Council cemeteries are at the grave owner's risk and no responsibility or liability will be taken by the Isle of Wight Council for any damage sustained to any memorial.**

5.14 All memorials erected within council cemeteries are subject to frequent memorial safety checks by the burial authority. The burial authority reserves the right to take the appropriate action to ensure any memorials found to be in a poor or dangerous condition are made safe. Upon contacting and informing the grave owner of any such action, if the grave owner has not repaired or removed the memorial within a reasonable period of time the burial authority reserve the right to remove the memorial from the cemetery and dispose of it at the cost of the grave owner.

5.15 Any memorial placed upon any half plot, cremated remains plot, baby grave or similar sized burial plots shall not exceed 0.6m in height with no exceptions.

5.16 Any memorial which exceeds 600mm but is less than 900mm in height above ground level, including vase base and plinth, shall be constructed of material not less than 75mm thickness. Any memorial which exceeds 900mm in height above ground level including vase base and plinth, shall be constructed of materials not less than 100mm thickness.

5.17 Any memorial placed on a grave that does not meet with specifications described above will be removed under the authority of the Bereavement Services Manager, without exception.

5.18 Any memorial tributes placed on graves that are deemed inappropriate to the surroundings of a cemetery, will be removed at the discretion of the Bereavement Services Manager and disposed of in an appropriate manner.

5.19 Permission to install memorials upon a grave where the most recent full burial took place less than twelve months previously will not be approved until a minimum of twelve months has passed in order to minimise the risk of memorial movement due to the natural settling of the ground. This does not apply where the most recent burial was cremated remains.

5.20 Planting of grave spaces is entirely at the grave owner's own risk. The responsibility for the upkeep of such plants rest with the owner of the Exclusive Right of Burial. The burial authority reserves the right to remove any such plants that the Bereavement Services Manager feels may be causing interference to other graves. The burial authority accepts no responsibility for planting upon graves which is disturbed by the process of excavating graves for the purpose of burial, the activities of wildlife or necessary grass cutting.

5.21 Seasonal wreaths must be constructed of natural items only and may be placed upon graves in the time leading to Christmas, at the grave owner's own risk; all wreaths and similar tributes will be removed from all graves by the end of January and disposed of. Any items that wish to be kept should be collected as soon as possible from the grave after the festive period and before the end of January.

General

6.1 Any person who shall conduct themselves in a noisy, disorderly or unseemly manner or shall be intoxicated or use improper language may be removed from cemetery.

6.2 No person shall play any game or sport within a cemetery or wilfully and unlawfully disturb any person assembled for the purpose of attending a burial.

6.3 Motor vehicles may not be brought into cemeteries except in connection with matters relating to cemetery business or any other purpose authorised by the council. Vehicles shall not be driven faster than 10mph and shall give the right of way to pedestrians and Funeral Cortèges in all cemeteries.

6.4 No person shall sit or climb upon any memorial, tree, gate, fence, wall or building belonging to a cemetery or throw any object within their grounds.

6.5 The use of cameras and video equipment to photograph any part of a funeral, mourners, grave or memorial shall not be allowed except by the permission of the Bereavement Services Manager. Such permission to photograph any part of the funeral proceedings will not normally be given without the prior consent of the next of kin.

6.6 Such permission for use of equipment to relay live images through the internet will not be given unless prior consent is given by the next of kin or any other person acting in that guise.

6.7 The Bereavement Services Manager has the right to exclude any article or object from cemeteries that may cause offence.

6.8 In cases of dispute as to the interpretation of these regulations the decision as to the interpretation thereof shall rest with the Bereavement Services Manager.

6.9 The Isle of Wight Council reserve the right to carry out any work within their cemeteries under their control to maintain such grounds or buildings as they feel necessary and only by their permission shall any other persons be allowed to carry out any work within such grounds or buildings.

6.10 These regulations are subject to alteration without notification by the council at any time as may be considered necessary and all grave spaces sold and memorials erected are subject to these regulations and any others that may be made from time to time.

6.11 Groups of ten or more people entering a council cemetery other than for the purpose of attending a funeral will be deemed by the council as an organised tour. Organised tours will be permitted to visit a council cemetery by prior arrangement with the Bereavement Services Manager only. The Bereavement Services Manager will need to be satisfied that at all times the conduct of such members of an organised tour will be orderly and respectful.

6.12 Any person wishing to place a memorial bench in any cemetery must in the first instance apply to Bereavement Services where approval will be at the Bereavement Services Manager's discretion and subject to the criteria set out in the cemeteries memorial bench policy.

6.13 Cemeteries will be open each day from 8am to sunset. Children must be accompanied by a responsible adult. Dogs must be kept on a lead and must not be allowed to foul within the cemeteries; those walking dogs off leads in cemeteries will be subject to a fixed penalty notice for doing so.

6.14 The purchaser of the Rights to a grave will at all times ensure that Bereavement Services have their up to date address and contact details. Any changes in name, address or contact details should be submitted to the Cemeteries Office in writing.

Natural Burial Ground

7.1 Graves in the Natural Burial Ground will be allocated by Bereavement Services at the time of the burial booking.

7.2 Coffins and caskets must be constructed entirely (including all fixtures and fittings) of natural wood, or any biodegradable material such as mycelium, wool, willow, bamboo, etc and wherever possible using sustainably resourced materials. Veneered and varnished coffins and caskets are not permitted and will be refused if presented for burial in the Natural Burial Ground. Burial shrouds are a welcome alternative to coffins and caskets. Embalmed bodies are not accepted for burial in the Natural Burial Ground without exception.

7.3 Cremated remains may be buried in the allocated cremated remains burial site in the Natural Burial Ground in biodegradable containers only; cremated remains may be scattered in the woodland area of the Burial Ground by prior arrangement only.

7.4 Burials in the Natural Burial Ground will be at single depth only. Subsequent burials in any grave in the Natural Burial Ground are not permitted.

7.5 All burials in the Natural Burial Ground can be identified by scanning an electronic tag which is inserted into each grave by Bereavement Services after a burial.

7.5 Memorials are not permitted whatsoever in the Natural Burial Ground and will be removed without exception.

7.6 Plaques may be purchased for the Natural Burial Ground memorial stone, and trees can be planted as a living memorial for this area of the cemetery. All enquiries should be made to the Memorials Officer.

Offences against the regulations

8.1 Any person offending against the regulations may, during the pleasure of the council, be prohibited from entering, remaining or working within the cemeteries, in any manner whatsoever and for such periods as the council may in each instance from time to time determine.

The burial authority for these regulations is the Isle of Wight Council, governing the following cemeteries:

Ashey Cemetery, Gatehouse Road, Ryde, PO33 4BS

Binstead Cemetery, Cemetery Road, Binstead, PO33 3RD

Carisbrooke Cemetery, Whitcombe Road, Carisbrooke, PO30 1YS

East Cowes Cemetery, Kingston Road, East Cowes, PO32 6HE

Newport Cemetery, Fairlee Road, Newport, PO30 2EJ

Northwood Cemetery, Newport Road, Cowes, PO31 7PW

St Pauls Cemetery, Halberry Lane, Newport, PO30 2ER

Ryde Cemetery, West Street, Ryde, PO33 2QF

Sandown Cemetery, Lea Road, Lake, Sandown, PO36 9JA

Shanklin Cemetery, Cemetery Road, Lake, PO36 9NW

Ventnor Cemetery, Newport Road, Ventnor, PO38 1AE

Wroxall Cemetery, Castle Road, Wroxall, PO38 8DU

The office of the burial authority is situated at Isle of Wight Crematorium, Station Lane, Whippingham, East Cowes, Isle of Wight, PO32 6NJ.



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