

## D UPKEEP OF GRAVES & MEMORIALS

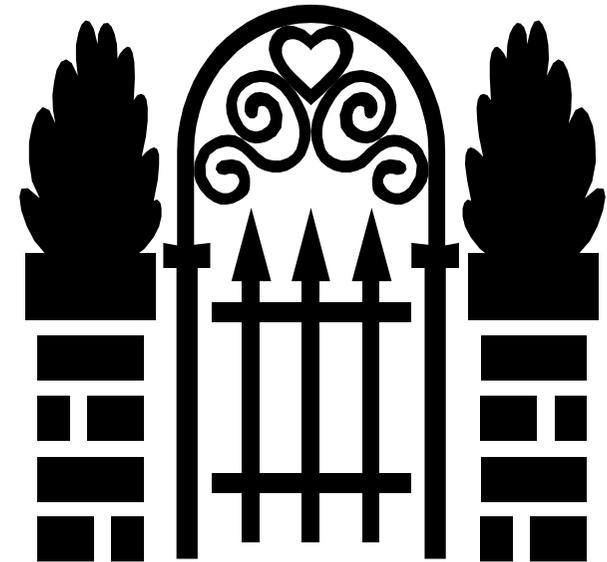
1. Except in the case of urgency where the Council reserves the right to carry out necessary repairs and recharge the next of kin, all private graves and vaults, monuments, memorials and gravestones, shall be kept in good repair by the owner, unless a special agreement is made with the Council. Where safety repairs are in the opinion of the Council required to be carried out a notice shall be sent to the owner of the memorial. This notice shall specify the works required and the owner shall complete such works within six months of the date of the notice. Failure to comply with the notice may cause the Council to remove any such grave, vault, monument or gravestone level the ground and lay turf. The cost of removal disposal and associated works shall be charged to the next of kin.
2. Any memorial removed by the Council as a result of a breach of these regulations shall be stored for a maximum period of three months prior to disposal by way of sale if possible. Any proceeds of sale shall be set against the cost of removal disposal and other associated costs which the Council has incurred as a result of carrying out works to the grave space following an unauthorised removal. Any proceeds not so applied shall be paid into the Town Burial Ground account and shall be used by the Council to maintain the Burial Ground.
3. The Council accepts no responsibility for the condition of any memorial, grave, headstone or monument within the Burial Ground. The Council accepts no responsibility for making good any damage caused to monuments, gravestones or graves.
4. All memorials must be **completely removed** from the Burial Ground whilst not affixed securely to the base.

Town Hall  
High Street  
BIDDULPH  
Staffordshire Moorlands  
ST8 6AR

Phone: 01782 297845  
Fax: 01782 297846  
Email: [biddulph@staffordshire.gov.uk](mailto:biddulph@staffordshire.gov.uk)

# BIDDULPH TOWN AND WOODHOUSE BURIAL GROUNDS

## *Guide and Regulations*





## A INTERMENTS

1. Before a burial takes place a Notice of Interment must be completed on the form provided by the Council and delivered to the Burial Ground Registrar who shall first approve the same. A Certificate of Registry of Death or a Coroners Order for Burial shall also be delivered to the Burial Ground Registrar such that it is received on a day not including Saturdays, Sundays or Bank Holidays at least **48 hours** before the appointed time of interment. Failure to provide either document and obtain the approval of the Burial Ground Registrar may result in the postponement or cancellation of the interment by the Council.
2. The selection of any grave space shall be subject to the approval of the Town Burial Ground Registrar. The Registrar's decision in respect of the allocation of the grave space shall be final.
3. Anyone acting as a bearer during an interment does so at their own risk and the Council will accept no responsibility for any resulting accident or injury to a bearer howsoever caused.

## B GRAVES

1. Wreaths and flowers may only be laid direct on any grave for a maximum of six months following interment and subject to those persons deputed to care for the day to day upkeep of the churchyard being allowed to remove the same when they appear to be withered or dead, or have been on the grave for four weeks during Christmas and Remembrance Day periods.
2. No temporary markers may be placed or erected on graves including (but not limited to) metal or plastic crosses and post mounted memorial plaques. All temporary markers may be removed by the Council without notice and the cost of removal and disposal charged to the person responsible or the grave owner.
3. No kerb, railings or other form of surround or enclosure shall be placed around any monument, gravestone or grave, so as to leave the grave surface free for mowing. Any unauthorised surround may be removed by the Council without notice and the cost of the removal and disposal shall be charged to the owner of the memorial/next of kin.
4. No vase, pot or container of any kind may be sunk into the soil on any grave. Vases should be placed in line with memorials so as to leave the grave surface free for mowing. In the Garden of Remembrance, there may be only one vase per plot and nothing placed in the centre of the marble chippings.
5. No tree or shrub shall be planted in the Burial Ground without the permission of the Council. Any unauthorised tree or shrub may be removed and disposed of without notice. Bulbs, plants and trees shall not be planted in the soil of any grave. **Artificial grass is not permitted.**



## C MEMORIALS

1. An application to erect a memorial shall be submitted to the Burial Ground Registrar on the form provided and no memorial can be erected on any grave unless and until the Council has consented to such erection and has been provided with a copy of the written instruction of erection sent to a Memorial Mason by the next of kin to the deceased. Any unauthorised memorials are subject to removal by the Council without notice and the cost of removal and disposal shall be charged to the next of kin.
2. Drawings of every proposed memorial, tablet or vase with their dimensions and a copy of the intended inscription must be submitted, on the form provided by the Burial Ground Registrar and approved by the Registrar before erection. If a memorial photograph forms part of the design, the position and fixing details should be noted on the application. Only one photograph per memorial of an oval shape no larger than 10cm (4 inches) x 7.5cm (3 inches) (including frame) will be allowed, at the discretion of the Burial Grounds Committee. Any memorial application will expire two years from the date of approval unless the memorial is erected and a new application must then be submitted to and approved by the Council.
3. No memorial erected on a single grave space shall exceed 90cm (3 feet) in height, 75cm (2 feet 6 inches) in width and 10cm (4 inches) in thickness. Horizontal slabstones shall not exceed 105cm (3 feet six inches) x 60cm (2 feet) dimension, sunk so that the surface of the same is flush with the surrounding earth sufficiently to enable the mower to pass freely over the same, in line with the stones of adjacent graves and providing always that such monuments shall be made of natural stone.
4. Woodhouse Burial Ground operates a concrete raft system where memorials are placed back to back on the raft sections, with mown grass in between

## NOTES FOR MEMORIAL MASONS

All memorials shall be fixed on approved foundations, constructed from durable natural stone, marble, granite or slate and shall comply with all statutory requirements and the current NAMM Code of Working Practice. No memorial constructed in artificial or soft stone or glazed earthenware shall be allowed. Memorials erected in contravention of this regulation may be removed by the Council without notice and the cost of removal and disposal shall be charged to the owner of the memorial