

# West Moors Town Council

Acting as the Burial Authority for West Moors  
(Local Authorities' Cemeteries Order 1977)

## West Moors Cemetery Regulations

These Regulations are effective from 29.06.2023

1. The Cemetery is open to the public during the hours of daylight only. Children under 10 must be accompanied by a responsible person. Visitors are asked to keep to the gravel paths. No dogs are permitted in the Cemetery, with the exception of guide/assistance dogs.
2. No private vehicles, other than those accompanying a funeral, shall be permitted in the Cemetery, except with the consent of the Council. No vehicle is permitted on the grassed areas. Cycling is not allowed. Visitors with disabilities or other special requirements should contact the Clerk who will be pleased to assist.
3. Any person who willfully destroys, damages or defaces any building, wall or fence belonging to the cemetery, or damages any plants or flowers, or willfully damages or defaces any memorial or inscription, or do any other willful damage, or play any game or sport, or discharge firearms (save at a military funeral) or disturb any persons attending a funeral or grave, or commit any other nuisance within the Cemetery, will be prosecuted.
4. A Register of all Burials is held by the Clerk of West Moors Town Council where searches may be made, and certified extracts obtained during office opening hours. A charge may be made for the search.
5. Notice must be given to the council office at least two days prior to any interment, in every case exclusive of Sundays and Public Holidays, and no applications can be received on these days, emergencies excepted.
6. The Notice of Interment must be on the form provided by the Council, and must be accompanied by the Certificate given by the Registrars of Births and Deaths or an order of the Coroner.
7. The Exclusive Right of Burial can be purchased for a period of 99 years, at the appropriate fee. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
8. The registered grave owner must give written permission to re-open a grave for a further interment, except where the burial is that of the registered grave owner.
9. The Council will publish a scale of fees and charges annually. Residents of the area pay different fees compared to non-residents who pay twice the published fees. A resident is defined as a person who at the time of their death was living within the boundary of West Moors, or if the death occurred whilst in a hospital/nursing/care home and their last place of residence has been within West Moors, or they moved away from West Moors within the preceding 3 years. All others are classed as non-residents.
10. The owner of the Exclusive Right of Burial shall maintain the grave in good order and condition to the satisfaction of the Town Clerk.
11. The Exclusive Right of Burial cannot be purchased in advance of need, i.e. grave cannot be pre-purchased or reserved. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled and via the legal process approved by ICCM.
12. Burial Plots are allocated by the Council in rotation.
13. The Cemetery is for the exclusive use of residents of West Moors or those who have strong links or associations with West Moors.\*
14. All fees for interments and memorials must be paid in full, in advance to the Burial Authority
15. The hours of interment will be between 10.00am and 4.00pm Mondays to Fridays and between 10.00am and 12 noon on Saturdays. No interment may take place on Sundays or Public Holidays.
16. All grave spaces must be excavated and prepared for interment, by the Council's appointed contractor. No other person will be allowed to undertake any excavation within the cemetery except with the express permission of the Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
17. All graves must be levelled after interment, earth mounds not being permitted. In the lawn area planting of the grave space with plants, shrubs or trees is strictly prohibited.

18. On the day of interment, flowers and wreaths may be placed on the actual area and left for seven days. When flowers and wreaths are removed they must be placed in the receptacles provided. Glass jars and bottles are not permitted and will be removed.
19. The scattering of ashes is not permitted in the Cemetery.
20. Wire cages on any graves are strictly prohibited and will be removed.
21. No memorials shall be erected upon any grave unless the Exclusive Right of Burial has been granted and only with prior consent of the Clerk to the Council.
22. All memorials are erected at the sole responsibility of the owner and remains so during the lease period of the grave. The council shall not be held responsible for any damage to or caused by the memorial. The council reserves the right to repair or make safe any memorial and to recover any expenses from the registered owner.
23. The council will undertake routine safety checks on all memorials in accordance with the Memorial Management Policy, and will notify the grave owner at the last registered address of any works to make the memorial safe. The grave owner will be given a period of 6 months from the date of the letter to effect the necessary repairs. If the grave owner does not arrange for the repairs to be made, the Council may repair or remove the memorial at the owner's expense.
24. Headstones are permitted as memorials on graves. They must be constructed from marble or stone by a recognized stonemason. The dimensions must not exceed 900mm in height, 610mm in width and 300mm in depth. Any flower vase or other container is to be an integral part of the memorial and the size shall not exceed 610mm wide and 300mm in depth. Suitable foundations must be provided in order to prevent memorials from sinking and must be constructed in accordance with the BRAMM Blue Book and comply with BS8415. It is also advised that the headstones have a concrete slab fixed at ground level with a projection of some 80mm all-round as a protection to the headstone during grass cutting.
25. Ground slabs and kerbsets and vases are permitted as memorials on graves in Rows OO and NN, Plots 1 to 44 only. The dimensions of the ground slab must be 1981mm x 762mm x 38mm (6' 6" x 2' 6" x 1.5"). The ground slab must be installed flush with the ground. The kerbset must stand no higher than 155mm and be no thicker than 75cm. All ground slabs and kerbsets must be fixed in accordance with BRAMM Blue Book and comply with BS8415.
26. All memorabilia must remain within the authorised kerbset or the integral space of the burial plot.
27. No form of kerbing, fencing, chippings or permanent artificial grass is permitted in the lawn area\*\* of the Cemetery.
28. Cremation tablets are permitted on purchased cremation plots and shall not exceed 280mm in height, 610mm in width and 610mm in depth. . All cremation tablets must be fixed in accordance with BRAMM Blue Book and comply with BS8415.
29. All memorials must have the grave number and the stone mason/company on the reverse of the stone towards the base in lettering not more than 25mm high.
30. All plans of headstones, ground slabs, cremation tablets and inscriptions must be submitted in duplicate to the Council for approval and no memorial may be erected before approval is received.
31. In the Open Cremation area Plots NN14-17, no vases or memorials of any description are allowed. A simple plaque will be placed on the headstone only.
32. Banners, photographs, flowers etc attached to the boundary fencing are permitted for 14 days after interment, the Council have the right to remove thereafter.
33. In no case shall human remains be removed except by Order of the Ministry of Justice or the Diocese.
34. Memorials removed for a second interment with additional inscription must be re-erected within 6 months of removal at the expense of the owner.
35. No trees or shrubs may be planted without the consent of the Council.
36. There is wildlife in the cemetery and the Council cannot be held responsible for the destruction of fresh flowers and wreaths by the wildlife.
37. The Council reserves the right to remove any grave adornments that have become faded, unsightly or are causing an obstruction, without notice.
38. The Council reserves the right to make alterations to the foregoing regulations.
39. The Council reserves the right to decide on any matter not listed in the regulations.
40. The Clerk of the Council's decision in respect of all matters of interpretation of these Regulations and all matters relating to the management of the Cemetery administered by West Moors Town Council shall be final.

\* Strong links with West Moors include, but not limited to, having family already in cemetery.

\*\* Lawn area of cemetery relates to the entire cemetery apart from the oldest part of cemetery as you enter through the main gates. *(used to say new part of Cemetery)*

*Rows JJ, KK, LL, MM, NNA, Plots 20 to 44 are lawned area only and only headstones are permitted.*

*Rows OO and NN, Plots 1 to 44 are not classed as lawned area.*