



## AYLESBURY TOWN COUNCIL

### REGULATIONS FOR THE MANAGEMENT OF TRING ROAD CEMETERY

All Local Authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. These are designed to inform all cemetery users of the aspects of the management of the cemeteries and the reasonable requirements applicable to them. The rules and regulations are made under Section 214 and Schedule 26 of the Local Government Act, 1972 and Article 3 of the Local Authorities' Cemeteries Order, 1977 (as amended).

#### 1. INTERPRETATION

1.1. Throughout these Rules and Regulations:

"**The Council**" means Aylesbury Town Council (or any successor authority) acting as a Burial Authority for the said **Parish of Aylesbury**

"**The Cemetery**" means the Cemetery provided by the Council at Tring Road, Aylesbury.

"**Town Clerk**" means the Town Clerk of Aylesbury Town Council.

"**Private Grave**" means any earthen grave, Mausoleum and Sanctum, where the *Exclusive Right of Burial* has been purchased.

"**Public Grave**" means any earthen grave where the Council has not granted the *Exclusive Right of Burial*.

"**Memorials**" means all memorials that are authorised to be permitted within the cemetery.

#### 2. CONTACT DETAILS

2.1. In the first instance, all enquiries should be made to: Bereavement Services Officer or the Town Clerk at Aylesbury Town Council, Town Hall, 5 Church Street, Aylesbury, Bucks, HP20 2QP Tel: 01296 425678 or Fax: 01296 426134

Detailed plans and registers are kept at the Town Hall and information may be sought during office opening hours, which are Monday - Thursday 9am to 5.15pm and 9am to 4.45pm Fridays.

Records showing the division of the Cemetery into grave spaces can be seen, free of charge **by appointment** at the above location. Registers of Burials in respect of Tring Road Cemetery will be kept at the Town Council or any other place decided upon by the Town Clerk. A search may be made, and certified extracts obtained during Town Council office hours. (Fees are applicable for searches).

Any complaints should be made in writing to the Town Clerk at the above address. For a copy of the Council's Complaints Policy please ring the Town Hall.

2.2. These Regulations are in addition to the provision of the Local Authorities Cemeteries Order 1977 and any other appropriate regulations currently in force.

### 3. ADMISSION TO THE CEMETERY

- 3.1. The Cemetery will be open for visitors every day (Monday through to Sunday) of the year as following:

**Winter**

08.00 to 16.00 GMT (last Sunday in October to last Saturday in March)

**Summer**

08.00 to 20.00 BST (last Sunday in March to last Saturday in October)

The Town Clerk may close the cemetery at any time and refuse public access.

As the gates will be locked at the closing times posted at the entrances to the cemetery, all visitors and their vehicles are asked to leave the cemetery in good time. No person is permitted to be in the cemetery outside of the published opening hours without the express permission of the Town Clerk.

- 3.2. The Cemetery grounds are a place of peace and quiet reflection. It is also a workplace. Visitors to the cemetery are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. All visitors to the Cemetery must keep to the roads or paths, except when visiting graves. Visitors must not stand, sit or lean on any memorial or otherwise act in such a way as to cause damage to property or offence to passers-by.

No games, sports, riding of bicycles, skateboards, rollerblades or similar are allowed in the cemetery grounds. No consumption of alcohol or drugs may take place within the cemetery grounds, and anybody under the effects of such substances will not be admitted and/or will be required to leave.

- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees, etc., will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Adults visiting with children are welcome in the cemetery but children must be supervised at all times by a responsible adult. It is particularly important that children are not allowed to climb on or jump over any monuments within the cemetery.
- 3.5. No dogs are permitted in the cemetery ground with the exception of Guide and Medical Dogs.
- 3.6. Motor vehicles are not allowed in the cemetery grounds, unless in designated parking areas, conveying persons to a funeral, or with the permission of the Town Clerk or other authorised officer. The Town Clerk or authorised officer reserves the right to refuse admission to any vehicle, (including hearses or coaches), at any time even if on authorised business use. Vehicles must not exceed the speed limit of 5 mph and drivers of vehicles must obey any instructions given to them by an officer of the Council. Vehicles must stick to the main paths and avoid parking so as to cause a nuisance or damage to any graves or grassed areas. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the cemetery grounds.
- 3.7. The whole of the grounds and the buildings in the Cemetery, together with all growing trees, shrubs and flowers, are placed under the care of the Town Clerk or other authorised officer whose duty it is to preserve order at all times and in particular when interments take place.

## 4. GENERAL REGULATIONS

- 4.1. No person shall canvass or solicit business in the cemetery.
- 4.2. All fees for interments or memorial works must be paid in full to the Council in advance.
- 4.3. The Council will publish a scale of fees and charges annually. Residents of the Parish of Aylesbury will qualify for reduced fees in relation to non-residents (see current fees list). A resident is defined as somebody who immediately prior to their death, was a resident of the Parish of Aylesbury or who lived in the area for over ten years and moved into a nursing home less than 24 months before their death.
- 4.4. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

## 5. GRAVES

- 5.1. Graves are available in the cemetery, which consist of consecrated and un-consecrated sections. The selection of grave spaces shall be at the discretion of the Bereavement Services Officer and the wishes of the applicants will be met whenever possible. The Town Clerk is the final decision maker.
- 5.2. Every interment shall take place either in a private or public grave. Private graves are graves to which an Exclusive Right of Burial has been purchased. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 99 years unless otherwise stated. The Exclusive Right of Burial also allows a memorial to be placed on the grave. The memorial must be of a type, dimensions and design etc. in line with Council Cemetery Regulations, (section 9).
- 5.4. The Exclusive Right of Burial can only be transferred to another person or persons who are entitled via the legal process adopted by the Council.
- 5.5. In public graves, the Council undertakes to leave 10 years before allowing the burial of a person unrelated to the original burial. The Council may allow the burial of related people in the grave before the expiration of 10 years. The Council may also allow the Exclusive Right of Burial to be purchased by a family member before the expiration of the 10 year period.
- 5.6. Memorials will only be permitted on purchased graves. Memorials must conform to the Regulations, (section 9).
- 5.7. The types of graves available are:

### 5.7.1 Traditional Graves

Traditional Graves can accommodate full memorials including kerbsets and can be planted over the length of the grave. The maximum number of interments possible are 2 coffins/caskets and up to six ashes unless there is an administrative/legal reason not to do so.

### **5.7.2 Lawn Graves**

Lawn Graves are laid to lawn and a headstone only is allowed with a small space, 18 inches (457mm), at the head of the grave available for planting. The maximum number of interments possible are 2 coffins/caskets and up to six ashes unless there is an administrative/legal reason not to do so.

### **5.7.3 Cremated Remains Graves**

Cremated Remains Graves allow up to 2 sets of ashes caskets; strewing can be done within the grave but not on top of the grave.

### **5.7.4 Children & Baby Graves**

The children's section has two grave sizes, based on coffin sizes, 4 feet 1 inch (1245mm) to maximum 5 feet 4 inches (1626mm) and 4 feet (1219mm) or under.

### **5.7.5 Ashes Sanctums**

The Sanctum 2000 Vault is an individual above-ground chamber that has been designed for the placing of up to two sets of cremated remains. The chamber is sealed by a granite tablet that can be inscribed with your choice of inscription and decoration. A photo plaque bearing a picture of those commemorated can be attached to the memorial tablet. Although designed to hold cremated remains, the Sanctum 2000 Vault may also be used for memorial purposes only. The internal dimensions of the Sanctum 2000 niches are:

- Niche 1: 12 inches (305mm) in length, 9 inches (228mm) deep and 6 ½ inches (165mm) height
- Niche 2: 11 ½ inches (292mm) in length, 9 inches (228mm) deep and 5 ¾ inches (146mm) height

### **5.7.6 Mausoleums**

Single crypt mausoleums are available and hold the remains of one person in a standard coffin but not in caskets.

### **5.7.7 Chambered Graves**

Chambered Graves are available in section U2 Uncon and NS. The graves can accommodate full memorials including kerbsets in U2 Uncon, which can be planted over the length of the grave, and headstone only memorials in NS.

5.8. All graves will be excavated and prepared for interment by the Council and dug to the depth required by the purchaser. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Town Clerk. The depth of each grave will be determined by the Council in accordance with the provision of the Local Authorities Cemeteries Order 1977. The first coffin/casket in a grave will usually be interred at double depth unless specified otherwise by the family or funeral director.

5.9. Following the interment the Council will level the grave and either re-turf or topsoil and seed it as appropriate to the season.

## **6. COFFINS**

6.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool cardboard, etc. The Council also permits shroud burial.

## 7. BOOKING OF INTERMENTS

- 7.1. A provisional booking for a funeral may be made by telephone to the Council Offices.
- 7.2. The provisional booking should be followed up by the submission of a completed Burial Booking Form, (form supplied by the Town Council and available from the Council's website), to the Council Offices at least 48 working hours in advance of the intended date and time of the funeral. Receipt of the fully completed Burial Booking Form will act as confirmation of the provisional booking.

Burial Booking Forms sent by post shall be deemed to be delivered when it is received by the Town Clerk or other authorised officer, (any such Notice which is delivered on a day other than a working day shall be deemed to be delivered at 9am on the next working day).

Responsibility for error therein must rest with the person giving the Notice.

If circumstances are such that a particular interment is not convenient or practicable on the day or at the time stated in the Notice of Interment, the Town Clerk or other authorised officer will immediately notify the person giving the Notice of Interment of the grounds of his or her objection.

- 7.3. In respect of private graves, the Deed of Grant for the Exclusive Right of Burial will be registered in the name of the applicant for the burial indicated on the Burial Booking Form and signed by that person.
- 7.4. All completed paperwork including the exact size of the coffin, casket or container must be received by the Council at least 48 hours in advance of the funeral, otherwise, the funeral may not be able to go ahead. The paperwork should include any other pertinent information relating to the coffin/casket or container size and shape, (e.g. locking bar handles, casket shape, wicker coffin, etc.). The Council will subsequently add a suitable amount to the given size in order to determine the dimensions of the grave to be excavated. Only human remains may be interred in the Cemetery.
- 7.5. As much information relating to the funeral as possible must be given to the Council in advance, especially if it is out of the ordinary, e.g. large number of mourners expected, horse drawn hearse, motorbike cavalcade, jazz band, piper, etc. in order to help us prepare for the arrival of family and friends.
- 7.6. If the grave is purchased and is to be reopened for a further interment, the written permission of the registered grave owner must be given, except where the burial is that of the registered grave owner.
- 7.7. It is the responsibility of the person making the funeral arrangements to ensure that any existing memorial on the grave is removed from it at least 72 working hours prior to the date and time of the funeral.
- 7.8. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices at least 2 hours prior to the funeral.
- 7.9. The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance.

For the burial of a stillborn child; the Certificate of the Registrar of Births and Deaths that he or she has registered the stillbirth or that he or she has received official notice

of the stillbirth, or a Coroner's Order for Burial, or a Certificate of Medical Practitioner, Midwife or Registered General Nurse, must be delivered to the Town Clerk or other authorised officer being the person effecting the disposal of the body at least 2 hours prior to the interment.

*(Note: By section 1 of the Births and Deaths Registration Act 1926, it is both prohibited and an offence punishable on summary conviction by a fine not exceeding Level 1 on the standard scale for anyone to dispose of the body of a deceased person without delivery of the Registrar's Certificate for Disposal or the Coroner's Order for Burial or Certificate for Cremation)*

## 8. INTERMENTS

- 8.1. Funerals will usually only be permitted Monday to Friday 9.30am and 3.00pm during British Summer Time, and 9.30 am and 2.30pm during the rest of the year on weekdays, (excluding Bank or other Public Holidays); except on production of a certificate that immediate burial is necessary on the grounds of public health. It may be possible to arrange funerals outside of these times subject to additional fees. Please contact the Bereavement Services Officer or Town Clerk if a time outside of the permitted hours is required. Please see the Cemetery Fees and Charges schedule for Late Afternoon and Weekend/Bank Holiday interment fees.
- 8.2. All funerals will be subject to the control of the Town Clerk. A designated officer may at their discretion meet the cortege and direct it to the Chapel and/or grave as appropriate.
- 8.3. The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service.
- 8.4. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 8.5. Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days before being cleared by Council staff, (unless family have already removed them).
- 8.6. The placing of an unbreakable vase, jar or other suitable receptacle is allowed for a temporary period of six months until a headstone or kerbset may be erected. Permission is required for temporary markers such as a wooden cross or marker stick with the deceased's name. Please contact the Cemetery Office at the Town Council for further information.
- 8.7. No mounds on the grave shall be allowed to be raised except those formed by the Council immediately following an interment.

## 9. MEMORIALS

- 9.1. The Council has adopted a Memorial Mason Registration Scheme dealing with current and future memorial installations, safety inspections and making safe any unstable memorials.
- 9.2. All memorials fixed in the cemetery must comply with British Standard 8415 (latest version) and the BRAMM Blue Book, (latest version).

- 9.3. Ground anchors and fixing systems used in the construction of memorials must have a certificate of compliance with BS8415 (latest version).
- 9.4. Only those memorial masons who are registered with the Council's Memorial Mason Registration Scheme will be able to work in the cemetery. Masons carrying out work or sub-contracted work in the cemetery must also be registered with the Council's Memorial Mason Registration Scheme.
- 9.5. All persons at work in the cemetery in connection with graves, monuments or otherwise:
- Shall comply with all reasonable directions and requirements of the Town Clerk or other authorised officer.
  - Shall only work during the normal working hours of Council staff, unless the prior written permission of the Town Clerk or other authorised officer has been obtained.
  - Shall clear away and dispose, (of offsite) all dirt, rubbish or other debris and leave the cemetery in a clean and safe condition.
  - Shall make good any damage that may be caused when carrying out work in the Cemeteries.
  - Shall notify the Town Clerk or other authorised officer before starting work.

No memorial or part of a memorial may be removed from the Cemetery without the prior approval of the Town Clerk or other authorised officer. Any memorial removed in the process of opening a grave shall be removed at the risk and expense of the person requiring the grave to be opened.

- 9.6. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave.
- 9.7. Memorials other than those fixed by a Council Registered memorial mason are not allowed. ***Fences cannot be erected around a grave nor the space defined***, other than through planting of suitable plants or the installation of proper kerbsets by a Council Registered memorial mason. On lawn sections (C2 and NS), planting is confined to the head of the grave, (18 inches), provided their size is proportional to the area; and no objects must be placed whatsoever on the length of the grave.
- 9.8. Before any memorial is erected or works undertaken to an existing memorial, a Memorial Application must be submitted to the Bereavement Services Officer on the appropriate form supplied by the Council. This must contain a plan showing the size, details and all measurements.

The grave owner(s) must sign the form to give their permission for the proposed memorial/works to take place and also include the memorial masons signature. On approval by the Council a permit will be issued to the Council Registered Memorial Mason.

Wording on memorials which breaches copyright, or is offensive is not allowed. Inscriptions on memorials shall be on the face and/or edge/sides of the memorial only. Memorials shall commemorate by name those that are interred in the grave; however for memorialisation purposes it is permissible to commemorate the names of family members buried elsewhere as long as it clearly states "whose remains are elsewhere" on the inscription. A memorial application will have to be submitted for any additional

inscription requests. The Town Clerk has the final decision as to the acceptability of any wording.

- 9.9. Memorials must be constructed of durable natural stone suitable to the environment and period of grave lease. Any vase, jar or other such receptacle must be installed as an integral part of a memorial or erected on suitable plinth or bearer. The Town Clerk reserves the right to reject an application for any memorial that is deemed unsuitable.
- 9.10. **The maximum dimensions for Memorials, measured from the top of the concrete foundation are:** (Please see Appendix 1 for illustrations)

Grave Type	Height	Width	Depth/Length	Thickness
<b>Traditional Memorials*</b>	36 inches (914mm)	30 inches (762mm)	78 inches (1981mm)	4 inches (102mm)
<b>Lawn Memorials (C2 &amp; NS)</b>	36 inches (914mm)	30 inches (762mm)	12 inches (305mm)	4 inches (102mm)
<b>Children's &amp; Baby graves</b>	24 inches (610mm)	20 inches (508mm)	48 inches (1219mm)	4 inches (102mm)
<b>Cremated Remains (Tree area )</b>	4 inches (102mm)	20 inches (508mm)	20 inches (508mm)	4 inches (102mm)
<b>Cremated Remains (Lavender, Ashes &amp; Sanctum Paths)</b>	24 inches (610mm)	18 inches (457mm)	20 inches (508mm)	4 inches (102mm)
<b>Cremated Remains (Acer Gardens)**</b>	4 inches (102mm)	24 inches (600mm)	24 inches (600mm)	4 inches (102mm)
<p>* Traditional Memorials are not permitted in section NS  ** Dark grey granite ashes desktop memorial tablets only</p>				

- 9.11. The memorial mason must inscribe the company name, Section and Grave number only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. On kerbstones the grave number must be inscribed on the right hand side of the foot kerb.
- 9.12. Memorial masons must remove all arising from the cemetery at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial - all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.

Any memorial taken down other than for re-interment must be replaced on the grave as soon as possible or removed from the Cemetery.

- 9.13. If a memorial is not replaced on the grave or taken from the Cemetery within four months of the date of its removal from the grave, the Council may give notice to the owner of the grave or the person requesting the memorial to be taken down; requiring its replacement or removal from the Cemetery.

If such notice is not complied with within fourteen days, the memorial will become the property of the Council absolutely and will be removed or destroyed.



- 9.14. All memorials erected within the Cemetery shall be kept in good repair by and at the expense of the owner. The Council reserves the right to remove any memorial which is allowed to fall into disrepair or becomes unsightly. The Council can remove any memorials, which have been placed within the Cemetery without the required permission or which does not comply with the maximum dimensions outlined in section 9.10. If in the opinion of the Town Clerk or other authorised officer any memorial provides a risk of injury or damage to any other person or any other property, then the Council may take immediate action to eliminate that risk. Such actions may include, (but are not limited to), removal, the laying down, supporting and sealing off of the memorial area, and to include the erection of warning notices in the area. Such actions may be taken without the notification or approval of the deed holder.
- 9.15. The Council reserves the right to remove or prevent the erection of any memorial, monument, wooden cross or memorial vase for which no permit has been issued or which does not comply with the maximum dimensions outlined in section 9.10. The grave owner will bear any costs incurred.

## **10. CARE OF GRAVES AND MEMORIALS**

- 10.1. All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary 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. The Town Clerk reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. 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. The grave owner is responsible to pay such expenses claimed by the Council.
- 10.2. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site. The Town Clerk/authorised officer reserves the right to prune, cut down or dig up, remove and dispose of any shrub, tree, plant or flower, at any time, when in its opinion it has become unsightly or overgrown, or when necessary for the purpose of allowing a grave to be reopened.
- 10.3. All flower holders or other items left on the graves must be made of non-breakable material. Any items left on the graves are at the owners' risk and the Council cannot be held responsible for any damage to them howsoever caused. The Town Clerk will authorise removal of any articles from any grave that are likely to cause risk, damage or offence to other visitors to the cemetery or which interfere with the maintenance of the cemetery. Grave owners will be permitted to place personal items within the grave space. Grave owners are requested to adhere to this rule so as to enable maintenance of the grass areas without risk of damaging any personal items.

Small hardy shrubs, roses or plants may be placed within the plot of the grave, all plants must be maintained and not exceed the dimensions of the grave.

**No edging to a grave is allowed, except as a kerbset detailed in section 9.10. In particular, no wooden, concrete, wire, plastic or metallic development is permitted. The Council reserves the right to remove inappropriate objects, placed within and outside of the grave space.**

Items of glass, pottery, tin or plastic, bricks, blocks, wire mesh or plastic fences or any other object or materials which are fragile, easily breakable or which generate noise, pose a safety hazard or to impede access or maintenance will be removed without notice. The Town Clerk/authorised officer shall be at liberty to remove from graves any moveable article that shall be broken or have become unsightly. All tributes and personal items must be contained within the boundary of the base slab.

**No glass, fencing, garden edging, artificial lawn, statues, and breakable ornaments are allowed. No tools, recycling boxes or watering cans are to be kept outside of the grave. Loose stones are only permitted within an authorised kerbset.**

- 10.4. In the Acer Garden each cremated remains grave is approximately 24 inches x 24 inches (600mm x 600mm) and can be either fully covered by a **dark grey granite ashes desktop memorial tablet**, and can include a gold tribute flower pot incorporated as part of the design; if a smaller tablet, 18 inches x 18 inches (450mm x 450mm), is used **the only edging allowed surrounding the ashes memorial is 20mm buff stone supplied to the grave owner at no charge by the Town Council.**

No headstone, bed stone, other stone or edging, vase, ornament or any other structure or item shall be placed upon or situated on or around any Acer Gardens Cremated Remains Plots at any time.

No bulbs, plants or flowers or any other form of foliage shall be planted, placed or retained on any plot of any part of Acer Gardens at any time unless placed in the flower tribute plot incorporated in the ashes memorial tablet.

For further details and full terms and conditions please see Acer Gardens lease agreement.

- 10.5. No trees may be planted on graves. Only suitable planting such as annual bedding or small shrubs only will be permitted on traditional graves and in the head border on lawn graves. Conifers must be planted in an unbreakable container. The Town Clerk/authorised officer may remove any plants that it considers unsuitable or that interfere on other grave spaces or interfere with the Council's maintenance work.
- 10.6. The Town Clerk/authorised officer reserves the right to remove any tributes that do not comply with the regulations without notice to the deed holder.

## **11. CREMATED REMAINS**

- 11.1. The Exclusive Right of Burial may be purchased for plots for the interment of cremated remains.
- 11.2. Urns or receptacles containing cremated remains may be interred in otherwise full graves, (including graves designated as children's graves) subject to the provisions of the Local Authorities Cemeteries Order, 1977 relating to the reopening of such graves and the payment of the prescribed fee. Unless there is an administrative/legal reason not to do so.

- 11.3. The strewing of cremated remains shall not be permitted **onto** any grave or elsewhere within Tring Road Cemetery. However, strewing may be permitted **into** a grave space by prior arrangement with the Cemetery Office and on payment of the prescribed fee, subject to the decision of the Town Clerk or other authorised officer as to the suitability of the grave for this purpose, and any conditions that may need to be imposed.
- 11.4. Regulations 8. – 10. shall apply to the interment or disposal of cremated remains.
- 11.5. The Certificate for Burial of the ashes issued by the Registrar of the Crematorium must be produced to the Town Clerk or other authorised officer at least 2 hours before the interment or disposal takes place.
- 11.6. The development of individual cremated remains plots is not allowed beyond the area of the tablet. No edgings of any type may be made to the plot.

## 12. ASHES SANCTUMS

- 12.1. The Sanctum 2000 Vaults may be leased for an initial period of 10 or 20 years. The lease agreement contains all the terms and conditions therein. The lease may be extended for a further 5/10/20 year's period at the end of the initial lease. If the lease is not renewed the cremated remains will be removed from the vault and may be collected by the family.
- 12.2. The Vault remains the property of the Council throughout the lease period, but the inscribed tablet becomes the property of the applicant. The applicant is responsible for the maintenance and upkeep of the vault and plaque. At the end of the lease period, if the lease is not renewed, the tablet will be removed and may be collected by the applicant. Alternatively it can be disposed of sensitively by the Council
- 12.3. The right may be renewed on expiry of the 5/10/20 years by payment of the appropriate fee ruling at the date.
- 12.4. The vault shall be sealed with a granite tablet purchased from the Council and such tablet will be the property of the lease holder.
- 12.5. At the end of the lease period, if the lease is not renewed, any cremated remains in the Vault will be removed by the Council and may be either collected by the family for private disposal, or will be removed by the Council. The memorial tablet may also be collected by the family for use elsewhere, or will be disposed of sensitively by the Council. Every effort will be made to contact the lease holder at their last registered address to ascertain their wishes. The Council retain the right to strew the cremated remains and dispose of the memorial tablet should their efforts prove fruitless. The onus of responsibility is on the lease holder to keep the Council informed of any change of address.
- 12.6. The above right may be rescinded at any time during the lease period of the written instructions of the lease holder who shall arrange collection of the cremated remains and inscribed tablet from the Cemetery.

12.7. It is the responsibility of the lease holder to ensure that the rights are renewed. Although the Council will endeavour to contact the lease holder before expiry of the right, no responsibility can be accepted for action taken in the absence of renewal of the right, or alternative instructions from the lease holder.

12.8. General Conditions

12.8.1. The Sanctum 2000 Vault remains the property of Aylesbury Town Council throughout the lease period, with the exception of the memorial tablet, which becomes the property and responsibility of the lease holder. The Council cannot be held liable for theft or damage to the memorial tablet.

12.8.2. The lease agreement allows up to two sets of cremated remains to be placed in the Vault, at the request of the lease holder. The placing of the cremated remains and/or the sealing of the Vault with the memorial tablet may be witnessed by family and friends.

12.8.3. The lease holder is responsible for the upkeep of the vault and plaque. Please note that dyed flowers may leave marks and it is suggested that warm soapy water or baby wipes are used in cleaning the vault or plaque as bleach and/or other chemicals may affect.

12.8.4. The Council will attempt to contact the lease holder towards the end of the lease period, therefore it is very important that any changes of address are notified to the Cemetery Office at the Town Hall.

## NOTES

### Attention is drawn to articles 5(6): 10(6), 18, 19 and Sections 1, 2, 3, 4 and 7 of Part 1 of Schedule 2 to the Local Authorities Cemeteries Order, 1977, viz: -

- 5(6) A burial authority may at the request of a particular denomination or religious body prohibit the interring or scattering of cremated human remains in or over part of a Cemetery set apart for their use.
- 10(6) No body shall be buried, or cremated human remains interred or scattered in or over any grave or vault in which an exclusive right of burial for the time being subsists except by, or with the consent in writing of, the owner of the right.

This paragraph shall not extend to the body, or remains of the person who immediately before his death was the owner of the right; or any other person specified in the deed of grant or in an endorsement thereon made at the request of the owner for the time being of the right by the Officer appointed for that purpose by the burial authority.

- 18 (1) No person shall:
- (a) Wilfully create any disturbance in a Cemetery;
  - (b) Commit any nuisance in a Cemetery;
  - (c) Wilfully interfere with any burial taking place in a Cemetery;
  - (d) Wilfully interfere with any grave, or vault, any tombstone or other memorial, or any flowers or plants on any such matter;
  - (e) Play any game or sport in a Cemetery.
- (2) No person not being an officer or servant of the burial authority or another person so authorised by or on behalf of the burial authority shall enter or remain in a Cemetery at any hour when it is closed to the public.
- 19 Every person who contravenes:
- (a) Any prohibition under article 5(6)
  - (b) Article 10(6).
  - (c) Article 18
  - (d) Part I of Schedule 2

shall be liable on summary conviction to a fine not exceeding Level 3 on the standard scale (currently £1,000), and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction .

## Schedule 2 - Part I

No burial shall take place, no cremated human remains shall be scattered and no tombstone or other memorial shall be placed in a Cemetery, and no additional inscription shall be made on a tombstone or other memorial, without the permission of the Officer appointed for that purpose by the burial authority.

No body shall be buried in a grave in such a manner that any part of the coffin is less than three feet (3') below the level of any ground adjoining the grave:

Provided that the burial authority may, where they consider the soil to be of suitable character, permit a coffin made of perishable materials to be placed not less than two feet (2') below the level of any ground adjoining the grave.

No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than six inches (6") thick.

When any grave is reopened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove them from any soil which is offensive.

Every walled grave or vault shall be properly constructed of suitable materials. Within 24 hours of any burial in a walled grave or vault, the coffin, shall be -

- (a) embedded in concrete, and covered with a layer of concrete not less than six inches (6") thick; or
- (b) enclosed in a separate cell or compartment of brick, slate, stone flagging or precast concrete slabs of a 1:2:4 mix, in any case not less than two inches (2") thick, in such a manner as to prevent, as far as possible, the escape of any noxious gas from the interior of the cell or compartment.

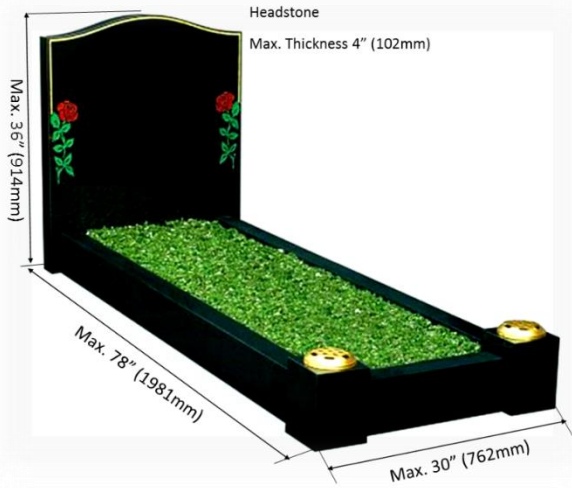
Any person to whose order a body is buried in a grave in respect of which an exclusive right of burial has been granted shall, as soon as conveniently may be after the subsidence of the earth has been completed, cause the surface of the grave to be covered with any tombstone or other memorial in respect of which a right has been granted by the burial authority or any predecessor of theirs, or with fresh turf, or, where the burial authority permits, with such flowers and other plants, or in such other manner, as may be permitted.

Where the burial authority permits uncoffined burials, any reference in this Part to a coffin includes a reference to the wrappings of an uncoffined body.

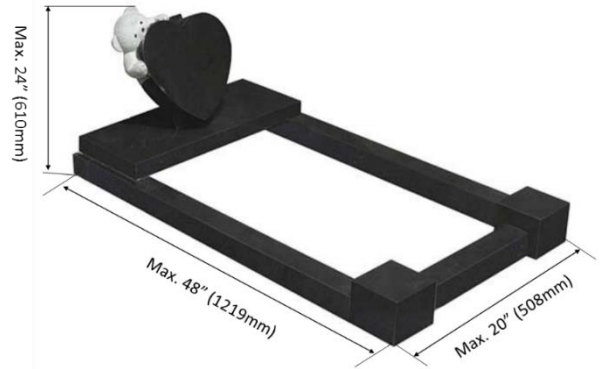
# Appendix 1

Maximum dimensions for Memorials (measured from the top of the concrete foundation)

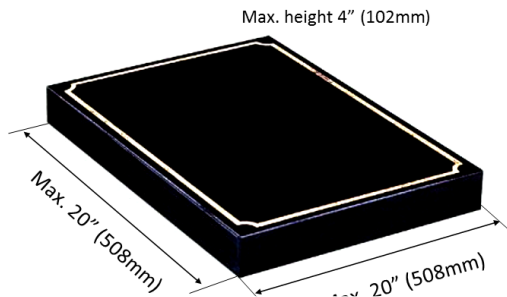
**Traditional Grave**



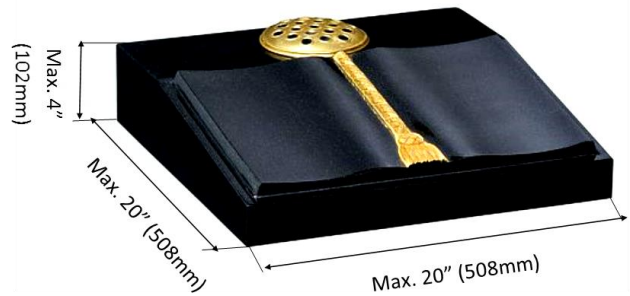
**Children & Baby Memorial**



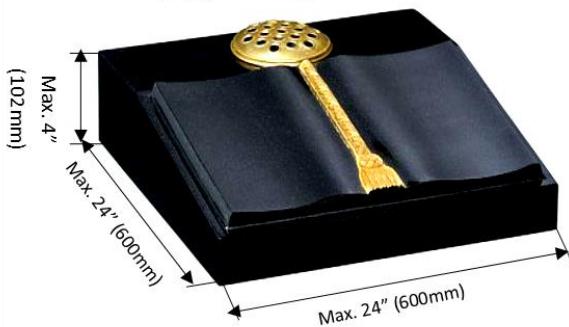
**Ashes Tablet**



**Ashes Desktop**

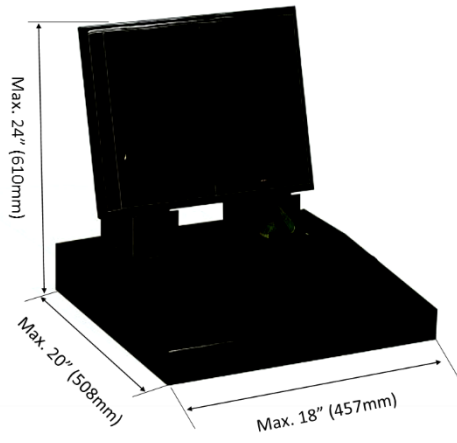


**Ashes Desktop (Acer Gardens)**  
Dark grey granite only permitted



**Cremated Remains**

(Lavender, Ashes & Sanctum Path section only)



**Lawn Memorial**

