



DIRECTORATE OF  
COMMUNITY SERVICES

Borough of Spelthorne  
Council Offices  
Knowle Green  
Staines  
Middlesex TW18 1XB



Funeral Directors & Services

Please Telephone: 01784 446379

My Ref: rr/cem/gen/regs98

Your Ref:

Date: December 1998

Dear Sir

**REGULATIONS RELATING TO CEMETERIES AND BURIAL GROUNDS**

These regulations have now been revised and only relate to the Cemeteries and Burial Grounds which are the responsibility of the Borough of Spelthorne.

I am enclosing a copy for your reference, which can be copied and made available to your clients if requested.

Their effective date is 1st December 1998 and all copies of previous regulations, which you may be holding, should now be destroyed.

If you have any queries regarding this revision please do not hesitate to contact me.

Yours faithfully

R C J Russell  
Cemeteries Office  
Engineering(Client)Services



INVESTOR IN PEOPLE

**REGULATIONS RELATING  
TO  
CEMETERIES AND BURIAL GROUNDS**

**1. STATUTORY AUTHORITY**

These regulations have been made using the statutory authority of the Local Government Act of 1972 and the Local Authorities' Cemeteries Order 1977.

**2. Definitions**

"The Council" means the Borough Council of Spelthorne.

"Resident" means a person who was/is living in and whose main residence is within the Borough of Spelthorne at the time of death or purchase of a grave space.

"Non - Resident" means a person who was living outside the Borough of Spelthorne and does not meet the criteria stated in regulation 15.

"Cemetery Manager" means the Officer or Contractor appointed from time to time by the Council to manage the Council's Cemeteries.

"The Cemeteries" means STAINES CEMETERY, at London Road, Staines and SUNBURY CEMETERY, at Green Way, Sunbury-on-Thames.

The "Burial Grounds" means ASHFORD BURIAL GROUND, at London Road, Stanwell and STANWELL BURIAL GROUND at Town Lane, Stanwell.

"The Lawn Garden Cemeteries" means those parts of the Cemeteries and Burial Grounds as may be laid out by the Council as Lawn Garden Cemeteries.

"Grave" means a burial place formed in the ground by excavation and without any internal wall or brickwork or stone work, or any other artificial lining;

"Walled Grave" means a burial place formed in the ground by excavation, constructed with a 4½" (or 0.2216 metres) brick wall and occupying one grave space.

"Working days" means Monday to Friday only and excludes Bank & Public holidays.

**3. FEES AND CHARGES**

The fees and charges of the Council are in accordance Section 214 and Schedule 26 of the Local Government Act 1972 and will be reviewed and published annually.

4. **INTERMENTS**

- (a) Notice of any intended interment shall be given to the Cemetery Manager or his representative at his office before 12 noon on the day preceding four clear working days before the day of the intended interment but, if a bricked grave is required, notice shall be given before 12 noon on the day preceding six clear working days before the day of the intended interment.

- (b) No interment can take place unless:

- (i) the completed Notice of Interment form containing all the particulars specified. (Only the Council's form will be accepted).

with either

- (ii) the Certificate for Burial.  
or (iii) a Coroner's Order.  
or (iv) the Cremation Certificate for Disposal.

is delivered at least **TWO WORKING DAYS** before the interment, with the correct fees, to the Cemetery Manager or his representative at the Council offices.

- (c) The Cemetery Manager or his representative will not accept such notice until all fees and charges have been paid. If a grave is to be re-opened the Deed of Grant shall be produced and/or an Indemnity signed.
- (d) The necessary arrangements for the burial service (if any) shall be made by the person giving notice of interment.
- (e) All interments shall take place between the hours of 10.00am and 3.00pm Monday to Thursday and 10.00am and 2.00pm on Friday. No interment shall take place on Saturday, Sunday or Public/Bank Holiday except in case of emergency certified by a Coroner or registered Medical Practitioner.
- (f) The allocation of grave spaces will be determined by the Cemetery Manager or his representative and the selection of grave spaces will be subject to their approval. No transfer of any purchased grave or grave space otherwise than by devise or inheritance shall be made without the consent of the Council.
- (g) The body of the deceased person will not be accepted for disposal unless properly enclosed in a suitable coffin. Interference of any description with any coffin or its fasteners whether before or after the commitment will not be permitted within the confines of the Cemetery or Burial Ground.
- (h) Wooden coffins only shall be used in graves where the exclusive right of burial has not been purchased (Common Grave). No memorial or monument shall be placed on such a grave without the consent of the Council.
- (i) All graves and walled graves shall be dug or excavated under the supervision of the Cemetery Manager or his representative and all surplus soil shall be disposed of as ordered by him/her. The Council reserve the right in cases of necessity or in connection with the excavation or opening of an adjoining grave to remove or replace any monument or headstone without notice or compensation to the owner thereof.
- (j) (i) A person shall not in the Cemeteries or Burial Grounds cause a body to be buried in a grave in such a manner that any part of the coffin containing the body shall be at a depth less than three feet below (or 0.9144 metres) the level of the surface of the ground adjoining the grave.
- (ii) No coffins shall be placed at a greater depth than nine feet (or 2.7432 metres) and no more than three coffins shall be placed in a grave nine feet deep.

- (iii) No body shall be buried under any chapel in the Cemeteries or Burial Grounds or within 15' (or 4.5100 metres) of the outer wall of any such chapel and no body shall be buried within 3' (or 0.9144 metres) of any boundary wall or fence.
- (k) A person shall not in the Cemeteries or Burial Grounds cause a body to be buried in a grave in which an interment has already taken place unless the coffin containing the body is effectually separated from any other coffin already placed and remaining in the grave by means of a layer of earth not less than six inches (or 0.1524 meters) in thickness.
- (l) Where in the Cemeteries or Burial Grounds any grave in which an interment has already taken place is re-opened for the purpose of any other interment therein, a person shall not disturb any human remains interred therein, or remove there from any soil which is offensive.
- (m) A walled grave will be constructed of good damp-resisting bricks, stone or other hard and suitable material approved by the Cemetery Manager or his representative, properly bonded and solidly put together with approved mortar compounded of approved cement mixed with clean sharp sand.
- (n) Every person who in the Cemeteries or Burial Grounds buries a body in a walled grave shall, within a period of 24 hours of the burial shall cause the coffin to be embedded in concrete, and covered with a layer of concrete not less than 6" thick (or 0.1524 metres), or to be enclosed in a separate cell or compartment of brick, slate, stone flagging or precast concrete slabs of not less than 2" (or 0.0508 metres) in thickness, properly jointed in good mortar.
- (o) After an interment has taken place in any grave in respect of which an exclusive right of burial has been granted the council will cause the grave to be finished level with the surrounding ground and any turf will be re-laid, where special turf for a flat grave is requested, the appropriate fees will be charged and the payment of those fees will not confer any right of subsequent maintenance of the grave by the Council.

#### 5. PURCHASE OF GRAVE SPACES IN ADVANCE OF INTERMENT

- (a) Grave spaces may be purchased in advance of interment. The allocation of grave spaces will be determined by the Cemetery Manager or his representative and the selection of grave spaces will be subject to their approval. No transfer of any purchased grave or grave space otherwise than by devise or inheritance shall be made without the consent of the Council.
- (b) The re-purchase of an unused grave space will be at the discretion of the Council and at no more than the original purchase cost.

#### 6. RESIDENTS AND NON-RESIDENTS

**Normal charges will apply to Deceased and Purchasers, who are Residents.**

**Treble charges will apply to Deceased and Purchasers, who are Non-Residents and do not fulfil the following criteria:**

- (a) If the Deceased/Purchaser has moved out of the Borough within the last two years or into a Nursing Home outside the Borough in the last three years and been a resident for between 10 to 25 Years.
- (b) If the Deceased/Purchaser has been a resident for over 25 years at any time during their life, they will be classed as a resident.
- (c) The exception to this criteria is when the deceased is a Resident and the purchaser, at the time the interment, is a NON Resident. Then Normal fees will apply for both purchase and interment.

7. **MEMORIALS**

- (a) Monuments, gravestones, tablets and monumental inscriptions shall be subject to the prior approval of the Cemetery Office and no work may commence until approval is notified to the applicant. A copy of every inscription and a drawing showing the form and dimensions of every erection proposed to be placed shall be submitted, using the Memorial Permit application form, to the Cemetery Office and the **fees and charges shall be paid in advance.**
- (b) Memorials will be of natural stone and other materials will not be approved. The number of the grave or walled grave, as shown in the Interment Books kept at the Cemetery Office offices, shall be placed on each monument or gravestone in letters at least 1" (or 0.0254 metres) in height.

Any reference to the name and address of the person making, producing or supplying the headstone shall be on the side of the headstone and shall be on either a plaque of a size not greater than 3" (or 0.0762 metres) by 1" (or 0.0254 metres) or contained within an area of the same dimensions.

- (c) Wooden, Artificial floral crosses and flower vases containing inscriptions worked into the earthenware or other material shall not be placed without the prior approval of the Cemetery Manager or his representative, whose approval if granted, will be for a limited period only.
- (d) The owner shall be responsible for keeping all Memorial Stones in a proper state of repair.

(e) **TRADITIONAL SECTIONS**

Kerbing - The following standard dimensions shall be used:-

- (i) Children's graves..... 4'6" x 2' (1.3716 x 0.6090 metres)

- (ii) Other graves:-

Single grave.....	7' x 3' (2.1336 x 0.9144 metres)
Double grave.....	7' x 7' (2.1336 x 2.1336 metres)
Treble grave.....	7' x 11' (2.1336 x 3.3538 metres)

- (iii) A specified standard of fixing Memorials is required by the Council. Kerbs will be fixed to a landing of reinforced concrete not less than 4 inches (or 0.1016 metres) in thickness. Each corner post will be tied in with wire or staples of strong metal inside the Kerbs. Where the area within the Kerbs is to be surfaced with chippings, they must be placed on a concrete base of not less than 2" (or 0.503 metres) in thickness. All headstones over 18 inches (or 0.4572 metres) in height will be fixed with dowels and bedded to their bases by metal pins 3 inches long (0.0762 metres) and set in a layer of good quality cement.

(f) **CEMETERIES/BURIAL GROUNDS WITH LAWN GARDENS**

- (i) Grave spaces will be 9' (or 2.7432 metres) x 4' (or 1.2192 metres) except in the case of the interment of the body of a child, grave spaces 6'6" (1.9812 metres) x 3' (or 0.9144 metres) will be used when available.
- (ii) Any headstone shall be erected vertically 3" (or 0.0762 metres) from the outer edge of bed mentioned above in line with the headstones of adjoining graves and in a position approved by the Cemetery Manager or his representative. A headstone shall not be more than 3'3" (or 0.9906 metres) in height (including the height of the base), 2' (or 0.6096 metres) in width, or 3" (or 0.0762 metres) in thickness. The base of a headstone shall not be more than 12" (or 0.3048 metres) in depth, 2'3" (or 0.6858 metres) in width or 3" (or 0.0762 metres) in thickness. The base shall be secured to a concrete foundation of dimensions not greater than the base and finished **not less than 3" (or 0.0762 metres)** below the level of surrounding soil.

- (iii) No part of the soil of any grave space shall be raised above the level of the remainder of the soil of the Lawn Garden Cemeteries.
- (iv) As soon as practicable after an interment in the Lawn Garden Cemeteries, the Council will sow with grass seed or lay with turf the whole of the grave space with the exception of a bed 2' long (or 0.6096m) and 4' wide (or 1.2192 metres) at the end of the grave space determined by the Council and thereafter no person (except the Council's officers or servants) shall interfere with or alter the grave space except for the purpose of placing or attending to a vase as mentioned in the following paragraph (v) or for the purpose of carrying out further permitted interments therein.
- (v) The Council will maintain the whole of the grassed part of the Lawn Garden Cemeteries and will plant and maintain suitable plants in all beds as mentioned above at the Council's expense. No other planting will be permitted in the said beds but flowers if in stone or metal vases and kept in good condition may be placed and left thereon.
- (vi) **The grassed parts of the Lawn Garden Cemeteries shall NOT be planted or cultivated and nothing shall be placed thereon.**
- (g) **CREMATED REMAINS GRAVE SPACES(GARDEN OF REMEMBRANCE)**
  - (i) Grave spaces will be 18" x 18" (or 0.4572 x 0.4572 metres).
  - (ii) No Memorial shall be erected in the plot for the burial of cremated remains other than a splayed tablet 12" (or 0.3048 metres) in width, 15" (or 0.3810 metres) front to back and a height of 5" (or 0.1270 metres) to a maximum of 8" (or 0.2032 metres) at the back and 3" (or 0.0762 metres) at the front. The base shall have a maximum measurement of 18" x 18" x 3" (or 0.4572 x 0.4572 x 0.0762 metres) thick. The base is to be placed on the surface of the plot (not sunk) and may have a flower container insert. The Memorial and base shall be of Granite or Marble and other materials will not be permitted.
  - (iii) Only one Memorial will be allowed on any cremated remains plot.
  - (iv) No vases of stone will be allowed.
  - (v) No Memorial of any description may be erected on a plot without the prior consent of the Cemetery manager or his representative. Details of designs, dimensions and inscriptions must be submitted in the normal way as in paragraph (a).
  - (vi) No part of any plot shall be raised above the level of the remaining ground.
  - (vii) The Council will maintain the whole of the grassed area between each row of the cremated remains.
  - (viii) Nothing shall be planted in or placed on the grassed area of the cremated remains plots.
- (h) The Cemetery Manager or his representative shall have the power to remove anything which does not comply with the foregoing paragraphs.

## 8. **SAFETY IN CEMETERIES**

- (a) The Council will not be responsible for any accident to or relating to memorials or headstones in the Cemeteries or Burial Grounds.

- (b) The Council reserves the right to require the owner of a grave, upon written notice to his last known place of abode, to remove or replace forthwith any monument or headstone which in their opinion has become dilapidated or unsafe and in the event of such notice not being complied with, the Council may thereupon remove any such monument or headstone and recover the expense thereof from such owner.
- (c) Materials, monuments, gravestones and tablets shall be conveyed into the Cemetery or Burial Grounds by hand or by vehicle and **NO MOTOR VEHICLES WILL BE PERMITTED ON THE TURF.**
- (d) The position of all monuments, gravestones and tablets shall be subject to the approval of the Cemetery Manager or his representative.
- (e) All monuments, gravestones, tablets and places of interment shall be kept neat, clean and in good repair at the expense of the owner and if after due notice in writing this regulation shall not be complied with, within the time specified in the notice, the Cemetery Manager or his representative shall have power to alter or remove anything which in the opinion of the Council is detrimental to the appearance of the Cemeteries or Burial Grounds. Any expenses reasonably incurred by the Council in such alteration or removal shall be paid by the said owner.
- (f) No person shall remove from any part and take out of the Cemeteries or Burial Grounds any wreaths, crosses, flowers, shrubs or other like articles without the prior approval of the Cemetery Manager or his representative.

#### 9. **GENERAL**

- (a) Control of Cemeteries and Burial Grounds:-
  - (i) Dogs shall not be admitted, except guide dogs for the blind.
  - (ii) No horses may taken into or ridden in the Cemetery/Burial grounds.
  - (iii) No cycling within the Cemetery/Burial grounds.
  - (iv) Only vehicles that have legitimate business within the Cemetery/Burial Ground are permitted and these shall only be allowed to use such roads or drives as may be authorised by the Cemetery Manager or his representative.
  - (v) Children under twelve years of age shall not be admitted unless accompanied by a responsible person.
  - (vi) Visitors shall keep to the paved roads or paths and shall observe perfect decorum in all respects.
- (b) The Cemeteries and Burial Grounds shall be open to the public daily from 9.00am to 8.00pm or sunset, whichever is the earlier.
- (c) No officer or servant of the Council shall in any circumstances undertake private works in the Cemeteries or Burial Grounds or receive any gratuity.
- (d) The Local Authorities' Cemeteries Order 1977, article 18, provides that any person who wilfully creates any disturbance or commits any nuisance in the Cemeteries or Burial Grounds, or wilfully interferes with any burial taking place therein or with any grave, walled grave, tombstone or other Memorial or any flowers or plants therein or plays any game or sport therein shall be liable to pay a fine not exceeding £100

10. REGULATIONS - EFFECTIVE DATE

These Regulations shall come into force on the first day of December 1998 and all previously published Regulations cease to have effect.

A handwritten signature in cursive script, reading "Richard Fairgrieve". The signature is written in black ink on a white background. Below the signature is a dotted line.

Richard Fairgrieve  
Director of Community Services

1 December 1998

(rr/cemeteries/regs98)