



EASTLEIGH BOROUGH COUNCIL **CEMETERY REGULATIONS**

Regulations became effective on 1st April 2003

The Council owns three Cemeteries:

Eastleigh
Ramalley
Pine Road

All queries or comments regarding the Cemeteries should be sent to: -

The Head of Direct Services
Hedge End Depot
Botley Road
Hedge End
Southampton
SO30 2RA
Tel: 02380 688203
Fax: 02380 688382

These regulations are in addition to the Local Authorities Cemeteries Order 1977.

GENERAL CONDITIONS

The cemeteries are open to visitors every day of the year during the following times:-

Summer/Winter

09.00 to 16.00 hours

Monday to Sunday

No dogs will be allowed in any of the Council's Cemeteries unless on a leash.

No games, sports. Riding of bicycles. Skateboards, roller blades, etc. are allowed within the cemeteries.

Unsuitable receptacles for flowers (glass vases) and other unauthorised memorials, including Trees, Shrubs/Bushes are not allowed on graves within cemeteries and may be removed by the council's employees.

A register will be kept in the Head of Direct Service's Office where, at all reasonable times, searches may be made and certified extracts obtained from the Head of Direct Services upon payment of the appropriate fee.

Visitors shall not interfere with the Council's employees in their duties nor employ them to plant graves or execute any private works whatsoever and employees are not authorised to receive any gratuity.

Visitors will be required to keep to the paths and refrain from damaging shrubs, flowers and memorials and to behave in a decorous manner.

The Head of Direct Services decision in respect of all matters of interpretation of these regulations and all matters relating to the management of the Cemeteries administered by Eastleigh Borough Council shall be final.

RULES OF BURIAL

A certain part of each Cemetery is consecrated for the burials according to the Rites of the Established Church, the remaining part being un-consecrated and any burial may take place therein provided such burial and the service (if any) is conducted with decorum.

Notification of every interment must be made on a form provided by the Council with at least 5 working days notice prior to such interment-taking place. Notification must be made to the Head of Direct Services, Hedge End Depot, Botley Road, Hedge End, Southampton. SO30 2RA Tel: 023 80446882 between 09.00 and 16.30hrs Monday to Friday. Saturdays and Sundays must be excluded from the times of notice except in special circumstances.

A twenty-four hour burial can be provided as long as the death certificate has been completed and the death has been registered with the Registrar of Births, Deaths and Marriages and for which an additional charge for administration has been paid.

The hours of interment will in all cases be between 09.00 and 14.45hrs subject to arrangements as to precise time with the Vicar, Minister or other authorised person required to officiate. No interment may take place on Sundays or Bank Holidays unless agreed in advance.

All fees and charges to be paid to Eastleigh Borough Council and addressed to the Head of Direct Services, Hedge End Depot, Botley Road, Hedge End, Southampton. SO30 2RA.

BURIAL PLOTS

Selection of the grave space in all cases both of general interment and on purchase is subject to the approval of the Head of Direct Services, whose decision shall be final.

All double depth graves for which the Exclusive Right of Burial has not been purchased at the time of the interment will be known as Common Graves. Eastleigh Borough Council reserves the right to re-use these graves for future interments after a thirty-year period of time has elapsed.

The option to purchase the Exclusive Right of Burial of a Common Grave is open to relatives at any time subsequent to the interment. This option must be exercised before a further interment has taken place in the same grave.

The Certificate of the Registrar of Deaths, or where an inquest has been held, of the Coroner, must be handed to the Head of Direct Services, or his duly appointed representative, before interment can take place.

Grave spaces for persons above 12 years of age shall be at least 9'(2700mm) x 4' (1200mm) x4' (1200mm). A Muslim grave shall be at least 9' (2700mm) x 5' (1500mm) and will have a shelf on one side of the grave. A Childs grave is 6' (1800mm) x 3' (900mm) and a cremated remains plot is 2' (600mm) x 2' (600mm).

PURCHASED GRAVES

Exclusive Rights of Burial can be purchased for a Thirty Year Period, after the first Five years this period is extendable by a minimum of Five years to a Maximum of a further Thirty years.

The consent in writing of the owner for an interment in a purchased grave must be given to the Head of Direct Services on the notice of burial and such consent must contain the grave number.

No interment shall take place in a new single depth grave unless the Exclusive Right of Burial for that grave is purchased at the time of the interment.

Single depth interment will only be permitted when the Exclusive Right of Burial has been purchased or if the ground conditions are not suitable for deeper graves.

Whenever a burial has taken place, the surface of the grave shall, as soon as practicable be covered with fresh turf unless a monument is to be erected upon it and in no case shall bare earth be left exposed.

No body shall be buried in a grave so that any part of the coffin is at a depth of less than 2'6"(750mm) below the level of the ground adjoining the grave.

No body shall be buried in a grave unless the coffin is effectively separated from any other coffin already in that grave by the means of a layer of earth not less than 6" (150mm) in thickness.

Where any grave is re-opened for the purpose of making another interment therein, no person shall disturb any human remains interred therein or remove there from any soil, which is offensive.

The owner of an Exclusive Right of Burial shall maintain the grave in good order and condition to the satisfaction of the Head of Direct Services. If graves are not maintained the council may carry out any works necessary to ensure public safety and costs will be recharged to the grave owner.

All requests for the Transfer of "Exclusive Rights" must be made in writing to the Head of Direct Services.

Artificial grass matting is provided by the Council and, subject to the decision of the Head of Direct Service, must be used in the cases of all interments.

MEMORIAL/HEADSTONES

All memorial work carried out in the cemeteries must conform to the Council's policy on memorial erection.

All persons erecting a memorial within the four Borough Cemeteries must have public liability insurance (minimum amount five million pounds).

No memorial may be placed in the Cemetery without the approval of the Head of Direct Services.

Application form to place memorials on graves or add inscriptions to existing memorials are available from the Hedge End Depot.

For full details of memorials please see copy of the Council's memorial policy.

Vases, Jars or Bottles made of glass are not permitted within the Cemetery and the Council reserves the right to remove them without prior notice.

The Council will not be responsible for any damage to Memorials or Headstones by storm, lightning, wind, subsidence, acts of a third party or any other cause other than as a direct result of negligence of their employees.

The Council reserves the right to remove, cut down or prune any plant or shrub.

The Council reserves the right to remove neglected, damaged or decayed memorials.