

# **Cemetery Regulations and Guidance**

For the management, regulation and control of;

Portfield Cemetery

CHICHESTER PO19 7HN

Hampers Green Cemetery,

PETWORTH GU28 9NW

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1. **General Information**

**Name:** Cemetery Services

**Office Address:**

Chichester District Council
Stane Street
Westhampnett
Chichester
West Sussex
PO18 0NS
United Kingdom

**Email:**cemeteryservice@chichester.gov.uk

**Tel:**01243 521154

**Office Hours**

Office hours: 9.00am – 2.00pm Monday to Friday.

Officer availability is subject to change and is dependent on the resources available at the time. An answerphone service is provided for messages to be left when officers are unavailable. The Cemeteries Services aim to return calls within 24 hours.

**Burial Hours** (Graveside)

Summer (April-October)

Chichester - Monday to Thursday 10.00am- 2.00pm

 Friday 10.00am-1.30pm

Petworth – Monday to Thursday 10.00am-1.30pm

 Friday 10.00am-1.00pm

Winter (November-March)

Chichester - Monday to Thursday 10.00am-1.30pm

 Friday 10.00am-1.00pm

Petworth – Monday to Thursday 10.00am-1.00pm

 Friday 10.00am-12.30pm

Burial hours are subject to change and are dependent on weather conditions and resources available at the time.

**Chapel Hours** (Chichester only)

Monday to Friday 9.00am until 30min before latest graveside burial time

2. **Chichester District Cemeteries**

All visitors are asked to respect the peace, dignity and reverence of the Council’s Cemeteries.

The Council shall not undertake any instruction without it being in writing together with any necessary supporting documentation and payment.

The Council is compliant with the Local Authorities’ Cemeteries Order 1977 and other relevant statutory instruments.

The Register of Burials and Cemetery maps are kept in the Cemeteries Office at Stane Street, Westhampnett PO18 0NS. Searches may be requested, and extracts obtained from the register in person, strictly by appointment with the Authorised Officer free of charge.

Other relevant Cemeteries Service procedures include;

• Memorial Safety & Inspection Procedures

• Public Health Funeral Procedures

• Exhumation Procedures

• Closed Churchyards Procedures

Application forms are available to download from the Council’s website or in hard copy from the Cemeteries Office.

The Council also maintains the grounds of 10 closed churchyards in the district. Details upon request.

Chichester District Council reserves the right to make any amendments, alterations or additions to the Cemeteries Regulations as and when necessary.

3. **Definitions**

A ‘grave’ shall mean a burial place formed in the ground by excavation without any internal wall, brickwork or stonework or any other artificial lining.

‘Chichester City Resident’ shall mean any person residing within the City boundary.

‘Non-Chichester District Resident’ shall mean any person not residing within the Chichester District.

‘Authorised Officer’ shall mean the Officer appointed by the Council to carry out the administration and management of the Cemeteries. Also known as the Cemetery Officer.

‘BRAMM Blue Book’ shall mean the 2018 version of the ‘Reference Guide for Memorial Masons & Cemetery Personnel complying with BS 8415:2018’ and any future updated version/revision.

‘BS 8415’ shall mean the 2018 British Standard specification for memorials in burial grounds and memorial sites and any future updated version/revision

‘Burial’ shall mean any interment in an earthen grave or vault.

‘Cemeteries’ refer to the Cemeteries provided by the Council at:

Portfield Cemetery, Church Road, Chichester

Hampers Green Cemetery, Petworth

‘Council’ shall mean Chichester District Council acting as the Burial Authority for the Chichester District.

‘Cremated Remains’ shall mean the remains of the deceased following cremation. Also referred to as the ‘ashes’ of the deceased.

‘Fees & Charges’ shall mean the fees and charges from time to time in force for the use of the Cemeteries and the services available.

‘Funeral’ shall mean the event of burying human remains including a service at the grave side. Funerals in the Council’s cemeteries are public events and may be advertised.

‘LACO’ shall mean The Local Authorities’ Cemeteries Order 1977.

‘Memorabilia’ or ‘Tributes’ shall mean any authorised adornment placed upon a grave, for example;

plants, flowers, seasonal/celebratory decorations.

‘Un-authorised memorabilia’ is further defined in Section 10 but shall mean any memorabilia which has not been authorised by the Council.

‘Monumental Mason’ shall mean any professionally qualified individual or company to undertake the installation and/or repair of any memorial in accordance with BS 8415.

‘Officiating’ shall mean the occasion where the Authorised Officer is requested to be present at the graveside and/or inter the remains of the deceased.

‘Owner’ shall mean the owner of the Exclusive Right of Burial unless otherwise specified.

‘Scattering’ shall mean the loose pouring of ashes onto the ground at agreed locations

‘Shoring’ shall mean the temporary supports used to support the walls of a grave during the grave digging process.

‘Unpurchased, public or common grave’ shall mean a grave space wherein the exclusive right of burial has not been purchased. The Council has the right to undertake the burial of an unrelated person in an unpurchased grave. The only type of memorial permitted on an unpurchased grave is a vase or tablet.

‘Vault’ shall mean an underground burial place of any description which is walled.

‘Webbing’ shall mean the strong woven fabric used to lower a coffin into a grave.

‘Putlogs’ shall mean a short horizontal beam, often of timber, used to support a coffin

over a grave before committal

4. **Management and Maintenance of Cemeteries**

The Cemeteries shall be open to the public 24 hours a day, 365 days a year, unless otherwise determined by the Authorised Officer. However, on occasion and at the discretion of the Authorised Officer, Cemeteries may be closed and shall not be accessed by any person without the permission of the Authorised Officer.

All persons entering the Cemeteries shall be subject to the orders and control of the Authorised Officer.

Any information relating to a grave or other service may be obtained from the Cemeteries Office or the Council’s website.

Any memorial or other grave adornment not compliant with these regulations may be removed by the Authorised Officer without warning.

The Council employs its own in-house staff to maintain both Cemeteries in an appropriate and caring manner.

Lawn mowing is undertaken regularly throughout the year by our in-house team at Chichester and a contractor at Petworth.

Grass areas in older sections may be allowed to grow long to encourage biodiversity, but where this impedes access to visited graves the grass shall be mown upon request. All grass areas will be cut back in the winter.

The Council has other procedures in place which seek to enhance biodiversity throughout its Parks and Greenspaces estate. Cemeteries and closed churchyards offer an important wildlife refuge when maintained appropriately and sensitively.

Hedge trimming, and shrub pruning are typically undertaken in the winter months.

Tree inspections are carried out visually by Council-trained staff and a full inspection survey is carried out every 2 years. Maintenance is carried out according to these inspections.

Litter picking, and bin emptying are carried out at least twice weekly.

Risk assessments are undertaken biannually.

5. **Conduct within Cemeteries**

All persons shall conduct themselves in a decent, quiet and orderly manner and are referred to The Local Authorities’ Cemeteries Order 1977 article 18(1) whereby no person shall:

• Wilfully create any disturbance in the Cemeteries

• Commit any nuisance in the Cemeteries

• Wilfully interfere with any burial taking place in the Cemeteries

• Wilfully interfere with any grave or vault, any tombstone or any other memorial or any plants on any such grave

• Play at any game or sport in the Cemeteries

• Vandalise any part of the Cemeteries or desecrate any grave plot

Under Article 18 of The Local Authorities’ Cemeteries Order 1977, any person who contravenes Article 18 shall be liable on summary conviction to a fine not exceeding £1000.00 and in the case of continuing offence to a fine not exceeding £10.00 for each day during which the offence continues after conviction.

Visitors to the Cemeteries shall not unreasonably interrupt the Council’s employees or its

contractors from undertaking their duties or employ them to undertake private works within the Cemeteries. All enquiries, complaints and requests by members of the public shall be made to the Authorised Officer and not to workers in the Cemeteries.

Dogs shall only be admitted into the Cemeteries on a short lead and under close control. Owners are requested not to allow dogs to violate graves or headstones and to pick up any dog waste.

No person shall sell, offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit for orders from the same within the Cemeteries.

Any person using a motor vehicle or bicycle in the Cemeteries shall only do so on a carriageway suited to the purpose and shall abide by the 5mph speed limit.

Motor vehicles are strictly prohibited from parking on any grass or lawn area within the Cemeteries. Motor vehicles shall be parked in designated parking areas only and shall not block any roadway.

No person shall drop, throw or otherwise deposit and leave in the Cemeteries any litter or refuse of any kind except in the litter bins provided.

No burial shall take place and no monument or memorial shall be placed in the Cemeteries nor shall any additional inscription or alteration be made on a memorial without the prior consent of the Authorised Officer.

Burials shall be undertaken on time. Failure to do so may result in the Authorised Officer cancelling or delaying the burial.

All persons entering the Cemetery do so in the knowledge that there may be uneven ground and potential trip hazards. Care shall be taken at all times and any incident should be reported to the Authorised Officer in the first instance.

6. **Grave Allocation**

Grave spaces are used in strict consecutive order or as required by the Authorised Officer. Selection of a grave space out of sequence or rotation is at the discretion of the Authorised Officer.

A grave plot cannot be reserved unless it was previously pre-purchased.

The Council shall mark every grave space according to the official plan.

If the purchased rights to a grave is no longer required, it is possible to apply for a refund.

The refund shall be the fee paid at the time of purchase and not the current value of a grave.

A Form of Assignment shall be completed transferring the burial rights back to the Council.

7. **Cemetery Sections**

Both Chichester and Petworth Cemeteries have allocated sections for traditional burial graves and for Cremated remains.

Chichester has a section for Muslim graves where the orientation of the grave space complies with the rites of the faith along with a separate section for children.

Petworth has sections for Catholics, non-Conformist and a wild area for the scattering of ashes.

Due to limited space, it may not be possible in future to select the preferred burial section. However, our Authorised Officer will try to accommodate family wishes as close to the desired section.

All newly opened cremated plots will have a slab placed level with the ground to mark the area.

All newly opened graves within the lawn section shall be seeded at an appropriate time.

Exclusive Right of Burial owners are permitted to plant seasonal plants within the grave space.

Exclusive Right of Burial owners are responsible for clearing the grave space of all flowers, plants and adornments when they start to deteriorate or decay.

Planting shall need to be removed for re-opening the grave ahead of any future burial at the cost of the owner.

Any planting which, in the Authorised Officer’s judgement, has become unkempt or overgrown, shall be removed without notice.

Any other memorabilia is not permitted.

Tree planting is not permitted.

The Authorised Officer shall have the power to remove any unauthorised memorabilia which they may deem objectionable, against the regulations and/or which may have fallen into disrepair or decay.

The Council shall not be responsible for any damage caused to memorials by vandalism, weather, ordinary wear and tear, or any other circumstances beyond its control.

Traditional Grave Sections

Provision is made for the Exclusive Right of Burial owner to place a memorial and/or kerbset/border stone/flat stone within the confines of the grave.

Kerbsets shall be made of natural stone, concrete or other hardened material and should be flush with the surrounding ground (subject to the approval of the Authorised Officer).

Timber or plastic kerbsets are not permitted.

Timber, metal or plastic lawn edging, or fencing are not permitted.

The grave owner is responsible for the maintenance of the kerbset and the area within.

Planting shall be kept within the confines of the grave space and be contained to restrict root growth. Any planting which fails to meet these conditions and which in the Authorised Officer’s judgement has become unkempt or overgrown shall be removed without notice.

The Kerbset and planting shall need to be removed for re-opening the grave ahead of any future burial. The costs for reinstatement shall need to be met by the Exclusive Right of Burial owner.

The Wild area at Hampers Green Cemetery offers an alternative to the purchase of an ashes plot by giving the opportunity to have cremated remains scattered in a rural location, without the need to purchase the Exclusive Right of Burial (subject to Council approval).

Cremated (ashes) Remains Grave

9.4.1. Cremated remains may be interred in a casket, (or another approved container) or poured

loosely into the grave. Burials shall be in a cremation grave.

9.4.2. The maximum number of caskets in a cremation grave is 4.

9.4.4. It is not necessary for a Funeral Director to be present at the burial of cremated remains;

although a fee shall be chargeable should families choose to request the Authorised

Officer to officiate.

Cremated remains in the Garden of Remembrance (Petworth)

9.5.1. Cremated remains shall be scattered into the Garden of Remembrance and details recorded on database.

9.5.2. It is not necessary for a Funeral Director to be present at the burial of cremated remains;

although a fee shall be chargeable should families choose to request the Authorised

Officer to officiate.

8. **Exclusive Right of Burial**

Before any burial, the Exclusive Right of Burial needs to be established. For common or public graves this right is vested in the Council. The Exclusive Right of Burial shall otherwise be purchased for the fee listed in the current Fees and Charges. The maximum number of owners is 3.

Alternatively, where the Exclusive Right of Burial may already be owned; the original Deed of Grant shall be presented to the Council ahead of any Burial.

No grave in which the Exclusive Right of Burial has been purchased shall be opened without the written consent of the owner and where available the original Deed of Grant.

The Council retains ownership details and so in situations where the original Deed of Grant has been lost or misplaced or where the consent of the owner cannot conveniently be obtained, the grave shall be opened only if the Authorised Officer is satisfied that the applicant is one and the same or in situations where the deceased is the grave owner.

Where the Authorised Officer remains unsatisfied with the application the applicant shall be required to make a Statutory Declaration.

Purchasing the Exclusive Right of Burial does not include ownership of land. Land ownership remains with the Council.

When the Exclusive Right of Burial is purchased a Deed of Grant shall be issued granting the following rights to the owner;

• To be buried in the grave, if space is available

• Authorise further coffined burials in the grave, if space is available, or the burial of cremated remains in the grave either in caskets or loosely poured

• Place a memorial on the grave, subject to the Council’s Cemeteries Regulations

• Undertake any other work to the grave, subject to the Council’s Cemeteries Regulations

The Exclusive Right of Burial shall be purchased using the relevant form. Exclusive Right of Burial application forms can be obtained from the Cemeteries Office or the Council’s website.

The Exclusive Right of Burial shall be granted for a period of 50 years. The Council shall only renew the Exclusive Right of Burial to maintain a maximum term of 50 years. The Council shall write reminder letters to owners at the appropriate time. Any extension to the Exclusive Right of Burial shall be at the current fee and not the fee at the original time of purchase.

The Exclusive Right of Burial shall not be sold to Funeral Directors, Undertakers, their agents or other persons for re-sale.

The Exclusive Right of Burial owner shall inform the Council in writing of any change of address or other contact detail.

For further enquiries regarding Exclusive Right of Burial contact the Cemetery Officer.

Transfer of the Exclusive Right of Burial

All work to a grave or any burial in a grave shall be approved by the Exclusive Right of Burial owner in writing.

Following the death of the Exclusive Right of Burial owner the rights need to be transferred and re-registered before the grave can be opened again; or any stone or monument erected thereon; or any existing stone or monument repaired, altered or removed. The only exception shall be to inter the remains of owner of the grave.

Where the Court has issued a lasting power of attorney (LPA) for an individual to undertake property and financial decisions on behalf the owner of the Exclusive Right of Burial the Council shall permit that individual to make decisions regarding the rights to the grave the owner holds. A certified copy of the LPA shall need to be provided to the Council. The LPA shall not be used to take away the rights of the owner and does not automatically mean that the holder of the LPA becomes an owner.

The owner, or their legal representative, may transfer the Exclusive Right of Burial subject to the proper notice of such transfer being given to the Council by providing an original of either or a combination of the transfer of ownership forms which are available on the Council’s website or Cemeteries Office.

9. **Burials**

All burials shall be witnessed by the Authorised officer.

No burial in a coffined grave shall be less than three feet below the level of the adjoining ground, however the Authorised Officer may determine, in circumstances where the soil is of a suitable character, to permit a coffin made of a perishable material to be placed not less than two feet below the level of any ground adjoining the grave.

The maximum number of coffined burials in a new grave is 2, where depth allows. Some re-opening plots have an allowance for 3 coffin burials.

In a coffined grave provision is given for the burial of cremated remains up to a maximum of 8 separate plots where the remaining space can allow.

A walled grave (pre-purchased only)

Walled graves are only permitted where they have been pre-purchased for such a purpose and where sufficient space allows. Due to restricted availability of plots, no alternative will be offered if sufficient space is not available for a walled grave. A refund will be offered to buy the pre-purchased plot back at the original price.

Construction of a walled grave shall be undertaken by a suitably qualified person to the satisfaction of the Authorised Officer, either appointed by the Exclusive Right of Burial owner or by a Council appointed contractor.

Notice of Interment

All burial requests shall be made in the first instance by telephone or email to the Cemeteries Office.

The minimum waiting period (exclusive of weekends, public or bank holidays) ahead of any burial is typically 5 days.

Requests made within 5 working days for religious beliefs will be accommodated when possible.

The Notice of Interment Form (and all other relevant application forms) and Original

Certificate for Burial or Cremation shall be submitted to the Cemeteries Office at least 48

hours prior to the requested time of burial; signed by the owner of the Exclusive Right of

Burial (if applicable), accompanied by the appropriate fee and the original Deed of Grant

for Exclusive Right of Burial. If a grave purchase is required, an application form will have to be completed and the fee paid. Application forms are available from the Cemeteries Office. See

section 8 for more information regarding the Exclusive Right of Burial.

To ensure public safety the Council requires notice of those funerals at which in excess of 50 mourners are expected owing to the risk of additional vehicle movements in the cemetery.

Coffins & Caskets

The dimensions provided of the Coffin or Casket shall be the maximum actual length, width and depth of the coffin/casket to be interred including all adornments.

Graves shall be dug sufficiently large enough to admit coffins/caskets to the dimensions specified in the Notice of Interment. Where dimensions supplied exceed those that were provided at application, the Council reserves the right to charge an additional fee. This is usually the purchase of a second grave. The funeral may have to be delayed or possibly cancelled/postponed.

No burial shall be permitted unless the body of the deceased person is contained in a casement which is compliant with public health, human dignity and decency. For a burial in a walled grave, coffins shall be airtight and to the satisfaction of the Authorised Officer.

Every coffin shall bear details of the deceased person or persons therein.

Certificate of Disposal

A Certificate for Disposal issued by the Registrar of Births and Deaths or a Coroners

Order for Burial shall be delivered to the Cemeteries Office at the same time as the

completed Notice of Interment Form, and not less than 48 hours ahead of the burial.

Prior to the burial of cremated remains, the Cremation Certificate shall be delivered to

the Cemeteries Office at the same time as the completed Notice of Interment Form, and

not less than 48 hours ahead of the burial.

In the case of non-viable foetus, the Medical Practitioner or Midwifes Certificate of

Delivery shall be required, and not less than 48 hours ahead of the burial.

No burial shall take place unless the certificate of disposal is produced in any case.

The Council shall not be responsible for;

• Any discrepancies, errors or omissions in any notice of interment or other

document which is required to be given or served on the Council or for liability

arising from such discrepancies, errors or omissions.

• The late receipt of any interment or other document which is required to be given

or served on the Council or from liability arising from such late receipt.

The Burial

It is the responsibility of the Funeral Director/Undertaker or funeral organiser to arrange with any Clergy, Minister, Celebrant or other faith/non-faith equivalent to be present to perform any religious or secular service at a burial of any kind.

All graves shall be prepared by persons employed by the Council or the Council’s appointed contractor.

Any form of religious service may be used, but any other ceremony is subject to the approval of the Authorised Officer. Alternatively, the coffin may be committed without a service.

To excavate or gain access to a grave, it may be necessary to temporarily place plant, equipment and excavated materials on top of adjacent graves. Every effort shall be made to avoid neighbouring graves where there is a notable date imminent (i.e. date of birth or death). The period during which this may be necessary shall be kept to a minimum. Once the burial has been completed, the grave shall be backfilled, and the surface of any adjacent grave affected by the works shall be made good.

Similarly, it may be necessary to temporarily remove memorials to enable access to excavate a grave. Owners shall be written to informing them of the work required. Once the burial has been completed, the grave shall be backfilled and any memorials that have been removed shall be replaced on the relevant grave.

The time stated for a funeral shall be punctually observed to ensure that one funeral does not interfere with another. Any funeral arriving before the appointed time shall wait until the time arranged. Any funeral arriving after the appointed time shall act under the direction of the Authorised Officer who shall determine when the burial may proceed. Late arrival may incur additional charges, delay or cancellation.

Other Faith Funerals

The Council recognises and accepts the need for sensitivity when dealing with all members of the community, to ensure, as far as is practicable and lawful, the faith wishes of the deceased and the deceased’s family can be met.

The Cemeteries Regulations shall apply in all situations where other faith funerals are requested.

Mourners may backfill graves themselves, but only with the permission of the Authorised Officer and on completion of an indemnity form.

Mourners who undertake the backfilling of graves do so entirely at the own risk. The Council shall not be liable for any injury whatsoever. Mourners are advised to limit the numbers of those

backfilling to reduce overcrowding at the grave side to no more than 5. The Council recommends appropriate footwear and gloves are worn.

The Council shall provide shovels and the Authorised Officer and grave diggers shall be nearby to supervise and support the backfilling of graves as required.

Burials without coffins are permitted provided that the deceased is brought to the grave in a temporary coffin and is contained within a shroud. Screening shall be used to afford decency during the burial (screening by mourners is acceptable) and shall be supplied by those organising the funeral. Shroud only burials are not permitted if the deceased had a contagious or notifiable disease.

Contractor staff and the Authorised Officer shall always be available to assist, where they can, at all funerals.

Muslim burials are undertaken in a reserved section at Portfield Cemetery where the orientation of the grave space complies with the rites of the faith.

Occasionally the Cemeteries Service receives requests to undertake a Muslim burial within 24 hours or at the earliest possible time. The Council shall, if resources allow, attempt to accommodate weekday burials at short notice where possible. There shall be no additional fee for weekday short notice burials where they can be reasonably accommodated.

Floral Tributes

Flowers and wreaths may be placed upon the grave in which the burial takes place and may remain there for a maximum of 14 days. Floral tributes shall be removed after this elapsed time or when perished, whichever occurs first.

Time after Burial

9.15. Once the burial has been completed the ground needs to settle before a headstone can be fitted. The length of time varies depending on depth and ground conditions, but the stonemason will advise the grave owner and notify the Cemetery Office before commencement.

Fees and Charges

Fees and Charges for all Cemeteries services shall be determined by the Council

annually to take effect from 1st April each year. All fees are payable in advance to the Council.

Reduced Fee Charges

Any person residing in the Chichester City area for the last 6 months or more, will qualify for a discounted fee. All other Chichester District residents will pay the full cost as set out in our Fees and Charges.

Chapel

Our Chapel is available for hire at Portfield Cemetery, Chichester. (see our Fees and Charges) Services can be undertaken without the presence of the Authorised Officer.

Children Graves

There are areas within the Chichester Cemetery that are set aside for the burial of children.

Where parents or the Next of Kin wish to be buried with their child then this shall be in an adult grave elsewhere in the Cemetery.

Parents, or the Next of Kin, shall take ownership of the Exclusive Right of Burial as described in Section 8 and shall need to complete a memorial application also described below before a headstone/memorial can be installed.

A grave must be purchased but there are no Fees or Charges payable for the internment of any child under the age of eighteen. Funding options are available through the Cemetery Officer.

10. **Memorials**

The first memorial shall be owners of the Exclusive Right of Burial at the time of purchase, granting them the right to erect a memorial. The granting of the right to erect a memorial does not mean that a memorial can be installed without further authorisation. A Memorial Permit shall need to be attained as described below.

EROB owners must contact a stonemason who will provide them with a Memorial Application form. Once completed, the stonemason must submit the form to the Cemetery Service for Approval.

A Permit application must be made and approved by the Cemetery Officer before any memorial may be erected in the Cemetery. A memorial may not be erected on a grave until period of 12 months has passed from the interment to allow for the ground to settle.

No memorial or headstone will be permitted for erection on a grave or cremation plot without the signed authority from the owner of the Exclusive Right of Burial and the signed approval of the Cemetery Officer.

The stone mason or funeral director must be on the Council’s approved list of contractors.

Memorials on a grave plot shall be no more than 30 inches (76cms) high and no wider than the width of the grave.

Memorial foundations shall be a minimum of 4 inches (10cms) longer than the base, be at least 18 inches (46cms) deep and 3 inches (6cms) thick.

Cremation plot memorials shall be no more than 20” (51cm) high, no more than 23.5” (60cm) wide and 20” (51cm) deep.

Joints shall be constructed as tight as practicable. Any spacer, nut or washer shall be countersunk into one of the adjoining parts.

Kerb settings must be flush with the ground and not raised.

The grave number and the name of the stonemason shall be displayed on the back of the memorial.

All work on either new memorials or re-fitted memorials shall comply with the requirements of the current National Association of Memorial Masons Recommended Code of Practice, British Standards BS8415:2018 National Industry Standard and the Health and Safety At Work Act 1974. Dowels of the recommended dimensions must be used to fix the headstone to base and base to foundation.

Suitable compliant ground anchors are to be used on memorials over 20 inches high. Anchors must be suited to the ground conditions.

Any other fixings must be subject to the approval of Chichester District Council.

The design and installation of all memorials will be monitored. The Council reserves the right to require the stonemason to dismantle a memorial to demonstrate that the correct fixing procedures have been followed.

No memorials shall be erected without prior consent from the Cemetery Officer. A fixed date must be mutually agreed for installation. Random installations will be selected and overseen by a Council Officer for health and safety purposes.

On site, Stone Masons and other competent persons assisting shall create a safe working zone using cones, barriers. Respect will be taken and given with regards to other grave plots and visitors. No works shall take place whilst funeral services are taking place – you will be informed of any booked services.

On completion of any memorial installation, the Stone Mason is to provide a photograph of the finished product to the Cemetery Officer.

The Stone Mason shall be insured for public liability to the value of £5,000,000 and shall produce evidence of such insurance when requested by the Cemetery Officer.

Stone Masons shall maintain relevant risk assessments for all work carried out at the Council’s cemeteries and produce copies as and when requested by the Cemetery Officer.

Stone masons or other persons involved in fixing memorials in the Cemetery grounds are required to remove any excess soil and to clear the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within and charged accordingly with the cost of the damage.

No memorial or headstone will be permitted to be erected on a grave or cremation plot without the signed authority from the owner of the Exclusive Right of Burial and the signed approval of the Cemetery Officer.

No glass or china vases/ornaments or memorabilia are permitted as these can be a safety hazard if they get broken. The Cemetery Officer will authorise the grounds maintenance staff to remove any such items and store them in the office for a period of 4 weeks after which time if they are not claimed they will be disposed of.

The planting of trees, shrubs and plants or placement of seats & benches on grave plots or the immediate vicinity is not permitted. Potted or containerised plants are acceptable within the bounds of the grave plot if deemed so after scrutiny by the Cemetery Service Team. Plants and containers are

the responsibility of the EROB owner to keep in a reasonable condition and although Grounds staff will make every effort to avoid damage, CDC will not accept liability in the event that damage is caused through the course of their duties.

The Council reserves the right to request the removal of any items that they deem not to be in keeping with the respectability of the grounds.

All memorials/memorabilia/plants etc must be kept within the confines of the grave/cremation plot. CDC reserve the right to remove any items placed outside the boundary of the plot. No trees or shrubs to be planted in the grave bed.

**11. Miscellaneous**

Questions arising for which no provision is made in the Regulations shall be referred to the Authorised Officer whose decision is final.

The Council reserves the right to revise these regulations at any time.

Any complaint relating to any aspect of the Cemeteries service should be made in

writing to the Authorised Officer.