



Burial Authority:
Woodstock Town
Council

Cemetery Policy
Document

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1.0 Introduction

As a Burial Authority, Woodstock Town Council will comply with the Local Authorities Cemeteries Order 1977 and other relevant statutory instruments.

The council strives to offer a sensitive and professional service to the residents of Woodstock and their relatives.

This Policy Document has been adopted by the council to govern activities within the two cemeteries which it owns and manages. The older cemetery is in Hensington Road, the other is Green Lane Lawn Cemetery.

Please note, the explanatory notes set out in this policy document do not form part of the Rules but have been inserted into the Policy Document in italics so as to explain the provisions and reasons for the Rules.

All graves and will be sold subject to the Rules set out in this Policy Document (which may be amended from time to time by the Council), together with any statutory legislation relating to 1) the provision of the services and 2) the management, regulation and control of Council owned and/or managed cemeteries and crematoria, and issued by central government, and any other competent authority under which the Council is bound to comply.

These Rules apply throughout to all cemeteries owned or managed by the Council.

Administration & General Rules

2.1 The cemeteries are usually open to the public between dawn and dusk every day.

2.2 No photography or filming shall be allowed within the Cemetery except with the consent of the appointed officer. Families or their representative however may photograph an individual Memorial.

Being filmed or photographed within the cemeteries or whilst attending funerals may offend some visitors.

2.3 **Dogs are not allowed** in the cemetery unless they are assistance dogs.

2.4 Dead flowers and wreaths should be removed by the family and placed in the bins provided for this purpose. The Council reserves the right to removes any floral items found 'past their best' within any areas of the Cemeteries.

This allows our staff to keep the cemeteries areas tidy for our visitors.

Refuse Bin Locations

2.5 In Green Lane these are to the left of the cemetery gates as you leave the cemetery. In Hensington Road Cemetery these are situated beside the main double gates. There is both general waste & green waste bins.

Safety

2.6 All persons in the Cemeteries must take all reasonable care in order to protect their own safety. Any children under the age of 16 should be accompanied by a responsible adult.

2.7 Visitors must conduct themselves in a quiet and respectful manner and must keep to the pathways, except when visiting graves.

This will ensure that the Cemeteries are used considerately when being visited and you are requested to remain quiet and respectful.

2.8 Vehicles should not be parked on the verge or the grass areas of the cemetery ground in Green Lane. Parked vehicles shall not obstruct other vehicles or pedestrians and the turning circle must be kept clear at all times. Only authorised vehicles are permitted to enter Cemeteries.

3.0 Burials

3.1 No burial shall take place and no memorial shall be placed or inscription added without the permission of the officer appointed by the council.

3.2 A fully completed interment notice (on the form provided by the council) and the appropriate official certificate must be presented to the administrative staff in the Town Hall (during office opening hours) at least three clear working days before the proposed day of the interment. This is in order that staff can then allocate the plot and arrange for it to be marked for the grave digger.

3.3 A notice of interment shall be given only on the form provided by the Council and must be duly completed in all respects and be signed by the person applying for the interment.

It is a statutory requirement that a burial cannot take place without the consent of the burial authority.

3.4 All fees and payments in respect of an interment shall be paid at the time of application. The invoice will be raised against the person submitting the application.

In usual circumstances this will be the Funeral Director acting on behalf of the bereaved.

3.5 The person responsible for the interment shall make all necessary arrangements with any person intended to officiate at the interment.

3.6 Grave spaces and cremation plots are allocated by town council staff and will usually be allocated in strict numerical order.

3.7 Only graves of single depth are permitted in the Cemeteries due to Environment Agency considerations. Cremation plots can accommodate up to three cremation caskets provided burial rights have been purchased/provided. The Hensington Road Cemetery is full but cremation caskets can still be interred in existing family plots providing burial rights can be provided.

3.8 Upon applying for an interment, the applicant can reserve one plot adjacent to the proposed grave for another family member.

3.9 All reserved plots in the Green Lane Cemetery will be marked. Council grave markers shall only be removed by a council representative.

4.0 Exclusive Rights of Burial

4.1 The Council may grant Exclusive Rights of Burial (ERB's) for a period of no more than 75 years to residents or others with strong Woodstock connections.

4.2 An Exclusive Right of Burial allows the purchaser the right to burial in an allocated grave space. A grave that is subject to an Exclusive Right of Burial may not be opened and no one may be buried there without the owner's permission.

- 4.3** An Exclusive Right of Burial does not constitute any ownership of land. It is purely the right to have a burial in the allocated grave and any upkeep.
- 4.4** On the purchase of the ERB a Deed of Grant shall be issued to the person by whom or on whose behalf the said ERB is purchased.
- 4.5** Proof of ownership is required by production of the grave deed before an interment can take place in a reserved grave space or cremation plot.
- 4.6** The holder of the Exclusive Right of Burial may surrender his/her right at any time in respect of the grave or grave space where the said right has not been exercised (ie where no burial has taken place and/or no memorial has been placed on the grave). Upon surrender of the reserved plot the Council will:
- 4.6.1 Require proof of their ownership to the right for burial in that plot, e.g. by production of the Exclusive Right of Burial (ERBO certificate).
 - 4.6.2 The person who has leased the plot from the Council will complete a Surrender Form.
 - 4.6.3 The surrender value refund will usually be 50% of the original purchase price as specified on the Deed of Grant (ERB) and this will be refunded.
 - 4.6.4 The surrendered plot will then be reallocated.

Some people purchase a grave in advance but then later decide it is no longer required. As the grave is unused it is permissible for the Council to sell the right of burial to another person.

5.0 Transfer of Exclusive Rights of Burial

- 5.1** An Exclusive Right of Burial to a grave space may be transferred by deed or bequeathed by will.
- 5.2** In cases where the owner of the ERB (the grant holder) is still alive the transfer may be done by completion of a Deed of Assignment. A Deed of Assignment is available from the council office. This form should be completed and signed by the grant holder and the person taking ownership of the said right and submitted to the council office together with the original Deed of Grant. A new deed will then be issued to the new holder of the said right.
- 5.3** Where the grant holder is deceased, and provided that the Exclusive Right of Burial has not been specifically left to another person, then upon production of a will or letters of administration the Exclusive Right of Burial may be legally transferred to the person in possession of the Letters of Administration or the beneficiary of the residue of the estate under the terms of the grant holder's will.
- 5.4** In cases where the grant holder is deceased and there is no will or Letters of Administration available then the Exclusive Right of Burial may not be transferred to another person however a further burial in the grave space may be permissible (if there is available depth) subject to the applicant for the burial completing a Statutory Declaration and ensuring that any other person equally entitled counter signs the Statutory Declaration. A statutory declaration must be witnessed by a Solicitor or a Commissioner for Oaths.

This is a legally recognised way of dealing with this issue.

6.0 Register of Burials

- 6.1** All burials carried out in the Cemeteries are recorded in a Register of Burial. The Registers of Burials are kept in the Administration Office and are available for inspection by appointment on any Working Day at the Administration Office by any person free of charge.
- 6.2** If requested, searches of the Register of Burials can be made by a member of Woodstock Town Council and a certified copy of an entry or entries relating to any grave space or interment in the Register of Burials will be provided. A fee is payable for this service in accordance with the Table of Fees.

This is a legal obligation of the Burial Authority to keep and maintain records of burials in the Cemeteries and the current legislation permits the Council to charge a fee for a search of the Register of Burials and to provide certified copies of entries of the said register.

7.0 Reserved Plots/Cremation interments

- 7.1** Before a grave space which is subject to an Exclusive Right of Burial can be opened, the written consent of the owner of the Exclusive Right of Burial, or his or her legal representative, must be submitted to the Administration Office together with the original Deed of Grant. If the original Deed of Grant has been mislaid /lost a sworn Statutory Declaration relating to the loss of the original Deed of Grant will be required.

The Council must be satisfied that the person requesting the burial is the person legally entitled to the Exclusive Right of Burial.

- 7.2** In cases where the person intended to be interred was the owner of the Exclusive Right of Burial immediately before his death, the Council if requested by the person giving notice of the interment, has the power to order that the grave space be re-opened for the interment of the deceased owner without obtaining the consent of his or her executor or other representative.

The registered grave owner has a legal right to be buried in any grave space they own the rights to.

- 7.3** All deceased persons brought to the Cemeteries for burial shall be contained in a suitable coffin/caskets. All cremated remains must also be held in a suitable container. The coffin or suitable container must be clearly marked for identification purposes and include the full name and age of the deceased.

To properly respect the deceased and also prevent distress that may be caused to other visitors or staff is essential that the deceased person is properly covered. Cremated remains will only be accepted in a suitable container prior to burial.

- 7.4** After interment no human remains can be moved or removed without the relevant government permission being produced to the town clerk.

7.5 In memory only requests

Small plots may be purchased to accommodate memorial stones for commemoration purposes only where a burial or cremation interment has not taken place.

- The Health and Safety regulations with in this document will apply
- Rules regarding size of memorial and wording will also apply

Such memorials will be recorded by the council to show they are memorial only with no interment burial or cremation and cannot be used for any type of burial

8. Memorial Rules and Guidance

Application for permit to place Memorial upon a grave

- 8.1** No Memorial is to be erected/installed in any of the council cemeteries unless permission has been granted for the same by the appointed officer.

This is essential for the council to manage Memorials placed within the Cemetery.

- 8.2** An application for a permit to carry out Memorial works may be made by any of the following in respect of a grave which is subject to an Exclusive Right of Burial or a Right of Burial :-

8.3.1 the owner of the Exclusive Right of Burial or Right of Burial; or

8.3.2 any person who can satisfy the appointed officer that he or she is a relative of the person buried in the grave, or is acting at the request of such a relative and that it is impractical for him or her or such relative to trace the owner of the said right.

This ensures the correct person is applying for the memorial works and within council rules.

- 8.3** The Memorial application form must be completed fully and include a detailed plan of the proposed Memorial including the dimensions of the same, and details of the proposed fixing method. An application will only be processed upon receipt of the correct fee where applicable.

This ensures our staff can ensure the proposed memorial is within the regulations and will be fixed to an approved industry standard.

- 8.4** The permit application must clearly state the section of the Cemetery in which the grave is situated together with the grave number.

This ensures the Memorial is going on the correct grave and the proper person is authorised to instruct the work. The council reserves the right to request any memorial on the wrong plot be moved accordingly with no cost to the council and the ground made good.

- 8.5** All such applications are to be submitted to the Administration Office. Once checked, and, if agreed by the appointed officer, permission to carry out works will be granted.

This allows for our staff to undertake checks on site to ensure the person fixing the memorial is authorised to do so.

Fixing of Memorials

8.6 No works are permitted to be carried out on any grave space except by:

- a Monumental Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (“BRAMM”) or an equivalent scheme or;
- by staff of Woodstock Town Council (and such works may include any works associated with memorial safety inspections and the subsequent temporary making safe of any Memorial)

Basic cleaning/washing down and non-specialist cleaning of a Memorial may be undertaken by any person.

To promote high standards and protect consumers we only allow those registered to the approved national scheme to undertake any works on memorials in our Cemeteries.

Approved masons have the necessary skills to ensure that any memorial they fix or repair will be able to pass a future stability test.

8.7 All Memorials (including Memorials being re-fixed after a burial has taken place and those found to be unsafe after Memorial testing has taken place) are to be fixed in line with BS8415:2018 the nationally recognised standard for fixing memorials. This states the minimum requirements for the fixing of Memorials. All costs for this work must be met by the person to whom a permit to place the Memorial was given on his or her heir.

To ensure all Memorials are safe they must be fixed to the recognised approved standards of the day.

8.8 The upkeep and maintenance of any Memorial within the Cemetery remains the responsibility of the person to whom permission to place the Memorial was given.

All Memorials remain in the ownership and are the responsibility of the grave owner or person taking over responsibility after the grave owner is deceased.

8.9 Any Memorial being fixed or re-fixed must have the grave section and number clearly displayed on its base along with the identification of the memorial mason fixing the memorial.

This helps to ensure the memorial is being placed on the correct grave space and allows our staff to contact a memorial mason should there be any issues with the installation. It also allows memorial masons to subtly display the quality of their workmanship for other visitors.

Operational Times for Memorial Works

8.10 The erection of, cutting of inscriptions on, or professional cleaning of Memorials shall be carried out between the hours of 9.00am and 4.00pm Monday to Friday. Works may take place at weekends by request to the appointed officer.

Works can only be undertaken during normal operational hours to ensure safety within the site.

Stability Guarantee Period

8.11 All Memorials installed in any Cemeteries from the date of installation must be subject to a ‘Guarantee of Conformity’ granted by the mason who installed the Memorial. Such a guarantee is given to confirm that the Memorial has been fixed to the best standard set by NAMM at the date of fixing and should last for a minimum of 30 years. If at any point during the life of the Memorial it becomes loose or unstable and this cannot be attributed to ground

conditions or disturbance, the mason should, under the terms of the said guarantee, refix the Memorial to the original standard at no cost to the grave owner or the Council.

This is a standard guarantee that must be given to any person arranging a Memorial in any site.

- 8.12** It is a legal requirement that all excavation work should be carried out in accordance with The Construction Regulations 1996 regulation 12. This means that all graves being dug for the interment of the deceased must be shored.

<https://www.legislation.gov.uk/uksi/1996/1592/contents/made>

9.0 Memorial Safety Testing

- 9.1** Any memorial purchased and erected on a grave space is owned by the registered grave owner and it is that person or persons who are ultimately responsible for its upkeep and maintenance.

Historically there have been a number of accidents in cemeteries around the UK, some of which have resulted in fatalities, due to memorials being unsafe. Whilst the memorials are the responsibility of the registered grave owner, Woodstock Town Council have a responsibility for ensuring that its sites are safe for both staff to work in and for the public to visit.

Memorial Fixing

- 9.2** All memorials over 24.5 inches (625 mm) in height must be fixed to, and fully compliant, with the current British Standard (BS8415). This also extends to ANY memorial over 24.5" (625 mm) that is being re- fixed following an interment or removal for any other reason.
- 9.3** The key requirements are that memorials must be fixed to an approved and suitable foundation (where one is not provided by the Authority) and must be further secured using an approved locking or anchoring system.
- 9.4** Note that any refixing or repair works to memorials must be completed by a BRAMM (or other equivalent scheme) registered memorial mason. Temporary works to make memorials safe and remove the risk of danger will be undertaken by trained Bereavement Services staff.

Memorial Inspections

- 9.5** All memorials over 24" in height in all cemeteries will be inspected by trained staff at least once during a rolling 5 year period to assess their safety. This will be done through both a visual assessment and a basic hand test to determine if there is movement in the memorial and to what extent.

The individual undertaking the assessment will make the decision on the memorials overall safety based on a strict risk assessment for which they have been trained.

- 9.6** Once inspected each memorial will fall into one of three categories, detailed as follows:

- Category 1 – Memorial is unsafe and poses a risk and will require immediate attention to make safe and/or protect from the public.

- Category 2 – Memorial is safe but there are minor concerns and it should be reassessed in 12 months' time to ensure it has not deteriorated further.
- Category 3 – Memorial is Safe and should be re-inspected in 5 years as part of the next round of inspections or as part of any other check that may occur, for example when checking memorials around a planned burial ahead of excavation of the grave.

The Council has a legal obligation to ensure all of its Sites are safe to both visit and work in. In order to be satisfied that this is the case it is essential that Woodstock Town Council carry out regular inspections of Memorials in the Sites in a bid to avoid injury or death to any of its staff or visitors.

9.7 Staff undertaking the inspections will record the details of every memorial and an assessment of its safety using the categories above. These details will be recorded onto the Bereavement Services administration system. The details will include:

- Date of Inspection
- Name of Inspector
- Grave Identification (Section and Number)
- Category of Memorial (1, 2 or 3)
- Details of any Actions Taken

Actions Post Inspection

9.8 Should a Memorial be identified as a Category 1 and fail the inspection staff will need to take immediate action to make that memorial temporarily safe or cordon it off until permanent repairs can be made by the grave owner. These actions will be based on a number of factors and the best solution will be administered by the memorial inspection team based on their assessment of the memorial and the surrounding area. These actions may include:

- Laying the memorial flat – In most cases this will invariably be where a memorial can be laid down on or within an existing kerb set so as not to cause a new trip hazard. A warning sign will be placed near to the memorial.
- Staked and Banded – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice. The stake and band will be re- inspected every 12 months to ensure neither have deteriorated.
- Monolith Conversion – This involves digging out a depth roughly one third of the overall height of the memorial from the last joint in order that it can be sunk in to the ground and made safe. The memorial will have a suitable material wrapped around the part under the ground and a memorial warning notice will be added to the grave. Due to foundations it may be necessary for the memorial to be moved slightly forward into the grave space to avoid existing foundations.
- Cordoned Off – In some cases it may be necessary to cordon off a particular memorial or an area containing a number of memorials due to their safety. Warning signs will be attached

to any cordon placed around a memorial or group of memorials.

- Removal – In extreme cases it may be necessary to remove a memorial from the grave and place into storage if none of the above options are suitable.

All of the above are regarded as 'Temporary Fixes' and should not be seen as a permanent solution to deal with an unsafe memorial and are intended to reduce or remove the risk of a memorial causing harm or damage to someone. Prior to taking any of the actions above the memorial will be photographed and details recorded of any existing damage or issues.

9.9 Large memorials, those over 8' (2.5M) will be visually assessed and if any concerns are recorded the memorial will be cordoned off and if it is safe and possible to do so council staff will carry out works to ensure the memorials are safe. If council staff are not able to make the memorial safe arrangements will be made for a specialist contractor to undertake an inspection and provide a detailed report including costs and options to make safe.

Informing Grave Owners

9.10 Council staff will endeavour to contact the grave owner where any action has been taken due to a memorial failing a safety inspection. Correspondence will only be sent providing that the grave owner is not recorded as being in the grave or if it is apparent that the registered address no longer exists. For any memorials over 50 years of age no correspondence will be sent but a notice will be left on the grave space for a period of not less than 12 months.

9.11 Any memorial that fails an inspection that has been installed within the previous 6 years we will contact the stone mason directly to request repairs be made to ensure the memorial is fully compliant with BS8415. *The stability guarantee of a memorial is the responsibility of the stone mason and they may provide a longer guarantee period, 6 years is the standard legal period that must be covered by the installation.*

Grave Owners Responsibilities

9.12 The registered grave owner has a responsibility to ensure the memorial is made safe through being properly re-fixed to the current BS8415 standard and works must be undertaken by a qualified and BRAMM (British Register of Accredited Memorial Masons) registered Stone Mason.

Do it yourself repairs by families will not be permitted, memorials must be fixed to the current best standard of the day by a licensed memorial fixer. All costs associated with organising a memorial to be repaired, including the reversal of any works undertaken by the council, remain the responsibility of the grave owner.

9.13 Should grave owners fail to take any action within a reasonable time period then the council will look to apply a semi- permanent solution to the memorial, this will involve either laying the memorial flat or sinking the memorial into the ground (monolith conversion) or other suitable action.

The council need to maintain its sites to a high standard and will always try to avoid taking any action that may impact on the general grounds maintenance of site.

10. Memorial Types & Grave Monuments

10.1 Any headstone must not exceed 3 feet (90cm) in height or 2 feet, 6 inches (75cm) in width including the base and must have a depth of between a minimum of 3" and a maximum of 4"

To ensure safety within the Cemeteries and ensure they do not encroach onto other graves it is essential to prescribe a maximum size for new memorials.

- 10.2** Memorials made of any type of natural material is permissible in the Cemeteries provided that it complies with the approved BS8415 fixing standard and is fixed to the grave by a registered BRAMM fixer or someone qualified to the same standard.
- 10.3** Planting trees and shrubs within the cemetery is not allowed and the council reserves the right to take appropriate action to remove any said planting.
- 10.4** Graves have to be levelled and kept clear of ornaments in order that the grass can be cut. Therefore, all flower holders or grave ornaments should be incorporated within the memorial or positioned by the headstone or at the head of the grave if no stone is in place. Glass receptacles are not allowed for health and safety reasons and are strictly prohibited.
- 10.5** Any seats or other external furniture in the cemeteries shall be subject to the council's prior consent. Please refer to the separate policy entitled 'Placement of Memorial Seats'.
- 10.6** The scale, style and wording of monuments in the cemeteries are subject to specific rules (see section 3) and to the council's policy of 9 June 2009 (Minute WTC/52/09):- style and wording are matters of personal choice by the applicant which the council would not wish to influence unless:-
- (a) they do not comply with the council's existing conditions regarding size etc. (see below) and/or
 - (b) they might cause gross offence;
- applications shall be dealt with by the appointed officer except that any applications which could be deemed to cause gross offence shall be submitted to the council.

Unauthorised Memorials

- 10.7** Should any unauthorised items be placed on or around any grave or any Memorial put in place contravenes the Rules the grave will be photographed, the unauthorised items shall be removed and placed into storage by council staff for a period of up to 1 month, after which they may be destroyed. No notice will be given to the owner of the Exclusive Right of Burial.
- Pursuant to the Local Authorities' Cemeteries Order 1977 no tombstone or other memorial may be placed in a cemetery without the permission of the officer appointed for that purpose by the burial authority. If permission has not been granted the burial authority is permitted to remove the memorialisation from the site. It is essential that the burial sections are maintained to the agreed standard for the benefit of all of our visitors. It is unfair for one or two families to furnish their graves with articles outside of the Rules which can cause distress to others when alternative options are available. It is not always possible to notify the grave owner of the need to remove unauthorised memorialisation, particularly if the grave owner has moved and not informed the Administration Office. It is for this reason, we hold any items that are removed and destroy them after 1 month without necessarily giving notice.*
- 10.8** The Council, in its capacity as a burial authority, is legally entitled to recover the cost it may incur in removing any unauthorised Memorial from the person to whose order the Memorial was placed or within two years from the placing of the memorial, from the personal representative of such a person.

All memorials installed within the Cemeteries must be approved by the council by the granting of a permit. If any memorials are erected outside of the Rules or without proper permission they may be removed and destroyed.

Memorial Liabilities and Insurance

- 10.9** Any memorial placed on a grave space remains the property of the owner(s) of the Exclusive Right of Burial. The owner is therefore responsible for ensuring the memorial remains in a safe condition.
- 10.10** The Authority can take no responsibility for any damage, accidental or otherwise, to any memorial within its cemeteries. Therefore, any person arranging for the installation of a memorial must consider appropriate insurance that will cover repair or replacement of a memorial should it become damaged in the future.
- 10.11** *It has to be understood that memorials are exposed to all types of weather and maintenance in and the site. Memorial Masons will fix to the best standards of the day however future occurrences such as bad weather may result in memorials becoming damaged or destroyed beyond repair. Your memorial mason will be able to advise of insurance options available to you.*

11.0 Information for Funeral Directors and Grave Diggers

General

- 11.1** All funeral directors and grave diggers working in the Woodstock Cemeteries must be approved by the council. Woodstock Town Council will maintain a list of approved contractors. In order to be included on the list applicants should contact the Town Clerk at the Town Hall. They will need to enter into a formal agreement with the council, provide a copy of their insurance and indemnities and agree to comply with the risk assessment that has been drawn up by Woodstock Town Council. After which they will be added to the list. Grave diggers must also provide evidence that they have been adequately trained. A certificate from an appropriate grave digging training course should be provided e.g. A City & Guilds qualification from the ICCM Cemetery Operatives Training Scheme (Training tab – COTS). If the grave digger has been working in this industry prior to formal qualifications being available Woodstock Town Council will take references from other burial authorities for whom they work.
- 11.2** Funeral directors may sub-contract a grave digger from the approved contractors list.

Grave Digging Requirements

- 11.3** Funeral directors and grave diggers must ensure that all funerals are undertaken in a safe environment. They have a duty of care and must comply with the council's rules, current legislation and best practice.
- 11.4** Council staff will fix a marker in the centre of the grave which shall not be removed by anyone other than the grave digger. This indicates the position of the grave for the grave digger who will then comply with current legislation when digging the plot.
- 11.5** All graves must be carefully dug with due regard to applicable health and safety rules and the sensitivities of other families using the cemetery.
- 11.6** Care must be taken not to damage any adjacent grave, memorial or floral tribute.

11.7 All graves in Woodstock cemetery must be shored using timber or mechanical hydraulic systems to comply with legal requirements.

11.8 The minimum depth for a single depth coffin grave in the Woodstock cemeteries will usually be 5 foot.

11.9 The standard grave space size will be 8 foot long by 4 foot wide.

11.10 Staff from Woodstock Town Council will undertake periodic spot checks to confirm that graves are being dug in the correct location and to the correct dimensions, that shoring is been used and that the environment is safe and also sensitive to visitors to the cemetery.

11.11 Under schedule 2 of The Local Authorities Cemeteries Order 1977 no body shall be buried in a grave in such a manner that any part of the coffin is less than 3 feet below the level of any ground adjoining the grave.

11.12 The grave digger must be mindful of the sensitivities of the site. Sometimes it may be necessary to pile grave excavations on adjacent graves if the new grave is situated amongst a populated area of the cemetery. In such cases, in order to avoid upsetting the relatives of adjacent occupied graves, the new grave should not be dug too far in advance of it being needed.

11.13 The soil and stone excavated for a grave must be left in a neat pile and covered in green matting. Adjacent graves, turf and memorials must be protected against soiling or damage.

11.14 The grave digger will backfill the grave after the interment and subsequently laying turf so as to give a level surface suitable for mowing.

11.15 At least twelve inches of top soil must be used to complete the backfilling of a grave.

11.16 If any grave or monument in the cemetery is damaged by an agent of Woodstock Town Council or the agents sub-contractors whilst working in the cemetery the agent concerned shall be liable to arrange repairs to a standard approved by the family and cover the costs thereof.

12.0 Information for Stone Masons

12.1 Memorials and monuments may be erected on plots where exclusive rights of burial have been purchased.

12.2 No memorial may be installed until the memorial has been officially approved by Woodstock Town Council and the appropriate fees have been paid.

12.3 Masons working in the Woodstock cemeteries must be on the British Register of Accredited Memorial Masons (BRAMM) or on The Register of Qualified Fixers (operated by NAMM) to ensure that acceptable standards of fixing are maintained. All memorials must be erected in accordance with BS8415 (latest version). The BRAMM Blue Book and the National Association of Memorial Mason's code of working practice inform masons on how to comply with BS8415. (see 8 in section 1 above). The masons must have their own professional and public liability insurance.

12.4 Before the erection of any memorial a detailed drawing and description showing the size, type and finish of stone or other material to be used, the sizes of dowells and ground anchor and the wording of any inscription, including type and size of lettering, shall be sent to the town clerk, together with the applicable fees, for approval. Any additional inscriptions also require the approval of the town clerk,

who may consult the council. **No liability will be accepted by the town council for orders placed before approval has been obtained.**

- 12.5** The council must be notified of the proposed removal of a headstone in advance.
- 12.6** Headstones must comply with current British Standards (see 8 in section 1) The maximum overall footprint of a headstone or memorial to be placed at the head of a full grave in the Woodstock Lawn Cemetery (inclusive of foundation stone and plinth) shall not exceed the following dimensions:-
- a Height: 3 feet (90cm);
 - b Width: 2 feet, 6 inches (75cm);
 - c Thickness: 4 inches (10cm);
 - d Foundation stone: Must comply with the BRAMM Blue Book or NAMM code of working practice.
- 12.7** The maximum overall footprint of a headstone or memorial to be placed on a cremation plot in the Woodstock lawn cemetery (inclusive of the foundation stone and plinth) shall not exceed the following dimensions:-
- a Height: 2 feet (60cm);
 - b Width: 1 foot, 6 inches (45cm)
 - c Thickness: 4 inches (10cm)
 - d Foundation stone: Must comply with the BRAMM Blue Book or NAMM code or working practice.
- 12.8** The scale, style and wording of monuments in the cemeteries are subject to the council's policy of 9 June 2009 (Minute WTC/52/09):-
- 12.9** style and wording are matters of personal choice by the applicant which the council would not wish to influence unless (a) they do not comply with the council's existing conditions regarding size etc. and/or (b) they might cause gross offence;
- 12.10** applications shall be dealt with by the town clerk except that any applications which could be deemed to cause gross offence shall be submitted to the council;
- 12.11** Memorials should include the name of the memorial masons in an inconspicuous place such as the back of the stone.
- 12.12** If any damage is done to the council's land or premises the cost of repair will be recoverable by the town council from the person responsible.
- 12.13** If any grave or monument in the cemetery is damaged by a memorial mason the mason concerned shall be liable to undertake repairs to a standard approved by the family and cover the costs thereof.

Further information about the BRAMM Blue Book and the NAMM code of working practice can be sought from the office at the Town Hall