

PADSTOW TOWN COUNCIL



PADSTOW CEMETERY Interment Information Sheet

Part 1: Information for Grave Owners and Burial Applicants

Exclusive Right of Burial (EROB)

For new graves/plots the applicant(s) applying for the interment will become the owner of the EROB and the deed will be registered in their name(s). Where there is more than one applicant the deed will be issued by post to the person listed on the notice as owner 1. The EROB is granted for a period of 99 years. For reopen graves, if the registered owner of the grave has passed away, a letter will be forwarded after the funeral to the applicant with instructions on how to transfer the deed of ownership.

Cremated remains

Cremated remains can be interred in either a cremation plot or full size plot for burial subject to the relevant fees. There is no facility to "scatter" cremated remains in Padstow Cemetery.

Floral tributes for a grave

On the day of the funeral immediately after the mourners have left the graveside the grave is backfilled and made tidy. Flowers, floral tributes and wreaths may then be placed on the grave. Please note that Padstow Town Council cannot accept responsibility for floral tributes left at the cemetery either before, during or after a funeral service. The Council reserves the right to remove any such flowers, floral tributes or wreaths which have deteriorated or become unsightly in accordance with cemetery regulation 53.

Monuments/Memorials on a grave/plot

You cannot place monuments or memorials such as headstones, cremation tablets, vases or crosses without the Exclusive Right of Burial owner's permission and the approval of Padstow Town Council. Additional items such as glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic or other material are **not** permitted and will be removed in accordance with cemetery regulation 51. For full size graves, a monument cannot be placed/replaced until 6 months after the burial to allow the ground to settle. Temporary wooden crosses are permitted during this time. For cremation plots, tablets can be placed immediately subject to approval. For all other conditions covering monuments and memorials including maximum sizes, permissible styles and materials, please refer to the full Padstow Town Council Cemetery Regulations.

After the funeral

On the day of the funeral, immediately after the mourners have left the graveside, the grave is backfilled leaving a mound of earth and made tidy. When the ground has settled the top of the grave will be levelled, soiled and seeded (please note that this will take up to 6 months and it is subject to weather conditions). Grass cutting in Padstow Cemetery is carried out by the Town Council, at a frequency determined by weather conditions and by the Council. It is the responsibility of the grave owner to keep the grave space in a tidy condition. Therefore, families are welcome to maintain their graves with the permission of the Exclusive Right of Burial owner and in accordance with the Cemetery Regulations. The Council will maintain the pathways and surrounding lawn areas.

Padstow Town Council Cemetery Regulations

To view a copy of the Padstow Town Council Cemetery Regulations please visit <https://padstow-tc.gov.uk/your-council/council-services/> or contact the Council offices using the contact details below.

Freedom of Information Act 2000

Please note that under the Freedom of Information Act 2000 information relating to funeral arrangements may be disclosed to third parties.

Privacy Notice

To view Padstow Town Council's General Privacy Notice please visit www.padstow-tc.gov.uk

Part 2: Information for Funeral Directors

Responsibility

The Funeral Director shall observe the Padstow Town Council Cemetery Regulations available to view on the Council's website at <https://padstow-tc.gov.uk/your-council/council-services/> or by requesting a copy from the Council offices. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the graveside. When the coffin is in the grave the responsibility of the Funeral Director towards it ceases and that of Padstow Town Council begins.

Notice of interment

The Funeral Director must observe the Padstow Town Council Cemetery Regulations regarding the length of notice to be given for an interment and the times of the interment, as agreed, must be strictly adhered to. All statutory and non-statutory forms and certificates, as required by the Council must reach the Council offices by the specified time **before** the funeral can take place.

Exclusive Right of Burial (EROB) owner

The Council can only authorise the opening of a purchased grave with the permission of the owner or for the interment of the owner. In all cases ownership must be transferred to someone who can prove that they are entitled to receive the ownership rights. Whilst the Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral director to have clarified this matter before booking the interment.

Grave Excavation

Grave excavation and backfilling will be arranged by the Council. Before this can be arranged the office must be advised of the exact external size of the coffin or casket including handles (please do not add anything on) to ensure the grave is the correct size. The Council cannot be held responsible if this information is later found to be incorrect.

Fees and Payment

Fees are payable in advance to Padstow Town Council by BACS to sort code 30 98 98, account number 00620229, address: Lloyds Bank, Wadebridge. Alternatively, cheques made payable to Padstow Town Council can be sent to the Council offices at the address below. Fees for cemetery services are determined by the Council annually, taking effect from 1 April each year. A full list of fees and charges are available to view on the Council's website or by contacting the Council offices. For non-Residents of Padstow Parish some fees and charges are treble. A resident will be defined as i) any person who has resided in the Parish of Padstow for not less than one year immediately prior to death; ii) anyone who, at any time, has lived in the Parish of Padstow for at least five years; and iii) patients in hospitals or institutions normally resident in the Parish of Padstow. The Council reserves the right to request proof of residential status.

Page 2 of 2

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