

PADSTOW TOWN COUNCIL



PADSTOW CEMETERY Interment Information Sheet

Part 1: Information for Grave Owners and Burial Applicants

Padstow Cemetery Regulations

Padstow Cemetery is managed by Padstow Town Council in accordance with the Padstow Cemetery Regulations. This information sheet highlights some key information from the regulations which you may find useful. However, **it is recommended that you also read the Padstow Town Council Cemetery regulations in full.** To view a copy please visit <https://padstow-tc.gov.uk/your-council/council-services/> or contact the Town Council offices.

Exclusive Right of Burial (EROB)

For new graves, a formal Deed of Grant of Exclusive Right of Burial (EROB) must be purchased at the time of the interment. The EROB owner will be the person(s) applying for the interment. 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 existing graves, if the interment is for the last registered owner of the grave, a letter will be forwarded after the funeral to the applicant with instructions on how to transfer the deed of ownership. Further information on EROBs can be found in section 4 of the regulations.

Funeral Tributes

On the day of the funeral immediately after the mourners have left the graveside the grave is backfilled and made tidy. Flowers, tributes and mementoes 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. Funeral tributes placed on a grave immediately following a burial may be left on the grave outside of the Defined Memorial Area*. If after three weeks from the date of the funeral, items have not been either removed or relocated to the Defined Memorial Area, this will be undertaken by the Town Council.

After The Funeral (section 10)

The earth used to fill the grave will naturally subside over a period of months and after a reasonable time has elapsed for this to happen the Council shall, in accordance with the Local Authorities Cemeteries Order 1977, cause the surface of the gave to be levelled and properly covered with topsoil and either seeded or turfed, except for any area covered by any memorial or any Defined Memorial Area that is well kept. Further subsidence of graves can be expected over time. This will be assessed and actioned annually, typically in November.

Memorials (section 7)

Memorials must be erected in accordance with the cemetery regulations and be constructed of granite, marble, slate or other hard natural stone of memorial quality, which must be durable and sound. The right to erect a memorial rests with the EROB Owner(s), or their executor and is subject to the approval of the Town Council. A memorial cannot be erected/ replaced until six months after the burial to allow the ground to settle.

All works to memorials, including refixing and refurbishment must be carried out under the supervision of a stonemason who is a registered Approved Contractor, a member of the

BRAMM and/or NAMM RQMF scheme and in strict accordance with BS8415, the BRAMM Blue Book and/or the NAMM code of practice. Contractors must have public and product liability insurance of at least £5,000,000 which must be evidenced.

***Defined Memorial Areas (section 8)**

The Defined Memorial Area (DMA) is the area of a grave in which flowers, personal planting and mementoes may be placed. The size of the DMA is dependent on the grave type (see section 3 for clarification). An overview of section 8 is outlined below.

Defined Memorial Area of a Lawn Grave:

- DMA commences at the base of the headstone and is inclusive of the headstone plinth/base.
- Is 18" long (450mm) by a maximum of 2ft wide (600mm). It must not be wider than the headstone and the whole area should be central to the width of the grave space.
- Where a Lawn Grave has yet to have a headstone erected, the DMA should be positioned broadly in line with those of neighbouring graves, or as directed by the Council and the same dimensions apply.
- Mementoes may be placed, and seasonal flowers planted, within the DMA provided they comply with section 9 of the regulations and do not exceed 12" (300mm) in height.
- Fencing, edging & borders, including border stones, are not permitted around the DMA.

Defined Memorial Area of a Cremated Remains Grave:

- DMA is the whole surface of a cremation tablet. The size of the cremation tablet will depend on the grave's location (see section 3 for clarification).
- Mementoes, plants and flowers in pots may be placed in the DMA provided they comply with section 9 of the regulations and do not exceed 12" (300mm) in height.
- Planting directly in the ground is not permitted.

Floral, Tributes And Mementoes On Graves (section 9)

Section 9 of the cemetery regulations sets out the kinds of memorial objects/mementoes the Council is able to welcome in the cemetery as well as identifying those it cannot.

Please refer to section 9 for full details however, examples of prohibited items include: glass, ceramic, pottery, plastic that deteriorates (foil banners etc), candles, food, drink, trees and shrubs. Appended to the cemetery regulations is the formal Procedure For Managing Regulation Infringements (appendix 2) which details how infringements will be dealt with including timeframes and storage information.

Cemetery Maintenance (section 10)

The maintenance of the cemetery grounds, including the cutting of all grass areas and the excavation of graves, is the responsibility of the Town Council. To ensure a consistent approach, the Town Council has a set of defined maintenance processes and, where possible, maintains regular scheduling of cemetery maintenance works, however exact timings are determined by weather.

It is the responsibility of the EROB owner(s) to keep the Defined Memorial Area of a grave space in a tidy condition. In default the Town Council reserves the right to level, topsoil and/or re-seed this area, and in doing so, to remove all items from the defined memorial area in accordance with the Procedure referred to above.

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

PADSTOW CEMETERY

Interment Information Sheet

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 and subject to there being space available. 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 is 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.