



Watton Town Council

Watton Cemetery

Situated off Church Road, Watton, Norfolk, IP25 6DQ
Within walking distance of the town and easily accessed by car and on foot.



CONTENTS

Rules and Regulations of the Cemetery
Sample forms to be copied and completed for application

FURTHER INFORMATION

Watton Town Council
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**It is the responsibility of those who use the cemetery
to read and abide by these regulations.**

The Cemetery Regulations came into force on October 2015

Reviewed March 26th 2019

These regulations shall be known as “Watton Town Council Cemetery Regulations 2015” and are made pursuant to Section 3(1) of the Local Authorities Cemeteries Order 1977 and to the Local Government Act 1972.

The Council reserves the right to alter or vary these regulations or to deviate therefrom in any particular instances if it is desirable to do so.

Watton Town Council

The Local Authorities' Cemeteries Order 1977 and The Local Government Act 1972.
These Regulations apply to the Cemetery at Church Road Watton, Thetford, Norfolk.

1. Burial Notices

1.1 The Council's "Application for Interment" form should be completed in full as a notice of burial.

1.2 The notice must be delivered to the office at least five working days before a burial in a grave.

1.3 If such notice is not given but the Council agrees to the burial taking place an extra charge may be made.

1.4. The Registrar of Births and Deaths Certificate for Disposal or the Coroners Order for Burial or the Registrar of Births and Deaths Certificate of Stillbirth or the Certificate of Delivery of Previabile foetus or the Certificate of Cremation, as appropriate, must be delivered to the office at least 1 working day before the burial takes place.

2. Burial Times

2.1 Burials may take place –2nd March to 31st October - Mondays to Fridays between the hours of 9.00 a.m. and 4:00 p.m.

1st November to 1st March - Mondays to Fridays between the hours of 9.00 a.m. and 3.30 p.m.

A Contractor is engaged to dig graves. The Council does not permit other grave diggers to work in the Cemetery.

Burials may not be permitted Saturday, Sunday or Public Holiday.

2.2 The Council may at its discretion allow a burial at other times on payment of the appropriate fees.

2.3 In an emergency or in the interests of public health, certified by a registered medical practitioner; Her Majesty's Coroner or the Council's Executive Director - Environmental Health and Housing, no additional fees shall be due for burial outside the hours stated in 3.1 above.

3. Burials

3.1 The Council will allocate the location of each burial plot.

3.2 Adult graves must not exceed 2.75m x 1.2m.

3.3 No body or cremated human remains shall be buried in any grave unless an Exclusive Right of Burial exists or with the consent in writing of the owner of the right to the purchased grave.

3.4 Adult graves shall be dug to a minimum initial depth of 2m where ground conditions allow.

3.5 A body shall be buried in such a manner that no part of the coffin shall be less than 1m below the surrounding ground level.

3.6 Only one body shall be buried in a grave, except where:-

- i) a mother and baby have died during child birth, in which case the mother and baby may be buried in the same coffin,
- ii) babies that have died during multiple child birth, in which case the babies may be buried in the same coffin,
- iii) The Council has exercised its discretion to authorise some other arrangement.

3.7 The grave shall be backfilled level with surrounding ground level immediately after any burial and the surface turfed. No coffin shall be left exposed overnight. Representatives of the deceased may at their own risk backfill the grave after an interment, but must strictly adhere to the instructions of the Council's representative who is in attendance. The grave shoring must remain in place.

3.8 All bodies brought for burial shall be enclosed in a manner, approved by the Council, which will not cause offence to the public or endanger public health.

3.9 A stillbirth or pre-viable foetus shall be deemed to have been a resident of Watton if delivery occurred within the Council administrative area, *or if either parent resides within the boundary of Watton.*

3.10 **Cremated remains** may be buried in a purchased grave. **Cremated remains must not be strewn over any part of the cemetery.**

3.11 No body or cremated remains may be disturbed or removed without producing to the Council the faculty and/or licence required by law.

3.12 Funeral tributes will be removed four weeks after the burial has taken place (earlier if they become unsightly) or at the request of the grave owner or executor. The Council will not be responsible for the safekeeping of anything placed on the grave.

4. **Unpurchased Graves**

4.1 The fee for a burial in an unpurchased grave is a fee for the use of the cemetery only and does not secure for any person any right to the future use of the grave and such rights may not be subsequently acquired.

5. **Purchased Graves/Exclusive Rights**

5.1 The grave owners consent in writing (if it is not the owner who is to be buried) must be given before the grave is opened.

5.2 The applicant for burial shall be responsible at his/her own expense for the removal of any memorial prior to a grave being opened.

5.3 The grant of Exclusive Right of Burial issued by the Council shall be produced to and left at the office together with the Notice of Burial whenever the grave is to be opened.

5.4 Where the grant of Exclusive Right of Burial is not available the applicant for burial shall indemnify the Council in writing against any future claim which may be brought against the Council for permitting the use of the grave.

5.5 The grave owner may in his/her lifetime bequeath or transfer the Exclusive Right of Burial to some other person on payment of the appropriate fee to the Council.

5.6 In the event that there is no clear evidence of any bequest or transfer, the applicant for burial of the grave owner will be recorded as the person who now has future rights to the grave which will be granted on payment of the appropriate fee to the Council.

5.7 The Council reserves the right at all times to take over the maintenance of the grave without giving prior notice to the grave owner, where it has been determined that the grave owner has not suitably maintained the grave.

6. Transfer of Grants

6.1 A transfer of grants of Exclusive Right of Burial will not be recognised by the Council until the Council records have been updated and the appropriate fee paid. Once the transfer has been made an Exclusive Right of Burial will be issued in the new owner's name.

7. Grave surface and Memorials

7.1 The surface of the cemetery shall be kept, as far as possible, level and free of grass mounds. The Council may level any mound at its discretion at any time more than six months after the last interment in the grave. All graves shall be grassed and kept flat and level with adjoining ground and no gardens on grave spaces shall be permitted.

7.2 i) Memorials will only be allowed on graves where the Exclusive Right of Burial for that grave has been purchased. The Exclusive Right Certificate must be presented with the memorial application form. Memorials can only be put on a grave once an application form has been completed and a fee paid to a Council approved Stonemason and a permit has been issued by the Council. Memorials that the Council deem as inappropriate for the cemetery will not be allowed.

ii) Two vases are allowed on any one grave. No other adornments such as shrubs or trees, wooden fencing, concrete or other kerbing, wire fencing, windmills, raised or sunken footstones, solar lights, wind chimes, balloons, items made of pottery/tin/plastic/glass/brick/textile or any other similar items as determined by the Council are allowed. The Council may remove any adornments without notice if deemed unsuitable. If a memorial is required on the grave then the grave must be purchased at the current fee. Only silk artificial flowers will be allowed on graves. From 1st December to 31st January in addition 1 wreath per headstone will be allowed.

iii) For the first 9 months from the date of burial a **temporary memorial** wooden cross 0.45m x 0.76m will be permitted within the head area of the grave after which it will be removed. If at any time items become unsafe, broken or unsightly they will be removed by the Council.

Because of the nature of the ground consideration should be given to the length of time after interment when a memorial should be fitted. The stone mason should be approached for guidance.

7.3 Purchase of an Exclusive Right of Burial permits the owner to make an application for erection of a memorial or for an added inscription on the memorial to be considered. Fees apply.

7.4 The Council recommends that the grave owner takes out an "all risk" insurance policy against loss or damage including public liability. The Council shall not be held responsible for the safe keeping of memorials, nor for any damage caused to the memorials by winds, storms, inclement weather, vandalism or other factors outside the control of the Council.

8. Installation of Memorials

8.1 All memorials shall be secured to withstand a measured force of 35kg at all times without falling or moving. Fixing in accordance with the NAMM Code of Working Practice should meet this requirement.

8.2 The Stonemason shall issue a 10 year guarantee of workmanship and material, including stability of the memorial, to the purchaser, and provide evidence to the Council of a public liability insurance policy in the sum of £5,000,000 before any permit will be issued by the Council.

8.3 The Council may invoke the guarantee of workmanship on behalf of the purchaser if the memorial proves to be unstable.

8.4 The name of the monumental firm supplying and erecting the memorial may be cut in lettering not exceeding 15mm on the reverse or side of the memorial.

8.5 All memorials must have the section and number of the grave cut clearly in lettering 15mm in height on the reverse head of the headstone.

8.6 Erection of memorials is only permitted during working days.

8.7 At least one working days' notice must be given to the office of the intention to erect, or re-erect, a memorial and the approval must be produced, if requested, on arrival at the cemetery.

8.8 A monumental mason wishing to carry out any work whatsoever on a memorial shall inform the office one working day before the work is carried out.

8.9 The Council reserves the right to remove from any grave without notice any item erected without the written consent of the Council or any other item considered by the Council to be a safety hazard or which impedes access or the carrying out of maintenance. The Council will recover any costs incurred from the grave owner and will refuse to permit the opening of any grave or the erection of a memorial until all costs incurred have been recovered.

8.10 Where an inscription or design has been cut without approval of the Council the grave owner shall cause the inscription or design to be erased, in a proper and workmanlike manner and so that the appearance of the memorial is not impaired, at his/her own expense on being ordered in writing to the registered address of the grave owner to do so by the Council.

8.11 All memorials and vases shall be maintained in a clean and tidy manner, and in a good and safe condition at all times and at the expense of the grave owner. The Council will take such action as deemed necessary to render safe any memorial which in the Council's opinion is a hazard, and any costs incurred by such action will be recovered from the grave owner.

8.12 The Council reserves the right to direct the grave owner to carry out any work to prevent encroachment of any kind on a neighbouring grave, and any costs incurred by such action will be recovered from the grave owner.

8.13 Subject to the provisions of these regulations, memorials must be of a hard natural stone or granite of a design approved by the Council.

Memorials must conform to the following dimensions

I. Headstones - Maximum Height from ground level 1m

Headstones should be set with the top of the foundation stone level with the surrounding ground

Foundation stones must fit within the curtilage of the Exclusive Rights which determines the width of the memorial. Grave size is 2.75m x 1.2m.

II. Memorials for Cremated Remains must not exceed:

Desk type tablet 0.5m square with a maximum of 0.1m high

Maximum dimension of foundation stone 0.6m x 0.6m. The top of the foundation stone to be level with the surrounding ground.

8.14 All temporary markers should be removed as soon as permanent memorials are sited.

9. Inspection of memorials

9.1 The Council will periodically inspect all memorials. If any memorial is found to be in an unsafe condition, the Council will make it safe, which may mean laying the memorial flat or take such other remedial action to remove the danger as the Council thinks fit.

19.2 The Council will take all reasonable steps to contact the grave owner before taking such action.

9.3 Memorial owners shall be responsible for the cost of repairing or re-installing memorials which have been laid down. Whilst the Council will endeavour to notify grave owners of unsafe memorials, if the grave owner does not repair the memorial or fails to contact the Council about the repair within the requested time for action to be taken, then the Council may remove the memorial.

9.4 Memorials can only be repaired and/or re-erected after an application form has been completed and the fee paid to a Council approved Stonemason and a permit has been issued by the Council. All repairs and/or re-erection must be in compliance with 9.6 and 9.7 as laid out in these regulations.

9.5 Where necessary action has been taken in regard to any unsafe memorials and the costs of repair or removal has been borne by the Council, such costs will be recovered from the Memorial owner or subsequent claimants to the Exclusive Right of Burial, should they become known to the Council.

9.6 The Council reserves the right of passage over all graves and, where such course is necessary, temporarily to cover or remove without notice the memorial on any grave in order to permit the re-opening of another grave in the vicinity, or for any other purpose.

9.7 In order to allow the ground to settle, no headstone should be erected until a period of at least six months from the date of burial has elapsed.

10. **Cremated Remains Section** - The Cremated Remains Section is set aside for the burial of cremated remains where a full size grave is not required. However, the interment of cremated remains will be allowed in pre-purchased burial plots. Such memorials must not exceed 30 cms square and must be set level within the surrounding ground so the mower can glide across.

10.1 Permitted sizes of tablets are given in 9.13ii.

10.2 There will not be any surrounds, kerbing, gravel or edging of any type. There must not be any planting or other adornments or items. Only flower receptacles that are incorporated within the tablet or desk tablet are to be used.

110.3 Where the grave is not purchased please refer to 5 for guidance on memorials.

11. Funerals

11.1 The Council may exclude from the cemetery any person who is causing a disturbance or acting in a manner likely to cause distress to mourners or other visitors.

11.2 An Extraordinary Funeral Procession may enter the cemetery only with the Council's permission.

11.3 Parties having charge of a military funeral or a funeral procession connected with a society or a public body are required to make such arrangements with the Council so as to ensure the protection of the cemetery from damage.

12. Registers and Plans of the Burial Grounds

12.1 Registers of all burials and plans of the cemeteries will be kept at the Town Office.

12.2 A charge may be levied for the Council making searches in, and providing certified copies of entries in any Register.

Glossary of Terms

“Adult grave” means an area not exceeding 2.75m x 1.2m.

“Body” means the body or cremated remains of a deceased person brought to the cemetery for burial.

“Burial notice” means the Notice of interment form produced by the Council.

“Burial plot” means the area of land, not exceeding 2.75m by 1.2m, identified on the cemetery plan in which a grave or vault is situated.

“Coffin” means a container constructed of wood; metal; bio-degradable or other material; or a shroud in which the body is enclosed for the purpose of burial.

“Council” means Watton Town Council.

“Cremation plot” means an area not exceeding 0.61m x 0.61m.

“Exclusive Right of Burial” means the right, granted by the Council for a limited period not exceeding 50 years, to bury a body in a specified burial plot.

“Extraordinary Funeral Procession” includes any funeral under the control of the military services, civil authority, members organisation, or where there is the potential for damage to the fabric of the cemetery or disturbance to other visitors to the cemetery.

“Family” mean those persons related by blood, marriage or civil partnership or the adopted children of any such relationship.

“Grave” means a burial space, formed in the ground by excavation, without any internal wall of brickwork, stonework or other lining.

“Grave owner” means the person who is registered with the Council as the owner of the Exclusive Right of Burial.

“Memorial” means a headstone, tablet, or cross.

“Memorial owner” means the person who is registered with the Council as the owner of the Exclusive Right of Burial.

“Pre-viable foetus” means any foetus that requires the use of the pregnant woman’s body to achieve viability.

“Purchased” grave means a grave in respect of which an Exclusive Right of Burial therein has been granted by the Council.

“Stillbirth” means that defined by section 41 of the Births & Deaths Registration Act 1953 and the Still-Birth (Definition) Act 1992.

“Working days” means days on which the office is open between the hours of 9.00 a.m. and 5.00p.m. Saturdays, Sundays and Public Holidays shall not be working days.



Watton Town Council

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E-mail: admin@wattontowncouncil.gov.uk Telephone: 01953 881007

Website: www.wattontowncouncil.gov.uk - Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

REQUEST FOR GRAVE TO BE PREPARED FOR INTERMENT AT WATTON CEMETERY

TO BE COMPLETED BY UNDERTAKER

NAME OF **DECEASED**:

INTERMENT DETAILS

BURIAL

ASHES

DATE OF **INTERMENT**:

TIME OF **SERVICE**:

TIME AT **GRAVESIDE**:

GRAVE DETAILS

RE-OPEN

SINGLE

DOUBLE

ROW:

NUMBER:

NEAT SIZE OF COFFIN:
(in inches)

TYPE OF COFFIN:

DETAILS OF **GRAVE TO BE RE-OPENED (Name of Interred)**:

Graves to be marked as early as possible

3 WEBBINGS/STRAPS REQUIRED FOR THIS GRAVE INTERMENT
(2 ARE ORDINARILY PROVIDED):

YES NO

ANY OTHER **SPECIAL INSTRUCTIONS**:

FUNERAL DIRECTOR/ARRANGER CONTACT DETAILS:

Signature of Funeral Director.....

Date



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG

E-mail: admin@wattontowncouncil.gov.uk Telephone: 01953 881007 Website: www.wattontowncouncil.gov.uk

Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

Full name of Deceased	
Age at time of death	Date of Death
Place of death	
Residence at time of death	
Usual place of abode	
Name of holder of Exclusive Right of Burial (EROB) and grant certificate no.	
Signature of holder of EROB/Next of Kin	
If no EROB, Indemnity Form may be required. Please enter the contact details of next of kin <i>Name/Address/Phone No/Email</i> (EROB will be granted to name given)	
Fee Payable	
Details of minister <i>(if attending)</i>	

Contact details of Funeral Director <i>Name/Address/Phone No/Email</i>	
Signature of Funeral Director	
Date	

The holder of the Exclusive Right of Burial/Next of kin MUST SIGN the following declaration before interment can take place. I have received a copy of Watton Cemetery's Rules and Regulations.

Signed Dated.....

OFFICE USE ONLY Fee paid..... Date..... Grave No.....

Please note plot reservations can only be made once an interment has taken place.



Watton Town Council Application for erection of a Memorial or Tablet

I (full name) _____

Of _____

Telephone Number _____

Being the only person entitled to the Exclusive Right of Burial in grave space numbered _____
Apply for a memorial, as specified below, to be erected in the WATTON CEMETERY, on the above mentioned grave space for a lease period of 50 years.

Please note a copy of the Exclusive Right certificate must accompany this application.

The Management of Health & Safety at Work Regulations 1999 requires the regular inspections are made of all memorials to ensure that they are maintained in a safe condition. WATTON TOWN COUNCIL will regularly inspect memorials. Any deterioration identified which requires remedial action is the prime responsibility of the PURCHASER and will be notified accordingly. It is therefore required that the PURCHASER notifies WATTON TOWN COUNCIL of any change of address. In the event that the PURCHASER cannot be contacted, then WATTON TOWN COUNCIL reserves the right to take whatever action is necessary to ensure the memorial is maintained in a safe condition.

Signed (Purchaser) _____ Date _____

Description	
Dimensions of Headstone/Tablet	
Dimensions of Foundation Stone	
Colour	
Material	
Inscription	
Please attach a sketch of the proposed memorial	
Deceased Name(s)	

Authorised by: _____ Date _____

On behalf of Watton Town Council

Grave Number _____ Memorial Fee £ _____

I confirm that this memorial has been installed to meet the standard of BS8415 and the BRAMM Blue Book/ NAMM code of Practice (current versions) and incorporates a ground anchor system that conforms to BS8415. I attach a certificate of conformity, a copy of which I have given to

_____ (Name of registered grave owner)

Stone mason contact details _____

Signed (Stone mason) _____ Date _____



Watton Town Council

Application to Purchase Exclusive Right to Grave/Tablet Space

Owner of Exclusive Right _____

Address _____

Phone Number _____ Mobile _____

Email _____

Section and number of grave /tablet space _____

Name of Interred _____

I desire to purchase the Exclusive Right of Burial for 50 years in the above mentioned grave space for which I enclose the fee of £ _____

Signed _____

Date _____

For office use only

Fee Paid _____

Entered in register _____

Certificate No _____

Issued on _____



Watton Town Council Exclusive Right of Burial
Indemnity Form

I, _____

of _____

Do solemnly and sincerely declare that the sum of _____ has been paid

for the Exclusive Right of Burial, for _____

Plot No. _____

in the Cemetery of Watton, and that the said _____

died without willing the Exclusive Rights of Burial, THAT the rights were not

transferred and THAT _____

is His/Her lawful surviving next of kin and therefore the present rightful owner of the said Right of Burial and hereby give permission for the said grave to be reopened to allow for the interment of ashes/or burial of the late _____ AND FURTHER we hereby indemnify Watton Town Council and all its officers and servants from any liability whatsoever in this matter or arising therefrom.

Signed _____ Witnessed _____ Dated _____

Signed _____ Witnessed _____ Dated _____