



**LAUNCESTON
TOWN COUNCIL**

LAUNCESTON CEMETERY

**A Guide to Cemetery Regulations
Approved by Launceston Town Council
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These regulations are made by Launceston Town Council, acting as the Burial Authority.

1 General Information

The Cemetery is open to the public from 8am to dusk throughout the year. The Council reserves the right to make closures as necessary for repairs or in the interests of public safety at any time.

Visitors to the cemetery are asked to keep to the drives and paths and not to walk on any grave or interfere with trees, shrubs, flowers or wreaths.

No cycling is permitted. No vehicles may enter the cemetery other than the Council's vehicles in the course of duty and hearses at the time of burial.

Children under 12 years of age will not be admitted to the Cemetery unless under the care of a responsible person.

No dogs other than Guide Dogs are allowed in the cemetery.

The whole cemetery is consecrated ground.

2 Cemetery Management

The cemetery is maintained by the Town Council. The Council reserves the right of passage over any grave or vault for the purpose of performing any work in connection with interments or with monuments.

Any enquiries should be addressed to the Town Clerk at the Town Hall. Where the regulations specify referral to the Town Council, this will normally mean that the Town Clerk will advise, in order to facilitate matters.

3 Burial Records

The Registers of Burials and cemetery plans are kept at the Town Hall. Please contact the Town Clerk if you have any queries or require assistance in tracing a grave.

4 Funeral Arrangements

Normally a Funeral Director will make all the necessary arrangements and complete all the paperwork for a burial in the Launceston Cemetery. The Funeral Director will liaise with the Town Council. The Funeral Director will ensure that the Town Council is in receipt of all the information and documentation needed. In some circumstances the Town Council will contact the families to obtain additional information.

The selection of the grave site is at the discretion of the Council, but family wishes will be taken into consideration where possible. Town Council staff are responsible for the grave digging.

No person other than a duly authorised Minister or other officially recognised person may officiate at any service or ceremony within the Cemetery.

Notice of an interment is to be given to the Town Clerk between the hours of 9am and 5pm Monday – Friday, at least five days prior to the interment. Notice will not be accepted on Sundays, Bank Holidays, Christmas Day, Good Friday or Saturday, but this regulation shall not apply to cases of death from epidemic disease or other interments required to take place immediately upon the certificate of the Coroner or Medical Practitioner.

All interments must take place between the hours of 9.30am-3pm April-September and 9.30am-2.00pm October-March. Interments will not be permitted on Saturdays, Sundays, Good Friday, Christmas Day or Bank Holidays.

The Council undertakes no responsibility whatsoever in the conduct of funeral arrangements or the notification of any person in connection therewith.

The Certificate of Disposal of the body of the person to be buried, the Coroner's Order of Disposal where an inquest has been held, or a certificate from the Registrar in the case of a still-born child, must be produced to the Town Clerk, or the Town Clerk's representative, before the interment.

5 Burials

No burial shall take place, no cremated human remains shall be buried, no memorial shall be placed and no additional inscription shall be made on any memorial without the permission of the Council.

Scattering of ashes is not permitted at the Launceston Cemetery.

The cemetery is maintained as a lawned cemetery. This means that only headstones at the head of each grave will be permitted. Although older graves do have kerbs, no kerbs or other adornments are now allowed. No planting is allowed in the grave space.

Coffins should be made of wood or other biodegradable material. Burials of unconfined bodies will not be allowed.

A single burial will be in a plot 6' deep. A double burial will be in a plot 8' deep. Grave spaces are 4' wide and 8' long. A smaller plot will be allocated to a child. It is not possible to provide larger plots.

The size of a cremated remains plot depends on the size of the casket.

6 Exclusive Right of Burial

The Exclusive Right of Burial (Deed of Grant) must be purchased in all cases. The Deed of Grant lasts for 100 years from the date of burial. It is a very important document and should be kept safely. The owner of the Deed of Grant will need to produce the document when and if a second burial takes place, or for any reason which may involve disturbance of the grave. Any change of ownership or change of address of the owner of the Deed of Grant must be notified to the Town Clerk. A change of name (eg due to marriage) requires documentary evidence.

The period of the Exclusive Right of Burial can be extended at any point but cannot be granted for any longer than 100 years at any one time.

The Deed of Grant gives an exclusive right of burial but does not confer any rights of ownership over the land, which remains the property of the Council.

Where a transfer of burial is required due to the current owner dying, the Launceston Town Council will need to see a copy of the Will. The Exclusive Right of Burial will only be transferred to the Executor or the Administrator of the will unless said person requests the rights to be given to another person.

The transfer of ownership of the exclusive right of burial in a grave or vault shall be subject to the approval of the Council.

The maximum number of owners of an Exclusive Right of Burial is two.

7 Memorials/gravestones/headstones

All memorial work carried out in the cemetery must conform to the most recent Code of Working Practice issued by the National Association of Memorial Masons (NAMM).

No monuments, other than head stones or vases, shall be erected over any graves.

No memorial may be erected without the prior permission of the Council. All applications should be made by the Memorial Mason who will submit drawings showing dimensions, method of construction, proposed inscriptions, method of fixing and type of materials to be used.

All memorials remain the responsibility of the owner/s, but may not be removed without the permission of the Council.

The owners must keep all monuments, headstones, tablets and other memorials in good repair. If a memorial becomes dangerous due to lack maintenance or repair, the Council may serve Notice requiring the owner/s to repair or remove it. If the owner/s fail to do so, or if the Council cannot trace the owner/s, the Council may remove the memorial in the interests of public safety. The Council will not be liable to compensate the owners in this case (Local Authorities Cemetery Order 1977 schedule 3).

All gravestones shall be restricted to a height not exceeding 3 feet and width not exceeding 3 feet (including base). The base of a memorial tablet must not exceed 22" wide, the height should be no more than 16".

Where a memorial has to be repaired, or an inscription added, it must be carefully removed from the cemetery for the work to be undertaken. No work will take place at the cemetery.

8 Floral Tributes

Anything placed and planted on any grave other than a memorial becomes the property of the Council and may be removed and disposed of at the Council's discretion.

Gardens are not permitted on any grave.

Wooden crosses are permitted on a grave whilst awaiting a headstone. The maximum time a cross is allowed is 2 years, after this time we do have the right to remove it.

Flowers and wreaths will be cleared from the grave after two weeks unless otherwise agreed with the Town Clerk. Badly damaged or faded artificial flowers will be removed during routine maintenance.

Glass containers are prohibited as are metal pins or hooks. The Council reserves the right to remove any receptacle for flowers, damaged wreaths or broken ornaments which it considers unsuitable without notice.

9 Excavated Soil

The surplus soil excavated from any grave can be deposited on any part of the burial ground as the Council may determine. If the soil has to be laid temporarily on an adjacent grave during the excavation of a new grave, the existing grave will be protected with wooden boards.

10 Topping Up

Over the years, the earth on grave spaces compacts and ground levels become uneven. From time to time these areas are topped up with earth and re-seeded, or the existing turf replaced on top, to keep the ground as level as possible.

11 Charges

A fee is charged by the Town Council in respect of interments, monuments and any other services rendered. The fee will normally be paid to the Town Council by the Funeral Director, who will add this sum to his account to the client.

12 Definition of Parishioner

A parishioner is defined as a person permanently resident within the Launceston Parish Boundary (i.e. paying Launceston Council Tax) at the time of death or has recently moved due to ill health. In special circumstances, if requested and at the discretion of the Launceston Parish Council, a person not meeting the above conditions may qualify for parishioner fees.

LAUNCESTON TOWN COUNCIL

Fees, payments and sums fixed and settled under Section 214 of the Local Government Act 1972

Cemetery Fees – as from 1 April 2022

	<u>Parishioner</u>	<u>Non-Parishioner</u>
<u>Interments</u> The Fees indicated below include the digging of the grave The Exclusive Right of Burial must be purchased in all cases Interment of the body of a person exceeding 15 years in a 6ft grave Interment of the body of a person exceeding 15 years in an 8ft grave Burial of cremated remains Exclusive Right of Burial (for a period of 100 years) Cremated remains (exclusive right) Transfer of Ownership (exclusive right) Extending the Exclusive Right of Burial Period (per 10 years) No fee payable in respect of a funeral of a stillborn infant or for the funeral of any child under the age of 15.	 £400.00 £525.00 £175.00 £325.00 £150.00 £50 £32.50	 £525.00 £700.00 £225.00 £450.00 £187.50 £50 £45.00
<u>Monuments, Gravestones, Tablets and Monumental Inscriptions</u> All gravestones shall be restricted to a height not exceeding 3 feet and width not exceeding 3 feet (including base) Cremation Memorial Tablet There is no charge for additional lettering	 £150.00 £75.00	 £200.00 £100.00
<u>Exhumation fee</u> <u>Exhumation of Cremated Remains</u>	 £500.00 £175.00	 £500.00 £225.00