

# **HERTFORD CEMETERY – RULES AND REGULATIONS**

Hertford Cemetery is located in North Road, Hertford, with the main entrance from Bramfield Road. The Cemetery is controlled and administered by Hertford Town Council, hereinafter called “the Town Council”, under the Local Government Act 1972, and the Local Authorities’ Cemeteries Order 1977.

All enquiries should be addressed to:-

The Town Clerk, Hertford Town Council, The Castle, Hertford, Herts SG14 1HR.

E-mail [town.clerk@hertford.gov.uk](mailto:town.clerk@hertford.gov.uk) or [cemeteryadmin@hertford.gov.uk](mailto:cemeteryadmin@hertford.gov.uk)

Telephone: 01992 552885.

The Town Council Office is open as follows: -

Monday to Thursday 09.00am and 17.00pm

Friday 09.00am and 16.30pm

The Town Council is closed on public holidays and other days as notified.

Information and copies of the Bylaws, Rules and Regulations, application forms and fees relating to the Cemetery may be obtained, free of charge from the Town Council Office.

The Town Council reserves the right from time to time to make alterations in or additions to these Rules and Regulations or the table of fees.

## **1.00 OPENING TIMES OF HERTFORD CEMETERY**

- 1.01 The Cemetery shall be open to the public from 08.00am until sunset daily or as later notified by the Town Council.

## **2.00 CONDUCT WHILE IN THE CEMETERY**

- 2.01 It is an offence while in the cemetery to:

- wilfully create any disturbance;
- commit any nuisance;
- wilfully interfere with any burial taking place;
- wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants;
- play at any game or sport

Every person who commits any such offence shall be liable on summary conviction to a fine not exceeding Level 3 on the standard scale.

- 2.02 Visitors must keep to the surfaced roads and footpaths except where there is need to approach a particular grave and shall behave in a quiet and orderly manner.

- 2.03 Children younger than 12 years will not be admitted except under the care of a responsible person.

- 2.04 Dogs must at all times be kept on a lead whilst in the Cemetery

- 2.05 Town Council staff and contractors working in the Cemetery may not accept any gratuity.
- 2.06 No persons shall canvass or solicit orders in the burial grounds. No advertisements shall be displayed without the prior approval of the Town Council.
- 2.07 Any person infringing these rules or otherwise causing disturbance to users of the Cemetery will be removed from the Cemetery and proceedings may be taken against them.
- 2.08 The Town Council may take proceedings against any person found wilfully damaging or removing any building, wall or fencing, any monument or inscription or any flowers, trees or shrubs in the Cemetery.

### **3.00 ADMISSION OF VEHICLES, CYCLES ETC**

- 3.01 Vehicles are allowed into the Cemetery, at the discretion of the Town Council, to enable occupants to visit a grave or graves. Any time restrictions for vehicle access will be displayed on the Cemetery notice board.
- 3.02 The Council reserves the right to exclude all vehicles (other than those attending funerals, delivering memorials or carrying out work for the Council) from any part or parts of the Cemetery and notices will be displayed on the site to this effect indicating the restricted areas.
- 3.03 All drivers must obey a 5mph speed limit whilst in the Cemetery and are asked to avoid causing any disturbance to funerals. Vehicles must give way to pedestrians.
- 3.04 Vehicles must only use surfaced roads within the Cemetery, must not drive on any grassed or unsurfaced area and, with the exception of vehicles transporting disabled occupant(s), must only park in the sites allocated. All vehicles must be parked in such a way that other vehicles and pedestrians can pass alongside at all times.
- 3.05 Riding of cycles, motorcycles, skateboards and other such vehicles or equipment, whether propelled by mechanical or powered means will not be allowed in the Cemetery.

### **4.00 ENTITLEMENT TO BURIAL OR INTERMENT IN HERTFORD CEMETERY**

- 4.01 The Town Council administers the Cemetery in accordance with the Local Government Act 1972, and the Local Authorities' Cemeteries Order 1977. All burials or interments must comply with this and/or any successor legislation and, subject to this legislation, the following shall be entitled to burial or interment in Hertford Cemetery:
- 4.02 People who have been born within the parish boundaries of the town of Hertford. Evidence to confirm this will be required.

- 4.03 People normally resident within the parish boundaries of the town of Hertford at the time of death. Evidence to confirm this will be required. In the case of minors proof that their parents or guardians are normally resident in Hertford may be required.
- 4.04 People who have spent most of their life as residents of Hertford but who have spent the latter years of their lives outside the parish boundaries e.g. in a nursing home, living with relatives. Evidence to confirm this will be required.
- 4.05 At the discretion of the Town Council, people who are close relatives or partners of residents of Hertford. Evidence to confirm the residency entitlement of relatives or partners and the relationship to the deceased will be required.
- 4.06 The Town Council, at its discretion, can agree to burials or interments of people who are not eligible under any of the above criteria. In such a case the fee charged would be the higher rate as specified in the current fees and charges schedule.

## **5.00 REGISTER OF BURIALS AND INTERMENTS**

- 5.01 The Town Council maintains a Register of Burials and Record of Disinterments. These records are available for consultation at all reasonable times free of charge, or for any such fee as is prescribed under future legislation and adopted by Hertford Town Council. The Town Council will, at its discretion, charge a fee for searches in, and provision of certified copies of entries in, these records.

## **6.00 BURIALS AND INTERMENTS**

- 6.01 Burials and interments shall take place between the hours of 10.00am and 3.00p.m., Monday to Thursday, 10.00am to 2.00pm on Friday, unless by special arrangement with the Town Council.
- 6.02 An Exclusive Right of Burial must be purchased in respect of every space allocated for an earth or a brick grave. The Exclusive Right of Burial in all earth or brick graves will be sold subject to the payment of all fees in respect of subsequent burials (i.e. payments for digging below 6ft in order to accommodate subsequent burials or interments) and all other fees relating to the current burial. The subsequent burial or interment will be subject to the fees and charges in force at that time.
- 6.03 Grave plots may be purchased in advance, however, for operational reasons the area from which the plot may be selected could be limited.
- 6.04 All earth graves shall be dug, excavated, opened and filled up or covered over by Town Council staff, or other persons so authorised by the Town Council. All superfluous soil shall be disposed of as the Town Council may from time to time direct.

- 6.05 Only coffins or caskets of wood, wicker or other easily perishable material will be allowed in an earth grave unless agreed otherwise by the Town Council.
- 6.06 Coffins must comply with any conditions that may, from time to time, be required by the Town Council in special circumstances, particularly in relation to Health & Safety issues.
- 6.07 The total costs of excavation, masonry and smith's work for a brick grave must be paid by the purchaser. The purchaser will be responsible for engaging appropriate workers to excavate and construct the brick grave and for providing all required materials. The Council reserves the right to specify the standard of materials and workmanship required and must be provided with written details in advance of work commencing. The Council reserves the right to withhold approval for the works if it is of the opinion that the work will not comply with the requirements of the relevant legislation or guidance, including Health & Safety legislation.
- 6.08 Caskets in the Garden of Rest must be no larger than 30cm (11.3/4") long x 20cm (7.3/4") wide x 15cm (6") in depth.
- 6.09 Cremated remains areas. A maximum of only two caskets will be interred, other subsequent burials may be interred loose.
- 6.10 No coffin/container shall be accepted at the cemetery unless the name of the deceased therein is clearly shown.
- 6.11 The identity shown on the coffin/container/shroud shall be verified at every funeral.

## **7.00 NOTICE OF INTERMENT**

- 7.01 Notices of Interment must be given at the Town Council office during opening hours and not less than two clear working days before the day of interment except by special arrangement.
- 7.02 The Notice of Interment must be on the form provided by the Council. Every notice must be properly completed and contain a statement of the full name, occupation or description of the person to be buried (or if a minor the names of the parents or guardians), and the date of death, age at death, the parish in which death occurred, the usual residence of the deceased, the day and hour in which it is proposed the burial shall take place, the description and depth of the grave and the name of the person who it is proposed shall officiate. No order for an interment or purchase of a new grave will be accepted unless the name and address of the person(s) to be registered as the owner are supplied.
- 7.03 The Registrar's Certificate for Burial or Cremation Certificate must be supplied to the Council prior to the burial.
- 7.04 All fees and charges must be paid upon giving Notice of Interment. The table of current fees and charges is available from the Council.

## **8.00 MAINTENANCE OF GRAVES**

- 8.01 After a period of time reasonably sufficient for the natural subsidence of earth with which the grave has been filled, the Council will have the grave covered with fresh turf.
- 8.02 The Council welcomes measures to personalise graves but asks that the surface of the grave must be kept in a neat and tidy condition.
- 8.03 Small shrubs, plants or flowers may be planted over a grave, but the Council reserves the right to demand the pruning, trimming or removal of any such shrubs, plants or flowers, which in their opinion have become unsightly or overgrown. All refuse from the planting or tidying up of the graves must at once be removed and deposited in the bin or skip provided for the purpose.
- 8.04 No planting of flowers or shrubs is permitted around the headstones or books in the **Garden of Rest**.
- 8.05 If graves are left untended, and the registered owner cannot be traced, the Council reserves the right to remove any planting and replace with turf.
- 8.06 For safety reasons no form of stone or metal edging to graves will be allowed. Wood or plastic may be used to contain cultivated areas but, to enable safe cutting of the grass between graves, the material must not protrude above the adjacent ground level.
- 8.07 For safety reasons the Council will not permit the top surface of earth graves to be covered with materials such as concrete, gravel or stone chippings.
- 8.08 To avoid disturbance or annoyance to other visitors to the Cemetery no bells or chimes shall be left on graves or vegetation in the Cemetery.
- 8.09 If any item(s) on graves are contrary to these Rules and Regulations or likely to cause disturbance or annoyance to other visitors to the Cemetery the Council will contact the registered owner and ask that they be removed within a reasonable period. Where the Council is of the opinion that the item(s) are potentially dangerous the item may be removed and stored and the registered owner will be advised accordingly and asked to collect or agree to the disposal of the item concerned. The registered owner will be responsible for repayment of any costs.

## **9.00 MEMORIALS – GENERAL**

- 9.01 All memorials in the Cemetery and inscriptions thereon are subject to the prior approval of the Town Council. Applicants are advised that decisions will be primarily based on the need to meet Health and Safety requirements and the Town Council will not approve the erection of potentially unstable memorials. The Town Council will, from time to time, produce as an addendum to these

Rules and Regulations, guidance on specifications and dimensions of memorials likely to gain approval.

- 9.02 Written agreement must be obtained from the Town Council that the submitted application or any amended application has been approved before any orders are placed for work to memorials. The Town Council will not entertain reimbursement of any costs associated with a memorial for whatever reason.
- 9.03 The Town Council will only accept Memorial Masons who undertake to work in Accordance with the NAMM ( National Association of Memorial Masons) code of practice or BRAMM (British register of Accredited Memorial Masons) code of practice.
- 9.04 Applications will only be accepted from the owner of the Exclusive Right of Burial. Transfer of ownership must be completed if the owner of the Exclusive Right of Burial has died.
- 9.05 Memorials cannot be erected on earth graves within 12 months of the interment.
- 9.06 Memorials can be erected in the Garden of Rest immediately after the date of interment.
- 9.07 Kerb stones and cover slabs are only permitted in Blocks B and F.
- 9.08 All applications for permission to erect memorials must be made to the Town Council and include:
  - i. full details of the inscription and wording;
  - ii. a drawing showing the shape, size, material and colour(s) of the memorial, including size and material of any vases;
  - iii. details of special features e.g. photographs which should be set flush with the face of the headstone.
- 9.09 For safety reasons only permanent vases or containers will be permitted and then only if incorporated in the memorial or the base thereof. In particular glass vases must be avoided.
- 9.10 The registered owner of each plot will be responsible for repair, maintenance, cleaning and insurance of all memorials. The registered owner will also be responsible for the removal and replacement of all memorials e.g. when a further burial or interment takes place in the plot.
- 9.11 Registered owners are advised that they may be held responsible for any injuries or damages caused by memorials, planting or other items placed on their plot, whether or not the Town Council has given approval.
- 9.12 If the Town Council is of the opinion that memorials are defective, dangerous or potentially unsafe then, subject to any legal requirements, such memorials will be made safe by appropriate means and the registered owner will be advised. The registered owner will be responsible for the repayment of any costs incurred.

- 9.13 All memorials must be securely and properly fixed in position with an appropriate concrete foundation which shall not protrude above ground level. All to in accordance with the NAMM Code of Practice.
- 9.14 All grave spaces are numbered in accordance with the plan of the Cemetery held by the Town Council and the number of the grave space must be cut into any monument or stone, at the expense of the person erecting the monument or stone.
- 9.15 Sculptured features on memorials should be in relief on the surface of a conventional headstone, tablet or stone book.
- 9.16 No hewing or dressing of stones will be permitted within the Cemetery except by special prior consent of the Town Council. All surplus materials must be removed once the memorial has been fixed and the registered owner will be responsible for any costs incurred to remove such materials.
- 9.17 Memorials will be subject to periodic testing by the Town Council to ensure that they remain stable. Any memorial failing this test will be made safe temporarily and the owner contacted to arrange repairs. All repairs remain the responsibility of the owner.

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## SPECIFICATIONS AND DIMENSIONS FOR MEMORIALS

Memorials shall be erected in accordance with the requirements of the NAMM (National Association of Memorial Masons ) Code of Practice and BS8415. The following specifications is for guidance only. Applicants must submit full details of proposals for memorials to the Town Council for approval.

### 1. MEMORIALS ON EARTH GRAVES

A memorial must not be erected on an earth grave within twelve months of the date of interment.

All memorials shall be securely and properly fixed in position with an approved concrete foundation which must not exceed the maximum width of the monument and shall not protrude above ground level.

A **kerb stone** must be of the following dimensions:-

Kerb stones & ledgers should not exceed 2032mm (6'6") in length and 762mm (2'6") Width.

Dimensions for **tablets** and **books** are as set out under specification for Memorials on Cremated Remains Plots.



## **2. MEMORIALS ON CREMATED REMAINS PLOTS**

### **GARDEN OF REMEMBRANCE**

Precast Concrete bases 610mm (2'0") x 610mm (2'0") to be supplied and fixed to the plot by the stonemason.

The memorial to be fixed and placed centrally on the base shall be in the form of a single flat or sloping stone with overall dimensions not exceeding 457mm (1'6") x 457mm (1'6")

### **GARDEN OF REST**

#### **Tablet Section**

Precast concrete bases 610mm (2'0") x 610mm (2'0") to be supplied and fixed to the plot by the stonemason.

The memorial fixed on the base must be in the form of a single flat or sloping stone with overall dimensions not exceeding 457mm (1'6") long x 305mm (1'0") wide.

#### **Headstone Section**

Height	508mm (1'6")
Width	457mm (1'8")
Depth	Minimum 305mm (1'0") maximum 381mm (1'3")
Thickness	51mm (2")

#### **Book Section**

##### **Books to be reclining**

Height	305mm (1'4")
Width	356mm (1'4")
Thickness	51mm (2")
Base	381mm (1'3") x 381mm (1'3") to include a flower container if desired.

Maximum size of base to be no larger than 457mm x 457mm (18"x18") overall.

Book section to be no larger than 406mm (16"x16") overall.

Where no foundation stone is supplied by Hertford Town Council (Tablets only)  
One must be supplied and fitted in accordance with NAMM code of practice.