



**BIRSTALL PARISH COUNCIL acting as BURIAL AUTHORITY**

Tel: **0116 267 6191**

Email: [admin@birstallpc.org.uk](mailto:admin@birstallpc.org.uk)

<p><b>Listed below are the Rules and Regulations that govern the Greengate Lane Cemetery. Please contact the Parish Council offices should you have any queries.</b></p>	
1.	Plans of the Cemetery showing the division into consecrated and unconsecrated portions and the sections thereof, with the grave spaces thereon numbered, are deposited at the Office of the Registrar of the Cemetery, where a copy of the Bye-laws and a table of the fees and every other information may be obtained upon application.
2.	Each division of the Cemetery is divided into Sections - A 1.2.3.4., B 1.2.3.4., C 1.2.3.4., D 1.2.3.4., E 1.2.3.4., F 1.2.3.4. In Sections A, B, C, D, E & F, a person may purchase and have the exclusive right of burial therein in perpetuity. A Deed of Grant will be furnished in respect of each grave purchased. In Sections G, H J & K, a person may reserve and have the exclusive right of burial therein for a period of 50 years. A Deed of Grant will be furnished in respect of each grave reserved.
3.	A person who reserves the right of freehold in any Sections shall not convey, assign or transfer such right without the sanction of the Burial Authority having been first obtained, but any person having reserved such right shall be at liberty to intern therein a body on payment of the appropriate fee.
4.	When the exclusive rights of a grave have not been reserved, i.e. interment in an ordinary grave selected by the Registrar; the undertaker shall be responsible for obtaining a signature from the next of kin recognizing the fact that some other person will be interred in the same grave. The necessary form will be supplied by the Registrar and this signed form will be filed with the Notice of Interment.
5.	Not less than 48 hours' notice for re-openings, and not less than 36 hours' notice for interments must be given. Three clear weeks' notice must be given if a vault or brick grave is required provided: - a) that such notice be given in the form provided by the Burial Authority if the preservation of the public health so requires; b) that such notice be given in the form provided by the Burial Authority (Notice of Interment) and the person giving the notice furnish the Coroner's or the Registrar of Births and Deaths Certificate for the disposal of the body; with information as to where the death occurred, Section and space in which it is intended the interment shall take place; the name of the minister to officiate, who must previously be advised of the time fixed for the interment; the day hour appointed for the interment. The size of the coffin duly certified by the undertaker and in the case of a purchased grave, the permission of the owner. Times allowed for burial 9.00 am to 3.00 pm Monday to Friday. No burials or ash interments at weekends except by strict order of the Burial Authority.
6.	Each grave space in the Cemetery shall be 8 feet by 4 feet and no more than two coffins and five ash caskets as may be approved by the Burial Authority. A full coffin burial (Birstall resident) to have taken place prior to an ash casket burial.
7.	All earthen graves shall be dug, filled in and turfed over by the person appointed by the Burial Authority. No permanent mounds will be allowed. All vaults and brick graves (except the work of excavating, which will be done by the Burial Authority), are to be made and undertaken at the expense of the parties requiring the same under the superintendence of the person appointed by the Burial Authority. The walls of vaults must be 9 inches thick all round. The walls of brick graves must be 4 1/2" thick and the interior of the grave must be rendered with a waterproof cement rendering, and they must be built to within 24" of the surface.
8.	Nobody shall be buried in any vault or walled grave, unless the coffin be separately entombed in an air-tight manner, by properly cemented stone or brickwork, which shall never be disturbed. Coffins of wood only will be allowed in graves in which the exclusive right of burial has not been reserved in perpetuity.

9.	Every person who in the Cemetery buries a body in a grave space shall pay to the Burial Authority, as a charge for the use of the Cemetery, fees in accordance with the scale of charges set forth in Schedule 1 of the Table of Fees and Charges.
10.	<p>Every person who in the Cemetery erects a grave stone, monument or memorial shall submit to the Registrar of the Cemetery a drawing showing the format and detail of such grave stone, monument or memorial together with a copy of the inscription intended, or to be cut thereon, which must be approved by him prior to the erection or fixing of the same.</p> <p>All such grave stones, monuments and memorials shall only be allowed in the Cemetery subject to the approval of the Burial Authority and must be of marble, stone or slate except with the express consent of the Burial Authority.</p> <p>No monument to exceed 2 feet 9 inches in height. All new headstones to be laid on a single 3' x 2' (900mm x 600mm) slab to prevent slippage.</p> <p>Every person who in the Cemetery erects a monument, memorial, headstone or kerb (not being a receptacle or article chargeable under bye-law 12) shall pay to the Burial Authority for the privilege of so doing the fees in accordance with the scale set forth in Schedule 1. Fees payable in advance. Section and number to be engraved on foot of monument. Registrar to be informed of date of fixing in advance.</p>
11.	<p>The re-turfing of graves is to be carried out only by the registrar or his assistants on payment of the appropriate fees, determined by the Burial Authority.</p> <p>No ornaments or decorations will be allowed without the approval of the Burial Authority and all unsightly ornaments will be rejected.</p> <p>No article placed on a grave may be carried out of the Cemetery without permission.</p>
12.	<p>Every receptacle or other articles bearing any form of inscription as a memorial (not being a headstone or kerb, or otherwise chargeable under the scale of fees as such) to be placed on a grave in the Cemetery must first be submitted to the Registrar of the Cemetery and a fee paid and no such receptacle or article shall be placed on a grave until such approval has been received.</p> <p>Any such article or receptacle shall not exceed eighteen inches in height and shall not have a base measurement exceeding twelve inches square.</p> <p>Prior permission must be obtained from the Registrar of Burials for the erection of monuments.</p>
13.	Every grave stone, monument and other materials shall be conveyed into the Cemetery on suitable vehicles and any injury done to the ground and walks thereby shall be made good by the person causing same.
14.	All monuments, tablets, tombs, grave stones, kerbs and palisades are to be kept in repair by owners (except a special agreement be made with the Burial Authority) and if not repaired after due time, may be removed by order of the Burial Authority. If no owner, or his or her representative can be traced to whom the notice can be given, then such notice shall be considered due notice and properly served if the same is attached and remains attached to any portion of the grave space on which such memorial erected for a consecutive period of one month.
15.	No erection of any kind to be allowed, unless built upon a foundation satisfactory to the Registrar. No hewing or dressing of stone to be done within the Cemetery. Mats, canvas or boards to be used for the protection of the grass or turf, as the Registrar or his attendants may direct. All work when commenced to be continued day by day until completed. Copper clamps only to be used in tablets and monuments.
16.	Kerbs enclosing two or more adjacent graves will be allowed at a single fee. Kerbs are not allowed on Sections G to K inclusive. All graves in Sections G to K to be lawned to ensure uniformity.
17.	The Burial Authority do not undertake any maintenance, repair and cleaning of monuments.
18.	Subject to the direction of the Burial Authority, the Cemetery will be open to the public from nine a.m. throughout the year and closed in the months of November, December, January and February at four p.m., and during the rest of the year at seven p.m. The Burial Authority reserves the right to exclude the public from the Cemetery grounds on occasions they deem necessary.

19.	Children under twelve years of age will not be admitted except in the care of a responsible person; and all visitors will be expected to keep on the gravel roads and walks, and to refrain from touching the shrubs or flowers, and to observe perfect decorum in all respects. Any person found conducting himself in a riotous or disorderly manner will be expelled from the Cemetery and the attendant has authority for that purpose.
20.	Dogs must be kept on a lead at all times in the Cemetery.
21.	The Burial Authority request the public to refrain from smoking in the Cemetery.
22.	Any person who shall willfully destroy or injure any building, wall fence, gate, post, railing, road or approach of, or belonging to, or connected to the Cemetery, or destroy or injure any tree, shrub, or plant thereon, or shall daub or disfigure any wall thereof, or put any bill therein or on any wall or paling thereof, or willfully destroy, injure, or deface any tablet inscription, grave stone, or palisade, or do any willful damage, play at any game or sport, or discharge any firearms (except at a military funeral by special permission of the Burial Authority, or the Registrar) in the Cemetery, or willfully and unlawfully disturb any persons assembled therein for the purpose of burying any body, or commit any nuisance in the Cemetery, is liable to forfeit to the Burial Authority for every such offence a sum not exceeding £100.00 and in the case of a continuing offence to a fine not exceeding £10.00 for each day during which the offence continues after the conviction therefore. Local Authorities Cemeteries Order 1977 Article 18 (1) & (2).
23.	The Burial Authority reserve to themselves the right from time to time to make any alteration in the wording.

**By order of the Burial Authority Dated this 28<sup>th</sup> day of March 2022**