

HORSHAM DISTRICT COUNCIL
CEMETERY RULES & REGULATIONS

Introduction

All Local Authority managed cemeteries are subject to standards and conditions known as Cemetery Rules and Regulations. These are designed to inform all Cemetery users the aspects of the management of the cemeteries and the reasonable requirements applicable to them.

The regulations include the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 together with any other relevant legislation that governs this service.

The following cemeteries are covered by these regulations:

Hills Cemetery, Horsham
Roffey Cemetery, Horsham
Denne Road Cemetery, Horsham (closed cemetery)

Horsham District Council reserve the right to make alterations in or additions to these Rules and Regulations, Fees and Charges specified herein.

Interpretation of terms

Throughout these Rules and Regulations:

“**The Council**” means Horsham District Council

“**Purchased Grave**” means any earthen grave, where the Exclusive Right of Burial (subject to these Regulations) has been granted by the Council

“**Memorials**” means all memorials that are authorised to be permitted within the cemetery.

Cemetery opening hours

The Cemeteries are open between 7.00am and dusk daily.

Hours of Interment

Interments generally take place at Hills and Roffey cemeteries between the hours of 9.30am and 3.00pm.

Requests for interments later than the above time will incur an additional fee and is at the discretion of the Council.

Interments do not take place on weekends or public holidays.

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Notice of interment

The Cemeteries Office should be contacted by telephone to arrange the timing of the funeral and to organise the practical details. These should be confirmed before a Notice of Interment is completed.

All interment requests must be made on a Notice of interment form. The details provided on the form must be clear and complete.

The Notice of Interment must be delivered to the office at least two working days (48 hours) prior to the time the burial is due to take place.

Ministers and Clergymen

A burial can take place with or without a Religious Service. It is the responsibility of the funeral director or bereaved family to arrange for a Minister or other persons authorised to officiate at the burial.

Cemetery Chapel

A multi-faith chapel is available at Hills cemetery.

Alteration to funeral arrangements

When a Notice of Interment has been accepted, no alteration will be permitted except in the regard of the time of the burial. **In this case written notice must be provided no later than 1 working day (24 hours) before the interment is due to take place.**

Any requests which have been made on the telephone must be immediately confirmed in writing.

The Council will not be responsible for any misunderstandings which may arise as a result of a telephone instruction only.

Any additional expenses incurred by the Council as a result of incorrect information having been supplied will be charged to the applicant.

Character of coffins

The majority of coffins purchased are made out of wood and these are accepted. The Council will consider requests from those who wish to use alternative environmentally friendly.

Disposal certificates

No funeral can take place without a Certificate for Disposal or the Coroners Order for burial. The appropriate documentation must be first provided to the Council representative at the cemetery before the interment can take place. Failure to provide the necessary documentation will result in the delay of the burial until the certificate can be produced.

Arrival of the funeral cortege

The time stated for a funeral must be punctually observed to prevent inconvenience or one funeral interfering with another. Any funeral arriving before the time appointed may have to wait until the time arranged.

Any funeral arriving after the appointed time must act under the direction of the Council representative as to when the burial may proceed. Late arrival may incur additional charges.

All funeral corteges are under the control and direction of the Council representative.

The Council representative will check the coffin plaque details against the appropriate certificate produced for disposal to ensure correctness.

Cemetery records

As soon as is reasonably practicable all details relating to a burial will be recorded within registers provided by the Council.

All graves registers are kept at Hills Cemetery.

Purchasing a private grave space

The Council will provide a document titled "Exclusive Right of Burial" upon the purchase of a new grave which provides proof of ownership.

The period of which the Exclusive Right of Burial is granted is 50years.

Allocation of grave spaces

The choosing of the position of a new grave space is managed by the cemetery office. Graves may be chosen out of rotation at the discretion of the cemetery management, but an additional fee is payable in accordance with the schedule of charges.

Transfer of grave ownership

In the event of the death of the original grave owner, the person claiming to be entitled to the ownership rights must obtain a formal transfer of ownership with the Council.

A copy of the last will and testament identifying the Executor/Executrix will be accepted as proof of ownership of intended ownership. If the information is not available then the full names and addresses of all surviving children of the deceased will be required to prepare the title deed/ownership transfer. This procedure is to ensure that the remaining family of the deceased agree to that person taking over the ownership rights of the grave space.

The formal transfer must take place before funeral arrangements are made to re-open the grave space or approval granted on any proposed memorial work.

Types of burial areas

The Council currently provides burial areas to cater for mixed denominations, muslims, ashes and a rose garden of remembrance for scattering of ashes and a dedicated rose bush.

Up-keep of private grave spaces.

All graves must be maintained to an acceptable standard by the grave owner. The Council reserves the right to take over the maintenance without notice to the grave owner of any grave space that has not been suitably maintained by the grave owner.

To avoid accidents and to retain a well maintained appearance damaged/broken/discarded items found on all burial areas will be removed and disposed of.

Burial excavation procedures

All graves are excavated by trained cemetery personnel.

No grave shall be dug or excavated by any other person unless appointed by the Council. The final dressing of the grave space will normally be completed one hour before the cortege is expected to arrive.

Adjacent grave spaces will be required for the placing of soil. The graves will be fully reinstated to its original appearance once the interment has taken place.