



# **LLANNON COMMUNITY** **COUNCIL**

## **UPPER TUMBLE** **PUBLIC CEMETERY**

### **RULES &** **REGULATIONS**

**WITH EFFECT FROM:**  
**1<sup>ST</sup> SEPTEMBER 2023**

**Upper Tumble Public Cemetery**

**Rules & Regulations**

**Index to Contents**

- 1. Interpretation & Definitions**
- 2. Management**
- 3. Interments**
- 4. Exclusive Right of Burial**
- 5. Memorials**
- 6. Maintenance - Health & Safety**
- 7. Fees & Charges**
- 8. General**
- 9. How to contact us**

**Appendices**

**Appendix A Current Fees and Charges**

**Appendix B Specification for Headstone  
Erection**

**Appendix C Registration Scheme**

**Appendix D Insurance Advice.**

## 1. INTERPRETATION & DEFINITIONS

1.1 The following regulations shall apply to Upper Tumble Public Cemetery.

1.2 In these rules and regulations, unless the context otherwise requires, the following words, phrases and expressions shall have the meanings given below:

‘Cemetery’ means any place provided and maintained by the Council for the interment of human remains and any reference to ‘the Cemetery’ shall refer to Upper Tumble Public Cemetery.

‘Council’ means Llannon Community Council.

‘Exclusive Right of Burial’ means the exclusive right, granted by deed, of the registered owner to determine who may be interred in or commemorated on the grave in question; such exclusive rights to be for a limited period which has been determined by the Council as being 99 years.

‘Garden of Remembrance Plot’ means a ‘grave’ laid in an area exclusively for the interment of cremated remains (Section B).

‘Grave’ means a burial place formed in the ground by excavation and without any internal wall or brickwork, stonework or any other lining.

‘Grave Space’ means that area allowed by the Council for the establishment of a grave.

‘Inscription’ means an approved reference on a memorial to ONE deceased person, whether that person be interred in the grave or not.

‘Additional Inscription’ means each approved inscription, inscribed after the first inscription, to ONE other deceased person whether that person be interred in the grave or not.

‘Lawn Grave’ means a grave laid in an avenue of level grass on all other Sections not designated as ‘Traditional’ or ‘Garden of Remembrance’.

'Private Grave and Private Vault'	means a grave or vault wherein the exclusive right of burial is granted.
'Public Grave'	means a grave in which no exclusive right of burial will be granted by the Council and in which unrelated persons will be interred: formerly referred to as a Common Grave.
'Clerk to the Burial Authority'	means that person, holding the office of Responsible Person of the Cemetery, as directed by the Council. Their contact details can be found at the end of this document.
'Registration Scheme'	means the scheme adopted by the Council for the Registration of Monumental Masons and Funeral Directors / Undertakers that are approved to undertake works in the cemetery.
'Memorial Specification'	means the approved specification that will apply to all new memorial headstones erected within the cemetery.
'Tablet'	means the plaque that is erected on a plot in the Garden of Remembrance.
'Vase'	means a vase that is erected on a plot in the Garden of Remembrance.
'Stability Test'	means the test of 25kg pressure test that is applied to determine the stability of memorials within the cemetery which is undertaken on a maximum of a 5-year cycle.

## **2. MANAGEMENT**

- 2.1 The operation of Upper Tumble Public Cemetery and any interments therein, will be carried out strictly in accordance with the provisions of The Local Authorities Cemeteries Order 1977.
- 2.2 No burial shall take place, no monument or memorial shall be placed or removed, nor shall any additional inscription be made on a monument or memorial, without the prior consent of the Clerk to the Burial Authority. Cremated remains shall not be permitted to be scattered in the Cemetery.
- 2.3 Prior to the granting of permission, a representative of the bereaved family shall sign to the effect the conditions are accepted and will be abided by.
- 2.4 The Cemetery will be open to the public on such days and during such hours as the Council may, from time to time, determine. At the time of adoption of these regulations the Cemetery has unrestricted access at all times but this situation may need to be reviewed if there is any breach of Section 18(1) rules (refer 2.4).

Any unauthorised entry when the Cemetery is closed to the public contravenes. The Local Authorities' Cemeteries Order 1977, Section 18(2) below:

No person not being an officer or servant of the Burial Authority or another person so authorised by or on behalf of the burial authority shall enter or remain in a cemetery at any hour when it is closed to the public.

- 2.5 All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of the Local Authorities' Cemeteries Order 1977, Section 18(1) below:

No person shall:

- a) wilfully create any disturbance in a Cemetery.
- b) commit any nuisance in a Cemetery.
- c) wilfully interfere with any burial taking place in a Cemetery.
- d) wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any such matter; or
- e) play at any game or sport in a Cemetery.

- 2.6 No animals shall be permitted to enter the Cemetery other than dogs on a lead. Owners are required to pick up after their dogs. There are bins provided on site.
- 2.7 No person shall operate any sound reproducing equipment or play any musical instrument in the Cemetery without the prior consent of the Clerk to the Burial Authority.
- 2.8 Children under the age of 12 will not be permitted in the Cemetery except under the care of a responsible person.
- 2.9 No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders for the same, within the Cemetery.
- 2.10 Any person using a motor vehicle in the Cemetery shall only do so on the carriageway or car park suited to the purpose, except with the consent of the Clerk to the Burial Authority.
- 2.11 All visitors to the Cemetery must keep to the footpaths or roads provided for that purpose, except whilst visiting a grave or vault.
- 2.12 No person shall drop, throw or otherwise deposit and leave in the Cemetery any wastepaper or refuse of any kind, except in the receptacles provided for the purpose.

In addition to the above the following is strictly prohibited:

- 2.13 The discharge of any firearm (except when authorised by the Burial Authority at Military funerals).
- 2.14 Use of pedal cycles, skates, skateboards, or similar wheeled items (excluding wheelchairs)

### **3. INTERMENTS**

- 3.1 Sections have been identified in the Cemetery for burials in Private, Public and Garden of Remembrance (Ashes) plots. It is the responsibility of the Funeral Director to ensure that an interment is in a plot in the appropriate section for which the appropriate authority has been granted by the Clerk to the Burial Authority.
- 3.2. Only Funeral Directors / Undertakers that have registered and been approved by the Council will be permitted to excavate graves within the cemetery.
- 3.3 The Burial of a Body will normally only take place in accordance with the regulations and between the hours of 9.00am and 4.00pm Monday to Saturday. The Burial of Ashes will normally only take place in accordance with the regulations and between the hours of 9.00am and 4.00pm Monday to Friday.

**Only in exceptional circumstances will interments be permitted on a Sunday or any Public Holiday.**

- 3.4 The time appointed for an interment will be that at which the funeral cortege is to arrive at the entrance gate of the Cemetery where the interment is to take place.
- 3.5 Prior telephone booking is required for every interment which must be confirmed in writing, on the prescribed form, 'Notice of Interment'.

The Notice is to be delivered via email, between the hours of 9.00am and 2.30pm at least 3 working days prior to any interment.

Bookings will not be taken on a Saturday, Sunday or any Public Holiday.

The Council will accept no responsibility whatsoever for verbal arrangements, where such arrangements have not been so confirmed in writing.

- 3.6 The Notice of Interment must contain full details of the deceased; the proposed interment; and the grave to be used.

The Council will not accept responsibility for the consequences arising from the loss or delay of any such notice, order or other document sent by post, nor for the accuracy of the details contained in the Notice of Interment.

- 3.7 The person or persons arranging the interment shall be responsible for the attendance of a Minister of Religion, to officiate at the burial service, and for the payment of any fee to which the Minister is entitled.
- 3.8 Any form of religious service may be used, but any other ceremony is subject to the approval of the Clerk to the Burial Authority. Alternatively, the coffin may be committed without a service.
- 3.9 Each body brought into the Cemetery for interment shall be contained in a suitable coffin, of perishable material, and shall be interred in that coffin. The coffin shall bear adequate particulars of the identity of the deceased person thereon. A coffin may only contain one body except in the case of a mother and her baby or babies. The Burial Authority will not permit un-coffined burials.
- 3.10 All graves will be prepared by persons employed by the Funeral Director / Undertaker (person in charge of the funeral) including plots in the Garden of Remembrance.
- 3.11 All new graves are designated lawns. No kerbs, border stones, fencing, shrubs, rose bushes, vases or any other obstructions are allowed on the surface of the grave.
- 3.12 New graves are to be opened to a minimum depth of 2m - 6'6" and shall be ready for inspection by 4pm on the day prior to the burial, the depth being measured from the existing ground level to the bottom of the grave.
- 3.11 No body shall be buried in a grave in such a manner that any part of the coffin is less than 0.9m - 3'0" below the level of any ground adjoining the grave. Provided that the Council may, where they consider the soil to be of a suitable character, permit a coffin to be placed not less than 0.6m - 2'0" below the level of any ground adjoining the grave, the grave area being covered with a layer of concrete not less than 150mm - 6" thick.
- 3.12 No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave, on a previous occasion, by means of a layer of earth not less than 150mm - 6" thick.
- 3.13 When any grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove, therefrom, any soil which is offensive.
- 3.14 Pumping out of water from opened graves is to be undertaken by the Funeral Director / Undertaker - person in charge of the Funeral.



3.15 In all new graves and in the Garden of Remembrance a maximum of three coffins / urns are permitted to be buried.

#### **4. EXCLUSIVE RIGHT OF BURIAL**

- 4.1 Grave spaces are only available, for the purchase of a lease for the exclusive right of burial in accordance with these regulations and the scale of fees and charges applicable to such purchase at that time.
- 4.2 New lawn graves and Garden of Remembrance Plots will normally be allocated in strict rotation within each section. A grave selected other than in rotation will be subject to the approval of the Clerk to the Burial Authority. Plans showing the grave spaces are kept at the Council's office, where they may be seen by appointment during normal office hours.
- 4.3 The Council cannot be held responsible if, for whatever reason, the full number of interments in a grave cannot be achieved. The current limit is three coffins per grave or three urns in the Garden of Remembrance.
- 4.4 All grants of leases covering exclusive right of burial will be made for a period not exceeding 50 years.
- 4.5 No new vaults will be permitted to be constructed in the Cemetery.
- 4.6 All new grave sections established hereafter shall be either of the Lawn or Garden of Remembrance type.

## **5. MEMORIALS**

- 5.1 A monument or memorial may only be erected on a grave space within the Cemetery in accordance with these regulations and upon payment of the appropriate fee. The right to erect a monument or memorial will be for the unexpired portion of the Grant of lease for Exclusive Right of Burial.
- 5.2 Permission will be granted to erect an approved headstone only upon a grave in the Lawn Sections and to place an approved desk vase tablet in Section D or vase in Section B, only upon a plot in the Garden of Remembrance.
- 5.3 The erection of a headstone on a public grave will be subject to the discretion of the Clerk to the Burial Authority and in accordance with these Regulations and upon payment of the appropriate fee. Where permission is granted to erect a headstone upon a public grave, it will be subject to the right of the representatives of other persons interred in the grave to have those persons commemorated thereon. As there is no right to erect a monument or memorial on a public grave, such monument or memorial does not in itself confer any rights and remains at the pleasure of the Council.
- 5.4 Application for approval to place a new monument or memorial in the Cemetery, alter or add to any inscription, or replace, add to or remove from the cemetery any monument or memorial must be submitted to the Clerk to the Burial Authority on the appropriate Monumental Application Form, provided by the Council.
- 5.5 The approval of the council for any such application will be confirmed by the issue of a Monumental Memorial Permit. The monumental permit will also outline the specification for the fixing method approved by the Council for all new headstones which must be complied with. No work should be undertaken until the permit has been issued. Any such permit is issued on the understanding that the work undertaken will fully comply with the details of the Application form and the requirements of these regulations. Any work that does not so comply will not be permitted to remain in the Cemetery.
- No permit is required for cleaning only; up-righting and re-levelling; repair of existing lettering, or painting of existing inscriptions unless the monument / memorial is to be removed from the Cemetery.
- 5.6 All monuments and memorials shall be submitted for approval by the Clerk to the Burial Authority.
- 5.7 All headstones shall be restricted in size to 2'6" high x 2 ft wide and 4" thick placed on a base measuring no more than 2'6" long x 12" wide

and 4" high, secured to a concrete base measuring 36" long x 14" wide and 4" high.

- 5.8 All headstones and bases erected in Sections A and C shall be restricted to black in colour.
- 5.9 Commemorative vases (Section B) shall be restricted to the traditional black square type measuring 9" x 9" placed on a base of no more than 15" x 15" x 3" high on top of a slab, measuring 15" x 15" which shall be provided by the Burial Authority.
- 5.10 Commemorative tablets (Section D) shall be restricted to the colour black, measuring 18" in length and 12" in width, sloping from 4" top height to 2" bottom height. There will be provision (optional) at the head of the tablet for a flower container, which must be centrally positioned. Only one container is permitted on each tablet.
- 5.11 No additional items i.e., granite vases / ornaments to be fixed on the memorial tablet; ceramic flowers can be placed in the flower hole.
- 5.12 All materials and equipment shall be conveyed in the Cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or waste materials shall be removed in a like manner from the cemetery on completion.
- 5.13 All workers employed, on behalf of the owner of the lease to exclusive right of burial or the personal representative of such person, to erect any monument or memorial or to perform work on an existing vault, monument or memorial shall in carrying out their work:
- i) Fill up and level the ground, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work. There is also a liability to arrange for the reinstatement due to settlement of the ground for a period not exceeding 6 months from the date of interment.
  - ii) Perform the work during the normal opening hours of the Cemetery.
  - iii) Provide all their own tools and equipment and complete the work with due despatch.
- 5.14 The Clerk to the Burial Authority must be informed in writing and approve of the removal of any monument or memorial from the Cemetery.

- 5.15 Any monument or memorial removed from a grave to facilitate an interment shall be replaced as soon as possible thereafter.
- 5.16 Any unauthorised monument or memorial shall be removed and the Burial Authority may recover the cost thereby incurred from the person to whose order the monument or memorial was placed, or the personal representative of such person.
- 5.17 The Clerk to the Burial Authority reserves the right to exclude or remove from the Cemetery any monument or memorial not executed in a workmanlike manner, or not in compliance with the approved permission, or which would in the opinion of the Clerk to the Burial Authority, disfigure the cemetery, or offend public decency.
- 5.18 The responsibility for ensuring that each memorial complies with legislative requirements in respect of stability, condition etc., will be that of the owner. This is outlined in greater detail on the memorial permit form.

## **6. MAINTENANCE & HEALTH & SAFETY**

- 6.1 After an interment has taken place in a private grave and a reasonable time has elapsed for the natural subsidence of the earth used to fill the grave. The owner of the exclusive right of burial, except in the case of a lawn or Garden of Remembrance grave, shall, in accordance with the Local Authorities Cemeteries Order 1977., cause the surface of the grave to be levelled and properly covered with fresh turf, except for any area covered by a memorial.
- 6.2 The surface of every grave shall be at ground level, except for an approved memorial permitted in accordance with these regulations. Turfed mounds will not be permitted, except that existing turfed mounds may remain provided that the mound is well maintained by the grave owner or their personal representative.
- 6.3 Flowers, plants etc., may not be planted on graves or Garden of Remembrance graves and any item so planted in contravention of this regulation will be removed by the Council without notice.
- 6.4 The placing on graves of artificial wreaths or flowers, glass shades, items of pottery, glass jars, tins, wooden crosses, plastic or wire-mesh fences or any other items of wood, metal, plastic or other material is strictly forbidden and any item so placed in contravention of this regulation will be removed by the Council without notice (subject to 6.6 – 6.8)
- 6.5 In Section A, where individual, free-standing vases have already been placed on lawn graves, these are allowed to remain. However, the Council will not accept any responsibility or liability, for any damage which may arise during the removal of such vases whilst general maintenance of the graves is undertaken.
- 6.6 On the occasions of Mother's Day, Easter, Father's Day and Christmas, floral tributes placed on lawn graves shall be removed by the Burial Authority one month after the commemorative period.
- 6.7 On the occasions of birthdays and anniversaries, the family wishing to leave tributes should notify the Clerk to the Burial Authority of the date such commemorative flowers are placed. This is to ensure that one month passed is adhered to prior to clearing. The Council will not accept responsibility for clearance of these items if notification is not received.
- 6.8 Unless previously removed by the grave owner/family the Burial Authority will arrange for the removal of all wreaths, sprays and floral arrangements placed on lawn graves on the expiry of two months from the date of interment.

- 6.9 The planting of bulbs, seeds, shrubs, trees or any kind of plant whatsoever is not permitted within the Garden of Remembrance.
- 6.10 The following items are *not permitted* anywhere within the cemetery or garden:
- Any item overlapping or outside of the defined memorial area.
  - Any glass items, including vases.
  - Any commemorative memorabilia except for flowers.
  - Fencing, edging or borders of any kind around or within a defined memorial space.
  - Any item deemed to be offensive, dangerous, or unbecoming of a cemetery/garden of remembrance.
- 6.11 Weathered artificial flowers or mementos (e.g., wet, and discoloured soft toys, such as teddy bears) will be removed at the discretion of the cemetery staff without the need for prior notice to the grave owner.
- 6.12 Any items removed by the Burial Authority (except fresh flowers) will be held at the Cemetery for a period of one month for collection.
- 6.13 The Burial Authority reserves the right to periodically request the removal of all items placed from behind or on memorials, or from trees and shrubs, having initially given the owner of the memorial lease an opportunity to do so themselves. The grave owner is required to adhere to this request by the deadline specified in the Notification. Where no response is received from the grave owner by the deadline date, the Burial Authority reserves the right to proceed with the removal of items.
- 6.14 The requirement to give prior notice to the grave owner does not apply where the items may:
- Cause offence to others.
  - Are dangerous.
  - Pose a risk to the health and safety of staff and members of the public.
  - Are unbecoming of a cemetery or garden of remembrance.
  - Encroach on areas where burials or scatterings may have taken place.
  - Exceed the defined memorial area.
  - Where planting may grow to an unacceptable size.
- 6.15 The Clerk to the Burial Authority reserves the right to remove from any grave, flowers, plants or wreaths which in their opinion have become unsightly and to dispose of the same in such manner as they may deem fit.
- 6.16 Any surplus soil removed from a grave is to be removed from the cemetery.

- 6.17 The Council will maintain the cemetery in a clean and presentable condition including undertaking grass cutting, weed spraying as and when required.
- 6.18 Under the deed granted to each plot holder, it is their responsibility to ensure the plot and all memorials placed upon it are kept in a safe & tidy condition.
- 6.19 The Council will at a maximum of 5 yearly intervals or sooner if deemed necessary undertake stability tests on memorials within the cemetery in accordance with existing legislation or recommended best practice. The Council will contact known relatives to give advance notice of such works so that relatives are given the opportunity to be present during such tests. Only persons appointed by the Council can undertake such testing.



## **7. FEES AND CHARGES**

7.1 The fees and charges prescribed for the use of the Cemetery shall be those specified in the scale of fees and charges, as amended from time to time.

7.2 All fees and charges are payable in advance to the Council.

A schedule of the Current Fees and Charges levied is included as an appendix to this document. Current charges are available from the Burial Clerk and will also be displayed at the Cemetery.

## **8. GENERAL**

- 8.1 All persons (not being employees of the Council) engaged at work in the cemetery shall comply with all directions and requirements of the Clerk to the Burial Authority.
- 8.2 Registers of burials shall, by appointment, be available for inspection, during normal working hours, free of charge, at the Council's Office.
- 8.3 The type or types of memorials permitted in the Cemetery shall be determined by the Clerk to the Burial Authority, who reserves the right to refuse any application or inscription which they consider unsuitable. Commemorative plaques will only be permitted as determined by the Clerk to the Burial Authority.
- 8.4 The Council is empowered to alter or amend the foregoing regulations at any time and to introduce further regulations as it considers necessary.
- 8.5 The Clerk to the Burial Authority may impose temporary restrictions on any matters not specifically covered by these Regulations.
- 8.6 All persons entering the Cemetery do so at their own risk and the Council will not accept any liability for injuries or damage sustained, howsoever caused.
- 8.7 The long-standing convention of "no plot reservations" applies in all sections.

## 9. HOW TO CONTACT US:

The Clerk to the Burial Authority, Mrs Wendi Freeman can be contacted by:

In-person (by appointment) at: Tumble Hall  
Heol y Neuadd  
Tumble  
Llanelli  
SA14 6HR

By telephone: 01269 841213

By e-mail: [uppertumblecemetery@outlook.com](mailto:uppertumblecemetery@outlook.com)

### Concerns or Complaints

If you have any concerns or complaints regarding Upper Tumble Public Cemetery, please use this link for the reporting procedure:

<http://www.cclannon.org.uk/wp-content/uploads/2023/06/CONCERNS-COMPLAINTS-POLICY-PROCEDURE-REVIEWED-JUNE-2023-NEXT-REVIEW-DUE-MAY-2024.pdf>

If you would like a hard copy of our Concerns & Complaints procedure, please contact the Clerk to the Council, Mrs Clare Hope:

In-person (by appointment) at: Tumble Hall  
Heol y Neuadd  
Tumble  
Llanelli  
SA14 6HR

By telephone: 01269 841213

By e-mail: [llannonccclerk@outlook.com](mailto:llannonccclerk@outlook.com)

## APPENDIX A

### UPPER TUMBLE PUBLIC CEMETERY

#### FEES: WITH EFFECT FROM 1<sup>st</sup> SEPTEMBER 2023

	£
<b>1. New Grave/Plot for 3 with 50 Year Exclusive Rights Of Burial</b>	
a) Exclusive rights to burial in lawn grave	£928.00
b) Garden of Remembrance	£367.00

**There is a surcharge of 100% for non-residents of the Llannon Community Council Ward.**

#### **2. Administration Fees for all Interments** (to include first, second and third interments)

a) For lawn graves and ashes plots	£269.00
------------------------------------	---------

#### **3. Memorial Permit Fees**

a) New memorial installation	£129.00
b) Additional inscription	£ 61.00

***Please Note:*** We do not charge fees for the burial of persons under the age of 18.

#### **4. Miscellaneous Charges**

a) Family History Search	£ 75.00
b) Exhumation of body – actual costs plus disbursements	
c) Exhumation of Ashes – actual costs plus disbursements	
d) Additional fee for Saturday burials in all cases	£375.00

## **DEFINITION OF LOCAL RESIDENT**

**The deceased will be classed as a local resident and therefore charged at the reduced rate if any of the following categories apply:**

- (1) The Deceased, at the date of death, was a permanent resident within the Llannon Community Council area.
- (2) The Deceased, at the date of death, was residing in a residential care/nursing home which was located outside the Council area but immediately prior to moving to the home he/she was a resident within the Council area.
- (3) The Deceased, at the date of death, was residing with immediate family outside the Council's area but immediately prior to moving to the family home he/she was a resident within the Council area.

Immediate family includes son/daughter/son in law or daughter in law.

### **Please Note:**

The Council reserves the right to seek documentary evidence to confirm residential qualifications. The decision of the Council is final.

## **PAYMENTS**

All payments must be made by bank transfer within seven days of the interment to:

Llannon Community Council

Sort Code: 30-95-14

Account Number: 01762728

Please quote the deceased's name and Plot Number as the reference

**For more information or to apply for an interment please telephone the Clerk to the Burial Authority, Mrs Wendi Freeman on 01269 841213.**

## **APPENDIX B**

### **SPECIFICATION FOR HEADSTONE ERECTION.**

#### 1.1 Llannon Community Council's Responsibility.

The Council will provide concrete strip foundations within the lawn area, where new leases will be issued. This concrete foundation will be to the following specification:

- Width: 450mm (18"); Depth: 150mm ( 6" ); Length 900mm ( 36"); Concrete: 30/20Structural Concrete
- Reinforcement: A 393 mesh.
- Movement Joints: Where the concrete strip is continuous.
- Maximum run of 5 metres before joint must be provided. Joint 10mm gap filled with flexel board or similar and sealed with cold applied sealant.
- At the centre line of each plot a hole will be provided to accept the ground anchor specified below.

#### 1.2 Monumental Mason's Responsibility.

The only approved ground anchor to be used will be the one produced by Nettlebank. The following specification is to apply to each new headstone to be erected.

- Each memorial headstone will be set on the concrete strip foundation.
- A concrete lawn base plinth will be provided next as manufactured by Premier Concrete which has been standardised at the following dimensions: Length 34" width 14" depth 4".
- Nettlebank 600mm long ground anchor inserted with a finished protrusion of 80mm above the lawn base.
- Only headstones predrilled to accept the ground anchor with a 29mm diameter hole in the centre line will be permitted to be erected.
- Permitted headstone sizes are those already standardised for this cemetery and will have been approved in the "headstone Authorisation Form" prior to orders being placed with monumental masons.
- The liability for ensuring that each headstone is fully compliant with the 25Kg pressure test will be that of the owner of the headstone, through his appointed agent the monumental mason.

**No deviation from this specification will be permitted.**

## **APPENDIX C**

### **REGISTRATION SCHEME**

#### **1.1 MOMUMENTAL MASONS**

All monumental masons engaged on works involving the erection of memorials within the cemetery will have to apply for approval for inclusion on a select list of such persons. The criteria for inclusion on the standard application form will involve supplying detailed information as follows:

- Proof of Public Liability Insurance to a minimum value of £10 million.
- Evidence of proficiency via membership of approved body such as National Association of Memorial Masons or similar.
- Evidence of training undertaken including time served apprenticeship served or references from acceptable organisations / authorities of quality of workmanship and competence.
- Health & Safety Policy
- Safe Systems of Work / Method statements – Risk assessments undertaken.
- Relevant experience using ground anchors.

This is necessary, to ensure that works undertaken within the cemetery are to a high standard, will meet Health & Safety Regulatory Standards, and will meet the requirements of the stability testing regime in place.

#### **1.2 FUNERAL DIRECTORS / UNDERTAKERS**

All undertakers who organise burials at the cemetery will have to apply for inclusion on to an approved list.

The criteria for inclusion on the standard application form will involve supplying detailed information as follows:

- Proof of Public Liability Insurance to a minimum value of £10 million.
- Evidence of proficiency via membership of approved body such as National Association.
- Health & Safety Policy
- Safe Systems of Work / Method statements – Risk assessments undertaken.
- Evidence of training undertaken and references from acceptable organisations / authorities of quality of workmanship and competence
- Schedule of Plant & equipment used – including operator training.

This is necessary because the opening and closing of graves poses a major risk. This is the only aspect of the undertaker's work that the Authority wishes to control and regulate. We have undertaken our own risk assessments together with a preferred approved method of working. All applications will be measured against this standard.

Both the above proposals are not restrictive practices but as Upper Tumble Public Cemetery is unmanned, we must be satisfied regarding the competence and compliance with statutory legislation of all contractors working within the cemetery grounds.

## **APPENDIX D**

### **ADVICE ON INSURANCE**

The Council as operators of this cemetery are not responsible for the headstones and traditional graves stones erected within the cemetery. These are the responsibility of individual grave lease holders.

It is possible for leaseholders to take out insurance to cover their individual headstones. Whilst the Council, does not offer insurance cover nor endorse any company, you are advised to contact your Funeral Director or Monumental Mason who may be able to arrange specialist cover in this respect.