



BODMIN TOWN COUNCIL

POLICY: Cemeteries

1. Introduction

The purpose of this Policy is to set Bodmin Town Council's rules which apply to the provision of the cemetery services and to provide a guide to members of the public who require the said services. All graves and vaults will be sold in line with this Policy (which may be amended from time to time by the Bodmin Town Council), together with any statutory legislation relating to 1) the provision of the services and 2) the management, regulation and control of Bodmin Town Council owned and/or managed cemeteries, and issued by central government, and any other competent authority under which the Bodmin Town Council is bound to comply. This Policy applies to all cemeteries owned or managed by Bodmin Town Council. Should anyone have any queries in connection with this Policy, in the first instance they should contact the Estates Office at Shire Hall. Any complaints will be dealt with in accordance with BTC's Complaints Policy.

2. Definitions

BTC is Bodmin Town Council

3. Legislation

3.1 This policy ensures that BTC executes its responsibilities regarding cemetery management as set out in the [Local Authorities' Cemeteries Order 1977](#).

4. General

4.1 This Policy applies to BTC staff and any visitor to any of the BTC cemeteries.

4.2 Access to BTC's cemeteries is not restricted to set times. This may be reviewed at any time.

4.3 The sale of goods or services within any of the cemeteries is prohibited, except with the prior written permission of the BTC Estates Manager.

4.4 Animals are permitted in any cemetery. They must be kept under control and any mess is to be cleared up and taken away by the owner.

4.5 The speed limit at any BTC cemetery is a maximum of 10 miles per hour.

4.6 Vehicles must not leave any roadway within the cemeteries except with the permission of the BTC Estates Manager.



- 4.7 Whilst at a BTC cemetery all funeral corteges shall be under supervision of the BTC staff member or their contractors. All hearses and accompanying vehicles must be driven to the appropriate plot on the site. The staff on site will be responsible for the burial. The funeral director or other appointed person will work in co-operation with the staff on site to ensure the funeral is completed in a dignified and respectful manner.
- 4.8 BTC reserves the right to exclude from any cemetery any persons not being mourners or persons directly connected with a funeral at the cemetery. Such a right may be exercised by the Estates Manager on behalf of the Council. It may, on occasion, be necessary to close a cemetery to visitors due to an extremely large funeral or on the request of the police or other authority.
- 4.9 When notice of burial or cremation is given and it is anticipated that many people will attend the cemetery, then the applicant or their representative shall notify the Estates Office accordingly. If notification of a large attendance is received, measures may be put in place by staff to ensure the service is not compromised or disrupted in any way.
- 4.10 If any damage is caused to cemetery land, walls or premises by any cause whatsoever, the person or persons committing such damage will be held responsible by BTC. BTC will always seek to recover full costs for damage caused by visitors to protect BTC's budgets for the upkeep, maintenance and improvement of the service.
- 4.11 No photography or filming shall be allowed within the cemetery except with the consent of the Estates Manager. Families or a representative of a family however may photograph an individual Memorial.
- 4.12 Employees of BTC shall not be allowed to execute any private work whatsoever within any BTC cemeteries. Staff are not allowed to accept any form of payment or gratuity from members of the public. If a member of the public requires any works within the cemeteries, please contact the Cemeteries Administrator in the Estates Office.
- 4.13 Dead flowers spent wreaths or other articles of waste or litter must be placed in the appropriate receptacles provided throughout the cemeteries. Any floral items found 'past their best' within any areas of the cemeteries may be removed without notice by BTC staff.
- 4.14 All staff and visitors to the cemeteries must take all reasonable care to protect their own safety.
- 4.15 Visitors must conduct themselves in a quiet and orderly manner and must keep to the roads and pathways, except when visiting graves.
- 4.16 All persons admitted to any of the cemeteries will be subject to this Policy. Any person infringing the requirements of this Policy may be removed from the cemetery by a BTC member of staff or their contractors.
- 4.17 The Council reserves the right to make any alterations to this Policy as and when required. As the service changes and improves it may be necessary to



amend the policy at short notice. When this happens the Administration Team will take all reasonable steps to inform those affected by any changes.

5 Burials

5.1 Bookings

5.1.1 All initial bookings for a burial (including the burial of cremated remains) in any BTC cemetery must first be made to the cemetery's administrator either by telephone or in person and confirmed in writing as soon as possible thereafter using the Council's specified form referred to in 5.1.2 below.

5.1.2 For all burials, a notice of an interment (appendix 1) using the Council's specified form must be delivered to the Administration Office during normal working hours. This form must be fully completed and signed by the person applying for the interment.

5.1.3 All fees and charges in respect of an interment will be invoiced at the time of registration. The invoice will be raised to the person submitting the application.

See Cemetery Fees Appendix 2

5.2 Grave Selection & Purchase of Exclusive Rights of Burial

5.2.1 BTC may grant an Exclusive Right of Burial upon such terms and conditions as it considers appropriate to any individual. Enquiries relating to such rights can be made to the cemetery administrator.

5.2.2 Exclusive Right of Burial

5.2.2.1 An Exclusive Right of Burial allows the purchaser the right to a burial in an agreed grave space. A grave which is subject to an Exclusive Right of Burial may not be opened and no one may be buried there without the owner's permission (other than where the provisions of section 5.3.2 and 5.3.3 apply).

5.2.2.2 An Exclusive Right of Burial may be granted for a period of no more than 50 years beginning with the date upon which the grant is made and upon such terms and conditions as the BTC deems appropriate. BTC may extend the period of such a grant for up to 100 years from the date upon which the extension is granted. The fee for an Exclusive Right of Burial is set out in the Cemetery Fees (appendix 2 and 3).

5.2.2.3 An Exclusive Right of Burial does not constitute any ownership of land. It is purely the right to have a burial in a selected grave. Members of the public must be aware that the grave is sold on a lease basis and that the only rights with that lease are the rights to a burial in the grave and to place a subsequent memorial.



5.2.2.4 On the purchase of the Exclusive Right of Burial a Deed of Grant shall be issued to the person by whom or on whose behalf the exclusive Right of Burial is purchased.

5.2.2.5 The purchase of the Exclusive Right of Burial in any grave includes the right to apply to erect a Memorial on that grave space subject to the regulations concerning memorials set out in section 6.

5.2.2.6 The holder of the Exclusive Right of Burial may surrender their right at any time in respect of the grave or grave space where the said right has not been exercised (i.e where no burial has taken place and/or no memorial has been placed on the grave). In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial.

5.3 Transfer of Exclusive Right of Burial

5.3.1. In cases where the owner of the Exclusive Right of Burial (“the grant holder”) is still alive the transfer may be done by completion of a Deed of Assignment (appendix 4). A Deed of Assignment is available from the Cemetery Administrator or admin team. This form should be completed and signed by the grant holder and the person taking ownership of the said right and submitted to the Estates Office together with the original Deed of Grant. A new Deed of Grant will be then issued to the new holder of the said right. A fee, as set out in the Table of Fees, in connection with this service is payable to BTC. This is the recognised legal way of transfer of grave rights where the grant holder is alive.

5.3.2. Where the grant holder is deceased, and provided that the Exclusive Right of Burial has not been specifically left to another person, then upon production of a will or letters of administration the Exclusive Right of Burial may be legally transferred to the person in possession of the Letters of Administration or the beneficiary of the residue of the estate under the terms of the grant holder’s will. The grave rights form part of the estate of the deceased and can thereby be transferred to the appropriate person upon proof being submitted to the Estates Office.

5.3.3. In cases where the grant holder is deceased and there is no will or Letters of Administration available then the Exclusive Right of Burial may not be transferred to another person however a further burial in the grave space may be permissible (if there is available depth) subject to the applicant for the burial completing a Statutory Declaration (Appendix 4A) and ensuring that any other person equally entitled counter signs the Statutory Declaration. A statutory declaration must be witnessed by a Solicitor or a Commissioner for Oaths. This is a legally recognised way of dealing with this issue.

5.4 Plan of Cemetery



5.4.1 In accordance with current legislation BTC keeps and maintains plans showing all used grave spaces and those graves or grave spaces to which special rights appertain (i.e an Exclusive Right of Burial). Such plans are kept at the Estates Office and are available for inspection, free of charge during normal working hours.

5.5 Register of Burials

5.5.1 All burials carried out in the BTC cemeteries are recorded in a Register of Burial. The Registers of Burials are kept in the Administration Office and are available for inspection by appointment during normal working hours at the Estates Office by any person free of charge.

5.5.2 If requested, searches of the Register of Burials can be made by a member of BTC Administration team and a certified copy of an entry or entries relating to any grave space or interment in the Register of Burials will be provided. A fee is payable for this service in accordance with the Cemetery Fees (appendix 2).

5.6 Unpurchased Graves

5.6.1 The charge for an interment in a grave where the Exclusive Right of Burial has not been purchased does not include any right or privilege relating to the grave space. This is what is termed a public grave and no memorialisation is permitted unless the right of burial is purchased. Any person may apply to undertake a burial in an unpurchased grave and would only have to pay the interment fee as set out in the Table of Fees. However, it should be noted that other unrelated burials may take place in the same grave and no headstone or other memorial will be permitted on the grave.

5.7 Burial Procedure

5.7.1 Before a grave space which is subject to an Exclusive Right of Burial can be opened, the written consent of the owner of the Exclusive Right of Burial, or his or her legal representative, must be submitted to the Estates Office together with the original Deed of Grant. If the original Deed of Grant has been mislaid /lost, a sworn Statutory Declaration relating to the loss of the original Deed of Grant will be required. Sometimes the original Deed of Grant is filed at the BTC Estates Office and may be located by BTC staff.

5.7.2 In cases where the person intended to be interred was the owner of the Exclusive Right of Burial immediately before their death, BTC, if requested by the person giving notice of the interment, has the power to order that the grave space be re-opened for the interment of the deceased owner without obtaining the consent of their executor or other representative.



5.7.3 All bodies brought to the cemeteries for burial shall be contained in a suitable coffin or shroud to a pattern agreed with BTC. All cremated remains must also be held in a sealed container. The coffin or suitable container must be clearly marked for identification purposes and include the full name and age of the deceased.

5.7.4 Interments shall be permitted as follows:

February to October 9.30am to 3.30pm Monday to Thursday at hourly intervals 9.30am and 2.30pm on Fridays at hourly intervals

November to January 9.30am to 2.30pm Monday to Thursday at hourly intervals 9.30am and 2.30pm on Fridays at hourly intervals

Excluding bank and public holidays and Council statutory days

5.7.5. When interments are permitted outside any of the above days and times, they will be subject to an additional fee as set out in the Cemetery Fees. Subject to the approval of the Estates Manager additional services times may be introduced in exceptional circumstances.

5.7.6 Prior to the burial being undertaken, the Registrar's Certificate for Disposal or Coroner's Order for Burial must be handed to the BTC Estates Office, unless the person who has arranged for the burial to take place is able to provide a signed written declaration in the prescribed form confirming that the Registrar's Certificate for Disposal or the Coroner's Order for Burial has been issued and the reason as to why the said document cannot be delivered to BTC Administration Office. This declaration or the relevant certificate must be handed in prior to the burial taking place.

5.7.7 No burial will be allowed to proceed unless accompanied by a BTC member of staff or their contractor. A check of the name plate will be made against the statutory paperwork prior to any interment being permitted.

5.7.8 The person arranging the funeral, or their representative shall ensure that they have sufficient people to transfer the coffin from the vehicle to the grave side and lower the coffin into the grave. In all cases this should be a minimum of 4 people for a burial of an adult.

5.8 Grave Preparation and Backfilling

5.8.1 All excavation works and backfilling of graves will only be undertaken by the BTC's staff, or appointed contractors, who are trained to a recognised and accredited standard. BTC employs competent and qualified staff for the excavation of graves. As a Health and Safety issue it is not possible to allow any other person to excavate any grave space within the cemeteries.



5.8.2 Graves shall be excavated to a maximum depth of:

6'6" for 2 interments

4'6" for 1 interment.

5.8.3 The positions of the head and the feet of a grave space in all the cemeteries shall be as designated by BTC

5.8.4 A grave shall be of sufficient width and length to admit a coffin to the size specified on the notice of interment.

5.8.5 A grave shall be suitably matted and dressed prior to a burial taking place unless otherwise requested by the applicant or representative acting on their behalf.

5.9 Brick Graves, Chambers & Vaults

5.9.1 In relation to a brick grave, chamber or vault the grave shall be prepared by staff of BTC, or their appointed contractors.

5.9.2 The bricking of any vault, chamber or grave will be arranged by the family or their representative. The cost of providing a vault, chamber or brick grave will be born by the person requesting the works or his or her representative.

5.9.3 In cases where it is necessary to provide a brick chamber due to a previous shallow excavation the cost of providing the brick chamber will be born by BTC.

5.10 Burial of Stillborn Children and Foetal Remains

5.10.1 No interment of a stillborn child shall be permitted unless the Registrar's Certificate for Disposal or the Coroner's Order for Burial is deposited with the Estates Office before burial.

5.10.2 The body of any stillborn child brought to the cemetery for burial must be enclosed in a suitable receptacle.

5.10.3 Burial of stillborn and foetal remains is permitted in any privately owned grave space, in the dedicated Baby and Still Born burial sections an exclusive right will be issued but there is no fee payable. This will still allow a memorial to be erected.

5.11 Infectious Diseases

5.11.1 It is a requirement of Health and Safety legislation that the body of a person who has died of a dangerous infectious disease shall not be allowed within any BTC cemetery unless a certificate from the Area Health Officer for the District in which the death occurred is given to the Estates Office. The certificate should set out details such as confirmation that the coffin containing the body has been thoroughly sprayed



with disinfectant after having been screwed down and that adequate precautions have been taken to his satisfaction against the spread of the disease.

5.11.2 For the purpose of this policy the term “dangerous infectious disease” includes plague, cholera, smallpox, typhus fever, enteric fever (including typhoid and paratyphoid fevers), scarlet fever and diphtheria, and such other infectious diseases as the Area Health Officer may determine from time to time to require such precautions.

5.12 Grave Aftercare

5.12.1 BTC has a duty to keep its cemeteries in good order and repair and will manage the aftercare and maintenance of the cemeteries in line with Article 4 of the Local Authorities’ Cemeteries Order 1977. This includes levelling, turfing, or seeding areas within the cemeteries as required.

5.13 Grave Types

5.13.1 BTC offers a range of grave types available for full burials. These are:

- a) Lawn Grave at New Cemetery (Beacon View when operational)
- b) Woodland Grave (at Beacon View only)
- c) Cremated Remains Grave

5.13.2 Lawn Graves

5.13.2.1 New lawn graves in Beacon View will be set out back-to-back to allow for easier maintenance and access. Memorials should be set on a concrete foundation with a ground anchor.

5.13.2.2 Other than a headstone placed on the foundation at the head of the grave, no memorialisation is permitted on a Lawn Grave (and for the avoidance of doubt this includes kerbs, fences, edgings, chippings, plantings, or borders of any description). (see section 7 Memorials)

5.13.3 Woodland Graves

5.13.3.1 Woodland Graves will available at Beacon View Cemetery. There will be an area (known as the “Woodland Burial Section”) which is designed to be a “return to nature” area and will be managed in such a way as to encourage wildlife to inhabit the area and natural fauna and habitat to flourish.

5.13.3.2 Each grave space will be for a single individual only.

5.13.3.3 No stone or manmade Memorials will be permitted within the Woodland Burial Section.



5.13.3.4 Wooden Memorials are the only Memorial permitted in the Woodland Burial Section of the cemetery and the specification is available at appendix 7.

5.13.3.5 Maintenance of the Woodland Burial Section is carried out by BTC to ensure the area is in keeping with a naturalised woodland area. Mowing will be undertaken at a maximum 2 cuts per year, and natural plants and flowers will be encouraged. Clearance works in the area will be undertaken when required and as identified by BTC staff.

5.13.4 Cremated Remains Graves

5.13.4.1 Graves for the provision of cremated remains are provided at the Garden of Remembrance.

5.13.4.2 Cremated remains may also be interred in any other full size grave where an Exclusive Rights of Burial has been granted provided that the owner of the Exclusive Right of Burial has given the necessary permission to inter in that grave, or if desired, in an unpurchased grave space.

5.13.4.3 Cremated remains must be held in a container suitable for burial. The container must have the full name of the deceased clearly visible.

5.13.4.4 No burial of cremated remains will be permitted unless a copy of the Certificate of Cremation from the crematorium where the cremation took place, is delivered to the Estates Office, together with the necessary completed notice of interment and the prescribed fee.

5.14 Application of this policy to certain graves in existence prior to the coming into force of the Policy Document.

5.14.1 There are some graves within the BTC cemeteries which pre-date this policy and which may not comply with the requirements. BTC reserves the right to waive some or all of the requirements of this policy for pre-existing graves on the condition that such graves are well kept and maintained by the owners of the graves and/or their families/heirs.

5.14.2.1 Pre-existing graves that is in a designated lawn section will be regularly inspected by staff of BTC;

5.14.2.2 Should any grave situated within a designated lawn section become untidy or neglected in the view of BTC staff, the registered grave owner will be notified that the grave has become untidy or neglected and/or contains any unauthorised memorials such as fences, kerbs or edgings on or around the lawn grave which fall into a state of disrepair the area, and if following 30 days of such notification the grave has not been properly maintained/repared or made tidy or within the said 30 day timescale the grave owner, family or next of kin have not notified BTC that they



will maintain/repair and/or make tidy the grave within the next 5 days, then the necessary works will be carried out by BTC.

5.14.2.3 Once any items are removed and any works carried out on the grave the future management/maintenance of the grave space will have to meet the requirements of this policy.

5.14.2.4 This policy also applies to cremated remains graves where any unauthorised memorialisation becomes neglected.

6 Memorials

6.1 Application for permit to place Memorial upon a grave

6.1.1 Memorials can only be installed in a BTC cemetery if a permit has been granted by BTC Town Clerk.

6.1.2 An application for a permit to carry out Memorial works may be made by any of the following in respect of a grave which is subject to an Exclusive Right of Burial:

6.1.2 (i) the owner of the Exclusive Right of Burial;

or 6.1.2 (ii) any person who can satisfy BTC that they are a relative of the person buried in the grave, or legal representative and that it is impractical for them or such relative to trace the owner of the said right. This ensures the correct person is applying for the memorial works.

6.1.3 To ensure a proposed Memorial meets industry standard regulations a memorial application form (appendix 5) must be completed in full and include a detailed plan of the proposed Memorial including the dimensions and details of the proposed fixing method. An application will only be processed upon receipt of the correct fee where applicable.

6.1.4 All checks will be made by BTC staff to ensure the Memorial is installed on the correct grave, and the proper person is instructing the work. Hence, the application for the permit application must clearly state the section of the BTC cemetery in which the grave is situated, together with the grave number. Appendix 6 to the Policy Document sets out the Memorials permitted within the different sections of BTC cemeteries.

6.1.5 All applications to carry out memorial work to be submitted to BTC Estates Office for authorisation. Once checked, and, if agreed by BTC Town Clerk, will authorise the works to be carried out. The form must be kept in the possession of the person authorised to carry out the works, usually the appointed memorial



stonemasons, whilst they are carrying out the authorised works within the BTC cemetery. BTC staff may check, periodically, to ensure work is progressing as authorised. A site check of the authorised works will then be carried out by BTC staff as soon as reasonably practicable.

6.2 Fixing of Memorials

6.2.1 No works are permitted to be carried out on any grave space except by:

- a Monumental Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (“BRAMM”) or an equivalent scheme or;
- An approved contractor by the council
- by staff of BTC (and such works may include any works associated with memorial safety inspections and the subsequent temporary making safe of any Memorial)

Basic cleaning/washing down and non-specialist cleaning of a Memorial may be undertaken by any person.

6.2.2 All Memorials (including Memorials being re-fixed after a burial has taken place and those found to be unsafe after Memorial testing has taken place) are to be fixed in line with the National Association of Memorial Masons (“NAMM”) approved standard and code of safe working practice. This states the minimum requirements for the fixing of Memorials. On occasion it may be appropriate to include additional foundations or bearer slabs and these cannot exceed 4’ in width x 18” deep. All costs for this work must be met by the person to whom authorisation was granted to place the Memorial was given on their heir. Memorials must be fixed to the recognised approved standard BS8415.

6.2.3 The upkeep and maintenance of any Memorial within any BTC Cemetery remains the responsibility of the person to whom authorisation was granted to place the Memorial was given or their heir. All Memorials remain in the ownership and are the responsibility of the grave owner or their family.

6.3 Operational Times for Memorial Works

6.3.1 The erection of, cutting of inscriptions on, or professional cleaning of, Memorials shall be carried out between the hours of 9.00am and 4.00pm Monday to Thursday and Friday (9.00am and 3:00pm).

6.4 Stability Guarantee Period



6.4.1 From the date of installation, all Memorials installed in any of the BTC cemeteries must be subject to a 'Guarantee of Conformity' granted by the mason who installed the Memorial. This guarantee is given to confirm that the Memorial has been fixed to the standard set by NAMM at the date of fixing and should last for a minimum of *30 years*. If at any point during the life of the Memorial it becomes loose or unstable and this cannot be attributed to ground conditions or disturbance, the mason should, under the terms of the guarantee, refix the Memorial to the original standard at no cost to the grave owner or the Council. This is a standard guarantee that must be given to any person arranging a Memorial in any site.

6.5 Memorial Safety Testing

6.5.1 All Memorials erected within any of the BTC cemeteries will be tested periodically by suitable contractors, as recommended by the Health and Safety Executive. Any Memorials failing a safety test will be temporarily made safe by BTC staff or their appointed contractors. This may include being laid flat, cordoned off, or simple signage warning of the danger. The grave owner (exclusive right holder) or their representatives are responsible for authorising suitable repairs to be undertaken by an approved Memorial mason.

Should it be necessary for any Memorial to be removed, due to it being a danger or where no person has come forward to arrange repairs after a reasonable time, BTC may remove it or repair it in accordance with the provisions of Section 3 (1) of the Local Authorities' Cemeteries Order 1977. Such provisions include the requirement for BTC to display a notice in conspicuous positions at the entrances to the cemetery, publish the notice in two successive weeks in a local newspaper and consider any objections made to the proposals. BTC has a legal obligation to ensure all of its' cemeteries are safe to both visit and work in.

BTC will publish on its website, social media platforms and local paper when memorial inspections are due to take place a minimum of two weeks in advance of any inspection being carried out. This will inform the public and allow them to ask questions about the process.



7. Memorial regulations

7.1. Bodmin Town Council acknowledges the importance of a memorial as a means of commemorating the life of a loved one, acting as a focus for grief initially, also a place for reflection and remembrance, and in years to come as an historical record.

Bodmin Town Council as the Burial Authority has in pursuance of the General Powers of Management contained in Article 3 (1) of the Local Authorities' Cemeteries Order 1977 made the following Rules and Regulations to be observed in the cemeteries under their management.

For the purposes of these regulations, 'The Council' means Bodmin Town Council and 'Memorial' means any headstone, monument, cross, flat stone, kerbing or any other erection placed for the purpose of a memorial over any grave.

7.2. General Information

7.2.1 Memorials Permitted:

7.3 Old Cemetery (Cross Lane)

7.3.1 Headstone not exceeding 5 ft (1.52m) in height

Footstone not exceeding 2 ft (0.61m) in height

Kerbstones or border enclosing a space not exceeding 7 ft (2.13m) by 3 ft (0.91m)

A flat or vase tablet not exceeding 2 ft (0.61m) by 2 ft (0.61m)

7.4 New Cemetery (Berry Lane)

7.4.1 Lawn Style memorials only (may include vase).

No memorial may exceed 4 ft (1.22m) in height and 2 ft 6" (0.79m) in width.

Kerbs, borders, and footstones not permitted in this section. Free standing vases and articles are not permitted and may be removed.

7.5 Garden of Remembrance (adjacent to Berry Tower)

7.5.1 Flat tablet of suitable stone 18" (0.46m) x 15" (0.38m) for a single grave space or 18" x 30" for a double grave space (side by side) with or without a flower container, to be laid portrait fashion.

No other style or size will be permitted. Free standing vases and articles are not permitted and may be removed.

7.5.2 Memorials may only be placed on a grave space for which the Exclusive Right of Burial has been purchased.

7.5.3 Wooden crosses are permitted as temporary grave markers in the New Cemetery, prior to the installation of a permanent memorial



7.5.4 Only one headstone/memorial per grave space is allowed unless written permission has been obtained from the Council.

7.5.5 New footstones, kerbstones or other forms of surround are not allowed in the New Cemetery.

7.5.6 An application for all proposed memorials and inscriptions must be submitted to Bodmin Town Council for approval and all appropriate fees paid prior to any works being undertaken on site.

7.5.7 All permanent memorials are to be constructed and installed by a competent stonemason in accordance with the current National Association of Memorial Mason's Code of Practice (copy available on request), and to the satisfaction of the Supervising Officer.

7.5.8 No work is to take place in the cemetery before 8.30 a.m. and after 5.00 p.m. or sunset (whichever is sooner). No work will take place on Saturdays, Sundays or any Bank or Public Holidays, except by agreement with the Council. Monumental Masons will be required to suspend work for the duration of a funeral.

7.5.9 Any damage done in connection with the erection of a memorial must be made good by the person erecting the memorial and the site left in a safe and tidy condition.

7.5.10 The Council will make regular checks of memorials. Any memorial found to be unstable will be laid flat. The Council reserves the right to lay flat unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs

7.5.11 Shrubs, plants, bulbs, and trees may not be planted without permission of the Council. The Council reserves the right to prune or remove, without notice, any tree or plant which becomes a hazard or a nuisance or interferes with the routine grass cutting and grounds maintenance of the site.

7.5.12 Wind chimes, wind mills, solar lights, soft toys, ornamental stone chippings, picket fences etc are not permitted and the Council reserves the right to remove, without notice, any of these items in order that the routine grass cutting and grounds maintenance work can be carried out and should such tributes restrict access to and encroach onto neighbouring graves or interferes with the routine grass cutting and grounds maintenance of the site'.

7.6 Erection of a Headstone

7.6.1 An application form for all proposed memorials and inscriptions must be submitted to Bodmin Town Council for approval and all appropriate fees paid, prior to



any works being undertaken on site. This form will usually be submitted by a British Register of Accredited Memorial Mason. (BRAMM)

7.6.2 The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or successor(s) in title. The Council recommends that grave owners obtain a guarantee from the Memorial Mason, and provide a copy to the Council, for all work they carry out and arrange for the Memorial Mason to check the memorial for defects every 5 years.

7.6.3 The Council carries out regular inspections of memorials and reserves the right under Health and Safety legislation to 'make safe' any defective memorials found.

7.6.4 All memorials must be installed with stainless steel ground anchors or a concrete flag set below ground level, which complies with the current National Association of Memorial Masons (NAMM) Code of Practice, except by agreement with the Council.

7.6.5 No headstone may be more than 4 ft (1.22m) in height and 2 ft 6" (0.79m) in width. Grave edge kerbs are not allowed in the New Cemetery.

7.6.6 If an additional inscription involves the supply and fixing of a new plinth or further section of stone then a sketch of the proposed stonework showing details is to be supplied and approved by the Council.

7.6.7 Additional 'free-standing' / unattached plinths or non-fixed stonework etc will not be permitted.

7.7 Vandalism

7.7.1 The Council does not accept any liability in the event of the memorial being vandalised.

7.7.2 The Council reserves the right to use an appropriate method to make a memorial safe, at its discretion if the owner or successor cannot be found or refuses to arrange repairs. The memorial will be removed and stored for 6 months.

7.8 Unauthorised Memorials

7.8.1 Should any unauthorised items be placed on or around any grave or any Memorial put in place contravene this policy the grave will be photographed, the unauthorised items shall be removed and placed into storage by BTC staff for a period of up to 1 month, after which they may be destroyed. No notice will be given to the owner of the Exclusive Right of Burial.



Pursuant to the Local Authorities' Cemeteries Order 1977 no tombstone or other memorial may be placed in a cemetery without the permission of the officer appointed for that purpose by the burial authority. If permission has not been granted the burial authority is permitted to remove the memorialisation from the site. It is essential that the burial sections are maintained to the agreed standard for the benefit of all our visitors. It is unfair for one or two families to furnish their graves with articles in contravention of this policy which can cause distress to others when alternative options are available. It is not always possible to notify the grave owner of the need to remove unauthorised memorialisation, particularly if the grave owner has moved and not informed the Administration Office. It is for this reason; we hold any items that are removed and destroy them after 1 month without necessarily giving notice.

7.8.2 BTC, in its capacity as a burial authority, is legally entitled to recover the cost it may incur in removing any unauthorised tombstone or other Memorial from the person to whose order the tombstone or Memorial was placed or within two years from the placing of the tombstone or memorial, from the personal representative of such a person.

8. Gardens of Remembrance

The Gardens of Remembrance at BTC's Old Cemetery and Beacon View provide a peaceful and tranquil setting for the interment of cremated remains and a place to leave floral tributes within a designated area.

8.1 No mementoes, wind chimes or other items are permitted to be left in or on any of the trees or shrubs within the Gardens of Remembrance,

9. Floral Tributes, Waste and Recycling

9.1 Throughout all of the cemeteries operated by BTC it is common for there to be a regular amount of floral tributes left within the memorial gardens and on graves. BTC are not responsible for the type or condition of any floral tributes left by visitors.

9.2 Floral tributes will be removed from graves where a burial has taken place between 14 and 21 days after the burial date. Should any families wish to remove and keep the floral tributes themselves they are advised to do this within 14 days of the burial date.

9.2 Articles such as windchimes, cards, pictures, flags etc are not permitted to be placed on any tree, bench, or other similar feature within any of BTC cemeteries.

10. Exhumations



10.1 No body shall be removed from a cemetery for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction, or a Chief Constable. No body or cremated remains shall be exhumed without the consent of the Secretary of State, Department of Justice and/or the Faculty of the Bishop of the Diocese of Truro. Where any authorised removal of remains is to take place, BTC contractor shall carry it out.