Broxtowe Borough COUNCIL

# CEMETERY RULES AND REGULATIONS

September 2026

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# 1 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 about 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 cemeteries are for human remains only, no pets or animal cremated remains are permitted to be interred in any of our cemeteries.

The following cemeteries are covered by these regulations:

- Beeston Cemetery, Wollaton Road, Beeston, Nottingham, NG9 2TD
- Chilwell Cemetery, Field Lane, Chilwell, Nottingham, NG9 5FF
- Stapleford Cemetery, Cemetery Road, Stapleford, Nottingham, NG9 8AP
- Eastwood Cemetery, Church Street, Eastwood, Nottingham, NG16 3HR
- Kimberley Cemetery, Broomhill Road, Kimberley, Nottingham, NG6 9GY

These regulations also applies, to the Council's 11 closed cemeteries.

Broxtowe Borough Council reserves the right to make alterations in or additions to these Rules and Regulations and the fees and charges specified herein.

Interpretation of terms throughout these Rules and Regulations:

- “The Council” means Broxtowe Borough Council.

- “Cemeteries” means the services provided and maintained by Broxtowe Borough Council.

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

- “Public Grave” means any earthen grave, where the Council has not granted the Exclusive Right of Burial.

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

## 2 Contact Details

Office opening hours are: Monday to Friday 9am - 4pm

Enquiries in relation to any cemetery matter should be made to:
Bereavement Services
Bramcote Crematorium
Coventry Lane
Bramcote
Nottingham
NG9 3GJ

Telephone Number: 0115 9173630
Fax Number: 0115 9430067
Website: https://www.bramcotebereavement.org/cemeteries/
Email address: cemeteries@broxtowe.gov.uk

## 3 Cemetery opening hours

Beeston, Chilwell, Stapleford and Eastwood cemeteries are open for visitors 24 hours a day.

Kimberley cemetery is open as follows:

| Month | Times |
|---|---|
| Jan, Feb, Nov, Dec | 9am - 4pm |
| Mar, Oct | 9am - 6pm |
| Apr, Sept | 9am - 7pm |
| May, Jun, Jul, Aug | 9am - 8pm |
| Sun & Bank Holidays | 10am - 4pm |

Table 1: Kimberley cemetery opening times

## 4 Hours of interment

Interments can take place during the following hours:

1 April – 30 September:

- 9am - 2pm on a normal working day.
- Later times can be arranged subject to additional fees (see fees and charges)

1 October – 31 March

- 9am - 1pm on a normal working day.

Scatterings can take place between 9am - 3pm
Interments are not permitted on Saturdays, Sundays, Christmas Day, Good Friday or

other public holidays.

## 5 Notice for interment

All interment requests must be made on the Notice of Interment form supplied by the Council. The details provided on the form must be clear and complete. The Notice of Interment must be delivered to the office by 10.00am the working day before the burial is due to take place.

Exact Coffin Sizes (with no additional 'clearance' added) should be provided, where possible, no later than three working days before the burial, or sooner, if the digging schedules require the grave to be prepared earlier.

All graves are dug casket shape, and it is normal working practise for the Council to add 6 inches to any size supplied.

All coffins are measured in the grave. Any found to exceed the size given, which is deemed to have caused excessive or unnecessary excavation will result in the 'Excessive Digging' charge (applicable at the time) being made.

Only the current grave owner can authorise the re-opening of the grave space. Therefore, if the original grave owner is deceased, arrangements must be made to officially transfer the ownership prior to the requested opening of the grave, unless the interment is the named grave owner where the Council will assume the owner will want to be interred in the grave they own.

Any additional expense incurred by the Council because of incorrect information having been supplied, will be charged to the person making the application.

Separate arrangements apply where a burial takes place direct to a pre-excavated vault to satisfy religious or cultural requirements for a burial within 24 hours of death.

Grave depth and occupancy

Graves may be excavated to accommodate up to four interments, subject to ground conditions and operational requirements. Where appropriate, graves will normally be excavated to double depth at the time of first burial to facilitate future interments and minimise disturbance at a later date. The depth of excavation will depend on the number of interments to be accommodated and is set out in Table 2.

| Interment Capacity | Depth |
|---|---|
| 1 Interment | 4ft 6in |
| 2 Interments | 6ft |
| 3 Interments | 8ft |
| 4 Interments | 10ft |

Table 2: Interment Capacity Depth

Ashes Interments

A maximum of six ashes interments will be permitted within a grave space. Ashes must be interred in a biodegradable container.

Ashes interments may take place between coffin burials, provided sufficient depth remains and the grave has not reached its permitted capacity.

For example, in a grave intended for two coffin interments, where one coffin interment has already taken place, an ashes interment may subsequently be carried out. A second coffin interment may then take place above the ashes interment, subject to the available depth within the grave. Following completion of the coffin interments, up to five further ashes interments may be accommodated above, subject to the overall maximum of six ashes interments being permitted within the grave space.

The final arrangement of interments will be determined by grave depth, available capacity and operational requirements at the time of burial.

## 6 Disposal certificates

No funeral can take place without a Registrar's 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 for the same day interment or by 10am the previous day. Failure to provide the necessary documentation will result in the delay of the burial until the certificate can be produced.

## 7 Coffins

All coffins/caskets including cremated remains must be fitted with lowering handles. Coffins will be accepted made of steel, cardboard and wicker. However, dependent on soil conditions, these coffins may be restricted to a depth of 4'6" or will be covered with a shallow grave cover prior to backfilling.

## 8 Ministers, clergy and celebrants

A burial can take place with or without a religious or secular 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.

## 9 Cemetery chapels

There is a chapel available for use at Beeston Cemetery which will seat 70 people.

The time allowed for a service in the cemetery chapel is thirty minutes.

There is a chapel at Kimberley Cemetery which is available for use. To hire this facility

contact Kimberley Town Council, 35 Newdigate Street, Kimberley, Nottingham. Tel 0115 9382733.

Both chapels are locked when not in use but, with prior arrangement, can be opened for visitors or inspection on request.

## 10 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 (see fees and charges).

All funeral corteges are under the control and direction of the Council's representative. The Council's representative will check the coffin plaque details against the appropriate certificate produced for disposal to ensure correctness.

Where car parks are available, private cars must park in these and not on any grass area of the cemetery. If no parking is available, parking is permitted on the pathways and main drive when following the cortege, but parking on/over or too close to existing graves is not permitted. Where a large attendance is expected, the Bereavement Office must be informed with as much advance notice as possible.

If many people are expected to attend a burial, the Bereavement Office should be notified as soon as possible to enable any necessary arrangements to be made.

Cemetery operatives and Bereavement Services representatives are not permitted to take an active role in the interment process. They will not remove pudlocks, handle coffins or caskets containing cremated remains, or lower them into a grave.

## 11 Cemetery records

As soon as is reasonably practicable, all details relating to a burial will be recorded within registers held by the Council. Documentation relating to new graves will be sent direct to the purchaser within 3 months of the burial.

Area plans relating to burial sections and individual grave spaces are available for inspection and copies are available upon request. Any person who wishes to inspect the private graves register or cemetery plans must first make an appointment with the Bereavement Services to do so.

## 12 Purchasing a private grave space – 99-year lease

The Council does not accept requests for the pre-purchase of any type of grave space.

When 'purchasing' a grave space, the purchaser purchases the Right of Burial in the grave and not the land itself. This remains the property of the Council, and nothing shall be placed on the grave without the Council's permission. No ownership of the land is inferred, and none should be presumed.

The Council will provide a Deed of Grant titled 'Exclusive Right of Burial' upon receipt of the purchase of a new grave. This document is proof of ownership. This document must be produced to the Council when a request is made to re-open the grave. The grave rights owner must advise the Bereavement Office of any subsequent change of address or contact details.

## 13 Allocation of grave spaces

New grave spaces are allocated by the Bereavement Office. Applicants are unable to select the location of a new grave. New grave spaces will be allocated in accordance with cemetery plans and operational requirements. Burials may only take place within designated burial areas identified on the cemetery plans.

## 14 Private graves

No grave subject to an Exclusive Right of Burial may be reopened without the written consent of the registered grave owner, except where the burial is for the grave owner themselves. Where an Exclusive Right of Burial relates to an unused grave space, the owner may request that the burial rights be transferred back to the Council in accordance with the Council's procedures.

## 15 Transfer of grave ownership

Where the registered grave owner has died, a formal transfer of the Exclusive Right of Burial must be completed before the grave can be reopened or any memorial application considered. Any person claiming entitlement to the burial rights must apply to the Council for the transfer and pay the applicable fee in accordance with the Council's fees and charges.

## 16 Burial areas

The Council is committed to maintaining cemeteries that provide a respectful environment for visitors whilst allowing appropriate personalisation of grave spaces. All memorial works, kerb-sets and memorial gardens must be installed and maintained in

accordance with these Rules and Regulations and any conditions imposed by the Bereavement Office.

Kerb-sets

Approved kerb-sets may be installed on grave spaces, subject to prior approval from Bereavement Services.

Applications must be made through a registered memorial mason and accompanied by full details of the proposed design, dimensions and materials. The installation of a kerb-set must not commence until written approval has been granted by Bereavement Services and the applicable fee has been paid.

The maximum permitted size of a kerb-set is 7 feet (2.13m) in length by 3 feet (0.91m) in width. This provision applies only to graves where a memorial garden or kerb-set was previously installed.

For new graves, or graves that have not previously had a memorial garden or kerb-set, any new kerb-set must not exceed 3 feet 3 inches (1.0m) in length by 3 feet (0.91m) in width.

The Council reserves the right to refuse any application where the proposed kerb-set is considered unsuitable for the location, operational requirements, or cemetery layout.

Memorial Gardens

Grave owners may create and maintain a memorial garden within the approved grave space boundaries, subject to prior approval by Bereavement Services.

Before a memorial garden boundary (kerb-set) is installed, details of the proposed design, dimensions and materials must be submitted to Bereavement Services for approval, and the applicable fee paid. Only approved materials may be used. Permitted construction materials are set out in Appendix 2 of these Rules and Regulations.

Approval is required for the memorial garden boundary (kerb-set) only and does not extend to individual items placed within the memorial garden. However, all items placed within the memorial garden must comply with these Rules and Regulations and must not include any items listed as prohibited (Appendix 1).

The Council reserves the right to refuse any proposal that may present a health and safety risk, impede cemetery maintenance, or be inconsistent with the character of the cemetery.

Prohibited Items

Any items placed on a grave space that have not been approved by Bereavement Services or are included on the Council's list of prohibited items, may be removed without prior notice.

The Council reserves the right to remove and dispose of any unauthorised, unsafe, damaged or inappropriate items found within the cemetery.

Maintenance Responsibilities

The grave owner is responsible for maintaining any approved kerb-set, memorial garden or other authorised memorial feature in a safe and tidy condition.

The Council reserves the right to undertake maintenance work, remove items or otherwise make a grave space safe where it is considered untidy, neglected, unsafe or detrimental to the appearance of the cemetery. Where reasonably practicable, the Council will seek to contact the grave owner before undertaking such works.

Personal items left within the cemetery remain the responsibility of the grave owner. The Council accepts no responsibility for loss, theft, vandalism or damage to such items.

## 17 Muslim Burials

A dedicated area to facilitate Muslim burials is situated at Chilwell cemetery.

When the death occurs

Death has occurred from diagnosed natural causes at home, in hospital, or within a residential care facility or hospice, and the deceased was under the care of a General Practitioner (GP) or hospital doctor within the 14 days preceding death.

Step One

Next of kin or close family member must contact:

- The doctor who cared for the deceased
- A Funeral Director
- The Imam
- Muslim Funeral Committee

Step Two

The Medical Certificate of Cause of Death (MCCD) will be issued free of charge by the GP or hospital doctor who attended the deceased during their final illness. The certificate will be provided in a sealed envelope and must be handed immediately to the Funeral Director or a member of the Muslim Funeral Committee.

If the deceased has not been seen by their GP or the hospital doctor within 14 days prior to death, the death must be referred to HM Coroner. The Coroner is legally required to undertake their own enquiries before authorising the issue of the relevant documentation. This may result in a delay to the funeral or repatriation arrangements.

Step Three

The Funeral Director or a member of the Muslim Funeral Committee shall contact the Registrar of Births, Deaths and Marriages and Nottingham City Council Bereavement Services to arrange the death registration appointment and the allocation of the grave to be used.

Where a death is expected and it is necessary for a burial or repatriation to take place as soon as possible following death, preliminary contact may be made with the Registrar of Births, Deaths and Marriages and Nottingham City Council Bereavement Services prior to the death occurring.

Step Four

The death must be registered by the next of kin or another close family member with the Registrar of Births, Deaths and Marriages for the district in which the death occurred.

To register the death, the Registrar will require the Medical Certificate of Cause of Death and, where available, the following information:

- Date and place of death.
- Full name of the deceased.
- Date and place of birth.
- Occupation.
- Usual residential address.

Name and date of birth of the deceased's spouse or civil partner (including a surviving widow, widower or civil partner, where applicable).

NHS Medical Card (if available).

Upon completion of the registration process, the Registrar will issue the following documents:

**1. Certificate for Burial or Cremation (Green Form)**

This document should be provided to the funeral director or Muslim Funeral Co-ordinator to enable the burial to proceed lawfully.

**2. Certificate of Registration of Death (Form BD8)**

This document may be required when notifying the Department for Work and Pensions and dealing with certain benefits and pension arrangements.

**3. Certified Copies of the Death Certificate**

These certificates are often required for administering the deceased's estate and notifying banks, pension providers, insurers and other organisations of the death. As multiple copies may be needed, it is advisable to obtain several certified copies at the time of registration. A fee is payable for each copy issued.

Additional documentation or information may be required in certain circumstances. The Registrar will advise on any further requirements at the time of registration.

Step Five

Once the death has been registered and the Certificate for Burial has been issued, the arrangements for the burial may be finalised. These arrangements will normally be made on behalf of the family by the appointed funeral director or, where appropriate, a Muslim Funeral Committee representative.

Burial or Repatriation Where the Cause of Death Has Not Been Confirmed

Where the cause of death is unknown, or the deceased had not been under the care of a GP or hospital doctor within 14 days prior to death, the death must be referred to HM Coroner.

The Coroner is legally required to make enquiries into the circumstances of the death and may order further investigations before authorising the release of the necessary documentation. Until this process has been completed, arrangements for burial or repatriation cannot proceed.

Families should be aware that the Coroner's involvement may result in delays to burial or repatriation arrangements and should take this into account when making funeral plans.

Step one

The next of kin or a close family member should contact:

- The doctor who cared for the deceased.
- A Funeral Director.
- The Imam.
- A member of the Muslim Funeral Committee.
- The Police (where applicable).

The death must, without exception, be reported to HM Coroner where any of the following circumstances apply:

- The deceased was not attended by a GP or hospital doctor within 14 days prior to death.
- The cause of death is uncertain.
- The death was sudden, violent, or the result of an accident.
- The death occurred whilst undergoing surgery.
- The death occurred before the deceased regained consciousness following an anesthetic.
- The death was caused by an industrial disease.

Step Two

Until HM Coroner is satisfied that the cause of death has been fully established, a burial or repatriation cannot take place. These investigations may take several days, particularly where HM Coroner requires a post-mortem examination to be undertaken and/or an inquest to be opened.

Step Three

Where HM Coroner determines that the death was due to natural causes and no inquest is required, a Notification to the Registrar (Form 100B) will be issued to enable the death to be registered.

HM Coroner will also issue either:

- an Order for Burial (Form 101), where burial is to take place; or
- a Certificate of Removal, where repatriation of the deceased is to take place.

The relevant document must be passed immediately to the nominated Funeral Director or Muslim Funeral Committee representative.

Step Four

Once the death has been registered and the relevant authorisation has been received, arrangements for the burial or repatriation may be completed. These arrangements will ordinarily be made on behalf of the family by the nominated Funeral Director or a member of the Muslim Funeral Committee.

Booking a Burial

When a burial is required, Bereavement Services should be contacted as soon as possible on **0115 917 3630** to arrange a provisional burial date and time.

Burials may take place during the following hours:

**1 April to 30 September:** Monday to Friday, 9.00am to 2.00pm.

**1 October to 31 March:** Monday to Friday, 9.00am to 1.00pm.

Information Required When Booking a Burial

The following information must be provided when making a burial booking:

**Funeral Date and Time:** The date and time at which the funeral cortege is expected to arrive at the cemetery gates.

**Details of the Deceased:** The full name, address, and age of the deceased.

**Type of Burial:** Details must be provided as to whether the burial will be in a coffin, casket, or shroud.

Where a coffin or casket is to be used, the external dimensions must be supplied to ensure that the grave is prepared to the correct size. Coffin and casket dimensions must be provided in writing. The Council cannot accept responsibility for any issues arising from inaccurate information supplied after the grave has been prepared.

Burials without a coffin are permitted, provided that the deceased is conveyed to the graveside in a temporary coffin and suitable screening is used to maintain dignity and privacy during the burial. Screening provided by mourners is acceptable. A suitable wooden support must also be supplied to enable the shrouded body to be lowered safely into the grave.

Shroud-only burials will not be permitted where the deceased suffered from a contagious or notifiable disease.

Notice of Interment

A completed Notice of Interment form must be submitted to confirm the burial booking. The form is available from Bereavement Services or via the Council's website and must be received no later than **10.00am on the day of burial**.

The person submitting the application for the burial shall become the registered owner of the Exclusive Right of Burial, and the Grave Deed will be issued in their name.

Type of Grave

Applicants must specify whether an **earth grave** or **chamber grave** is required at the time of booking.

## Earth Graves

Earth graves within the Muslim section are normally excavated to a single depth of approximately 4 feet 6 inches (1.37m). A double-depth grave, designed to accommodate two burials, may be provided upon request and subject to operational requirements and ground conditions. Whilst double-depth graves are not currently offered as a standard option, requests will be considered on a case-by-case basis.

## Chamber Graves

Chamber graves are constructed using pre-cast concrete rings placed on concrete lintels to form a burial chamber. Typically, three concrete rings are used, creating a chamber approximately 3 feet (0.91m) in depth. The internal dimensions of the chamber are approximately 7 feet (2.13m) in length by 30 inches (0.76m) in width.

Where the depth of soil above the coffin is less than 3 feet (0.91m), burial legislation requires a sealed chamber to be formed in order to prevent the escape of gases. The pre-cast concrete chamber provides this sealed environment. Once the chamber has been sealed, the grave will be backfilled with soil to complete the burial.

## Purchase of the Exclusive Right of Burial

The purchase of the Exclusive Right of Burial grants the registered grave owner the exclusive right to determine who may be buried within the grave during the term of the

grant. A Grave Deed will be issued following the burial in the name of the applicant stated on the Notice of Interment.

The Exclusive Right of Burial also permits the grave owner to apply for the installation of an approved memorial, subject to the submission of the appropriate Memorial Works Application Form and payment of the relevant fee.

The Exclusive Right of Burial does not confer ownership of the land itself, which always remains the property of the Council.

## Cemetery Fees

The appropriate burial fees must be paid to the Council, or through the appointed funeral director where applicable, prior to the burial taking place.

Burial fees are generally calculated by combining the applicable interment fee and the purchase fee for the Exclusive Right of Burial. Receipts will be issued for all payments made directly to the Council.

A current schedule of Fees and Charges is available from the Council's website or from Bereavement Services. Fees are normally reviewed annually and are generally revised from April each year.

For persons who were not residents of the Borough at the time of death, charges will normally be applied at the non-resident rate. Unless otherwise stated, the non-resident fee is twice the resident fee. This does not apply to fees relating to the Transfer of Burial Rights or cemetery searches.

Where a deceased person had resided outside the Borough for less than five years due to circumstances beyond their control, such as relocation for medical or care reasons, resident rates may be applied at the Council's discretion. Documentary evidence may be required to support such applications.

Legal Requirements

Before a burial can take place, Bereavement Services must receive either:

- A Registrar's Certificate for Burial; or
- A Coroner's Order for Burial.

A burial cannot proceed without the appropriate documentation unless a declaration has been completed by the funeral director in accordance with the provisions of the Births and Deaths Registration Act 1926.

The Burial Process

A member of Council staff will meet the funeral cortege at the cemetery at the agreed time and will be available to provide assistance and guidance throughout the burial process where required.

Lowering the Coffin or Shrouded Body into the Grave

Suitable lowering equipment will be provided to enable the coffin or shrouded body to be lowered safely into the grave by the appointed bearers.

Following the burial, the lowering equipment should be removed and placed safely beside the grave. Where appropriate, grave supports or shoring materials may remain in place.

Should a mourner enter the grave for religious or cultural reasons, suitable access equipment will be made available, subject to health and safety requirements and staff supervision where necessary.

Sealing a Chamber Grave

Where a chamber grave has been used, covering slabs will be provided and placed over the chamber structure to complete the burial.

Burial legislation requires that an airtight seal is formed to prevent the escape of gases. Once the chamber has been sealed, soil may be returned to the grave and formed into a mound to allow for future settlement.

Covering an Earth Grave

Where an earth grave has been used, approved grave coverings and support materials will be used to safely enclose the grave before backfilling commences.

Once the grave has been closed, soil will be returned and formed into a mound to allow for natural settlement.

Returning Soil to the Grave

Families and mourners may, if they wish, participate in returning soil to the grave as part of the burial ceremony.

Suitable tools will be made available, and Council staff will remain available to assist or complete the task if required.

Care should be taken throughout the backfilling process to minimise the risk of injury. Attention should be given to avoid overcrowding around the grave and ensuring appropriate footwear is worn.

The grave will be left slightly mounded to allow for settlement. Following the burial, Council staff will tidy the surrounding area and remove any surplus soil, equipment and materials.

## 18 Natural Burials

A dedicated area within Chilwell Cemetery has been set aside for those who wish to be buried in a more environmentally conscious manner within an informal setting that will, over time, develop into a natural meadow. This area is designated as a Site of Importance for Nature Conservation (SINC) due to its species-rich grassland habitat.

How does this section differ from others?

This area is managed to encourage a diverse range of wildlife and to enhance biodiversity. Wildflowers are allowed to flourish, creating a natural habitat for birds, insects, and other wildlife. Maintenance practices are designed to support and protect the ecological value of the site.

How are the burials different?

The burial process is essentially the same as in other sections of the cemetery. However, in keeping with the environmental principles of this section, environmentally friendly burial products should be used.

Coffins and urns must be made from biodegradable materials, such as cardboard, willow, or wicker, and must not contain brass or other non-biodegradable fittings.

Embalming is not permitted within this section. In addition, chemical treatments are not used by the Council in the maintenance of this area.

No memorials, ornaments, flowers, solar lights, plaques, tributes or other commemorative items may be placed within the Natural Burial Area.

Graves may be purchased for up to two interments. Fees are the same as those charged in other sections of the cemetery.

The principal difference in this section is that graves are not marked by traditional headstones or memorials.

Each November, the Council will plant a commemorative tree within the natural burial area to recognise and remember all those interred there during the previous year. Trees will be selected from the following species: Silver Birch (Betula pendula), Hawthorn (Crataegus monogyna), and Rowan (Sorbus aucuparia).

To maintain the natural appearance of the area and ensure the health of the trees, no ornaments, decorations, memorial items, lights, ribbons, or other objects may be attached to, hung from, or placed on any tree.

All graves will be recorded on a cemetery plan to enable future identification and location. However, families should be aware that, over time, graves will become integrated within the natural meadow and woodland environment.

Are there any restrictions on cremated remains?

Cremated remains may not be scattered within the Natural Burial Section.

Where cremated remains are to be interred, a grave space must be purchased. Each purchased grave space can accommodate up to six sets of cremated remains.

Caskets and urns used for the interment of cremated remains must be made from biodegradable materials, such as cardboard, willow, or wicker, and must not contain brass or other non-biodegradable fittings.

## 19 Commonwealth Graves

Commonwealth War Graves are maintained by the Commonwealth War Graves Commission. No memorial, headstone, inscription, planting, ornament or alteration affecting a Commonwealth War Grave may be undertaken without the prior agreement of the Commonwealth War Graves Commission and Bereavement Services.

## 20 Temporary grave markers

At the time of an interment in a new grave, the Council will provide and install a temporary grave marker identifying the grave location (with the exception of Natural Burials). This marker will remain in place until a permanent memorial is installed and approved in accordance with these Regulations.

The temporary grave marker remains the property of the Council and will be removed by Bereavement Services once a permanent memorial has been erected.

Until a permanent memorial or approved memorial garden has been installed, grave owners may place only those items permitted under these Regulations and Appendix 1. Any prohibited, unauthorised, unsafe or inappropriate items may be removed by the Council without prior notice.

The Council reserves the right to remove any item that:

- presents a health and safety risk;
- interferes with cemetery maintenance operations;
- obstructs access to neighbouring graves;
- extends beyond the grave boundaries;
- is prohibited under these Regulations or Appendix 1; or
- has become damaged, broken or unsightly

## 21 Maintenance of grave spaces

The Council will seed or turf all graves opened for burial following an appropriate settlement period, normally after six months.

The Council will maintain the cemeteries through a programme of regular grass cutting, grounds maintenance and weed control. Weed treatment will be carried out around headstones and memorials where appropriate to ensure that the cemeteries are maintained to a high standard for all visitors. No private maintenance may be undertaken.

Routine weeding, watering and tidying of approved graves is the responsibility of the grave owner.

Any grave space maintained by a grave owner or their representative must be kept in a safe, tidy and respectful condition and to a standard acceptable to the Council.

Where the Council considers that a grave space is not being maintained to the required standard, has become unsightly, presents a health and safety risk, or adversely affects the appearance of the cemetery, the Council reserves the right to withdraw permission for private maintenance and resume responsibility for the maintenance of the grave space. Where reasonably practicable, the grave owner will be notified before such action is taken.

To protect public safety and maintain the appearance of the cemetery, any damaged, broken, discarded or unauthorised items found within burial areas may be removed and disposed of by the Council. The Council may do so without prior notice to the grave owner.

## 22 Burial excavation procedures

Grave spaces may only be excavated and backfilled by Council employees. The sole exception to this is the backfilling of graves that have been pre-excavated to meet specific religious or cultural requirements. In such circumstances, backfilling must be carried out in accordance with a Council-approved Code of Practice, following appropriate instruction and under the direct supervision of Bereavement Services employees.

Graves will normally be excavated to a depth sufficient to accommodate two interments. Deeper graves may be excavated, subject to ground conditions and operational requirements, and may incur an additional charge.

All graves will be excavated to accommodate the required number of interments where practicable. However, this cannot be guaranteed, as excavation depths are dependent upon ground, weather and site conditions.

No grave may be excavated by any person other than those authorised by the Council.

As part of the grave excavation process, the Council may need to temporarily place excavated soil, plant or machinery on adjoining grave spaces while the grave is prepared and the interment takes place. Where necessary, headstones, memorials, kerb-sets, memorial garden features and other authorised items may be temporarily removed, repositioned or protected to facilitate safe excavation and burial operations.

Where a grave contains a memorial garden or other authorised items, the Council will endeavour to contact the grave owner before any items are moved. However, due to

operational requirements and funeral timescales, it may not always be possible to provide advance notice.

Any items removed for operational purposes will be carefully placed in a suitable container or storage area adjacent to, or behind, the headstone wherever practicable. Following completion of the burial and reinstatement works, the Council will return the container to the grave space. The reinstatement of memorial garden items, ornaments, plants and other authorised features shall remain the responsibility of the grave owner.

Upon completion of the burial works, the grave and any affected adjoining areas will be reinstated as near as reasonably practicable to their previous condition and left in a clean and tidy state.

Soil boxes

The Council may use soil boxes during grave excavation and interment works. Soil boxes are temporary containers used to securely store excavated soil during the burial process. Their use supports safe working practices and helps protect surrounding graves, memorials and cemetery grounds. Soil boxes will be removed following completion of the interment and reinstatement of the grave. The use of a soil box may require the temporary removal of items from a memorial garden on the grave concerned or an adjacent grave. Where this is necessary, the Council will carefully remove and place such items in a storage box behind the headstone. It is the responsibility of the grave owner to reinstate these items following completion of the works. Further information can be found in Section 30.



Images: 1,2 and 3 – Soil box in a cemetery

Whilst the Council will take reasonable care when undertaking cemetery operations, the Council shall not be liable for damage to plants, ornaments or other removable items unless caused by negligence.

## 23 Interment of cremated remains caskets

The interment of cremated remains is permitted within existing grave spaces, subject to the written consent of the registered grave owner where applicable. Cremated remains may also be interred within designated cremated remains plots.

Cremated remains plots are designed to accommodate up to two sets of cremated remains. In some circumstances, and subject to available space, ground conditions and the approval of Bereavement Services, an additional interment may be permitted.

All caskets, urns or containers used for the interment of cremated remains must be constructed from biodegradable materials, such as wood, cardboard or other approved materials.

The full name of the deceased must be clearly recorded on the casket, urn or container, either by inscription, label or plaque. Where the name displayed differs from the name provided on the Notice of Interment, Bereavement Services must be notified in advance. Any discrepancy may result in a delay to the interment until the identity of the remains has been verified.

No cremated remains may be interred without the attendance of a Bereavement Services representative. The representative will verify the identity of the remains before the interment takes place but will not participate in the interment itself.

## 24 Memorials and Personalisation of Cremated Remains Plots

Memorials, ornaments, flowers, plants and any other authorised items placed on cremated remains plots must be kept within the designated memorial area at the front of the plot and must not extend beyond the plot boundaries or obstruct access to neighboring plots.

All memorialisation and items placed on cremated remains plots must comply with these Regulations and the list of permitted and prohibited materials and items set out in Appendix 1.

Items identified within Appendix 1 as prohibited must not be placed on cremated remains plots. The Council reserves the right to remove and dispose of any prohibited, unauthorised, unsafe, damaged or inappropriate items without prior notice.

All items placed on cremated remains plots must be maintained in a safe, tidy and respectful condition. The Council may remove any item where it:

- presents a health and safety risk;

- interferes with cemetery maintenance operations;
- obstructs access to neighboring plots;
- exceeds the permitted memorial area;
- has become damaged, broken or unsightly; or
- is otherwise prohibited under these Regulations or Appendix 1.

Any items removed by the Council under these provisions may be retained for a reasonable period or disposed of, as determined by the Council.

## 25 Scattering of cremated remains

The location for the scattering of cremated remains at Bramcote Crematorium will be determined by the Council and must take place only within designated areas which are approved for that purpose.

No memorials, ornaments, flowers, plants or other items may be placed within areas designated for the scattering of cremated remains unless expressly authorised by the Council. Any unauthorised items may be removed and disposed of without prior notice.

All items placed within designated scattering areas must comply with these Regulations and the permitted and prohibited items listed in Appendix 1. The Council reserves the right to remove any item that is unauthorised, unsafe, obstructive, damaged, unsightly or which interferes with the maintenance or operation of the cemetery.

## 26 Grave reinstatement

Following an interment, the grave will continue to settle for a period of approximately six months, although this may be longer depending on ground and weather conditions. During this period, cemetery personnel will inspect the grave as necessary and top up or level the surface with soil to maintain a safe and tidy appearance.

No trees, shrubs, hedges or other permanent planting may be planted within a grave space or in front of a grave plot.

The Council reserves the right to remove and dispose of any tree, shrub, plant, flower or other vegetation that has been planted without authorisation.

## 27 Removal of floral arrangements

Natural floral tributes may be placed on graves following a burial and will normally remain in place for up to 21 days, or until such time as they become unsightly, deteriorated or interfere with the maintenance of the cemetery. Thereafter, cemetery personnel may remove and dispose of them.

Only natural flowers and foliage are permitted as floral tributes. Artificial flowers, plastic floral displays and other non-biodegradable floral items are not permitted.

Natural floral tributes may also be placed on graves to mark significant anniversaries, commemorative events and religious or cultural observances, including:

- Birthdays;
- Wedding anniversaries;
- Mother's Day;
- Father's Day;
- Remembrance Sunday;
- Chinese New Year;
- Easter;
- Christmas; and
- Other recognised religious or cultural festivals.

Except for Christmas tributes, floral displays placed to mark these occasions may remain on the grave for a period of up to 21 days following the relevant event, after which they will be removed by cemetery personnel if they have deteriorated, become unsightly or interfere with maintenance operations.

The Council will determine and publish an annual date for the removal of Christmas wreaths. Notices advising of the removal date will be displayed within the cemeteries and by any other means the Council considers appropriate. Following this date, any remaining wreaths, flowers, tributes or displays will be removed and disposed of by cemetery personnel.

The Council reserves the right to remove any floral tribute or display at any time where it is considered unsafe, damaged, deteriorated, obstructive, unauthorised, or where it interferes with the maintenance, operation or appearance of the cemetery.

## 28 Garden of Remembrance

The Council provides Gardens of Remembrance at Kimberley cemetery. No memorialisation is permitted in the gardens. All requests for scattering must be made on the forms provided by the Council and undertaken in the presence of a Council representative.

## 29 Maximum permissible memorial sizes (Stonemason)

All **new** memorials including all concrete foundations and plinths must not exceed the following maximum sizes:

| Memorial Type | Width | Depth | Height |
|---|---|---|---|
| Kerb-set (Full - existing memorial gardens only) | 3’ (914mm) | 7' (2,134mm) | 8.3" (211mm) |
| Kerb-set (New installation) | 3' (914mm) | 3'3" (1,000mm) | 8.3" (211mm) |
| Foundation | 3’ (914mm) | 18” (457mm) | |
| Headstone | 3’ (914mm) | NA | 4’6” (1,402mm) |
| Vase | 12” (305mm) | NA | 18” (457mm) |
| Cremation Plaque | 18” (457mm) x 18” (457mm) and up to 22” (559mm) in height with a sub-base of 20" (508mm) | | |

Please note that not all areas of the cemeteries can accommodate the maximum size permitted due to land layout and soil conditions.

## 30 Approval of memorials

No memorial, memorial garden, kerb-set or other permanent memorial feature may be installed within any cemetery without the prior written approval of the Council and payment of the applicable fee.

Traditional Memorials

Memorials may only be erected on privately purchased graves and must be authorised by the registered grave owner.

Applications for the installation of headstones, memorial plaques, kerb-sets and other stone memorials must be submitted by an approved memorial mason on the Council's prescribed application form.

All memorials must comply with the relevant British Standards, including BS8415, and all memorial work must be carried out in accordance with the National Association of Memorial Masons (NAMM) Code of Working Practice. The Council will not permit the installation of any memorial unless a Guarantee of Conformity has been provided and a copy lodged with the Council.

Applications must include:

- Full details of the proposed memorial design;
- Dimensions and construction materials;
- Details of inscriptions;
- The method of fixing and installation; and
- Any other information reasonably required by the Council.

The Council reserves the right to impose conditions on any approval relating to the installation, maintenance, safety or future inspection of the memorial.

Memorial Gardens

Subject to the prior approval of the Council, grave owners may create and maintain a memorial garden within the approved boundaries of a grave space.

Before any memorial garden is installed, the grave owner must apply to Bereavement Services detailing the proposed design, layout, materials and any structures, edging to be included.

No memorial garden may be constructed until written approval has been granted by the Council and any applicable fee has been paid.

For memorial gardens established after the adoption of these Rules and Regulations 2026, the maximum permitted size shall be 1 metre in length, measured from the back of the headstone towards the foot of the grave, and 3 feet (0.91 metres) in width.

Memorial gardens installed before the adoption of these Rules and Regulations 2026 may remain at their existing size and configuration. However, they must be registered with and approved by Bereavement Services to ensure they comply with current safety, operational and maintenance requirements. An application fee will need to be paid.

Where an existing grave containing a memorial garden is reopened for a further interment, any approved memorial garden may remain at its existing dimensions and will not be required to conform to the revised maximum size requirements, provided it continues to meet the Council's safety and maintenance standards.

All memorial gardens must be constructed using approved materials and comply with the requirements set out in these Regulations and Appendix 2.

The Council reserves the right to approve, refuse, or attach conditions to any memorial garden application where necessary to protect public safety, facilitate cemetery maintenance, preserve the character of the cemetery, or prevent adverse impacts on neighboring grave spaces.

Memorial items on lawned graves

Grave owners who choose not to create a memorial garden and wish to retain the grave as a lawned grave may place memorial items on the plinth only. No items shall be placed directly on the lawned area of the grave. All items placed on the plinth must comply with these Rules and Regulations and must not include any items specified on the prohibited items list.

Existing memorial gardens

From Spring 2027, the Council will undertake a phased programme across its cemeteries to ensure memorial gardens comply with these Regulations. Each cemetery will be reviewed in turn, and grave owners will be contacted where action is required.

The Council will work with grave owners to achieve compliance and will provide reasonable notice before any items are removed or relocated.

General Conditions

All memorial approvals are subject to the Council's current fees and charges.

Memorials and memorial gardens are not permitted on public grave spaces.

The Council reserves the right to inspect, require alteration to make safe or remove any memorial or memorial garden that has been installed without permission or is not maintained in accordance with these Regulations.

## 31 Memorial application conditions

Once an application has been approved, the Memorial Mason will be issued with a permit authorising the work to proceed.

Before installation, all memorials must have the grave number and section reference permanently inscribed on the memorial. Failure to comply with this requirement may result in permission to install the memorial being withdrawn.

All work must be carried out by a Memorial Mason who is registered with BRAMM, NAMM or another recognised professional body and is included on the Council's approved list of memorial masons.

The Memorial Mason must give Bereavement Services a minimum of 48 working hours' notice before attending the cemetery to carry out any memorial work.

The Memorial Mason is responsible for:

- Carrying out all work in accordance with the approved application and permit;
- Leaving the grave space and surrounding area in a clean and tidy condition upon completion of the work;
- Removing all surplus materials, excavated soil and turf from the cemetery;
- Repairing any damage caused to surrounding graves, memorials, paths or cemetery infrastructure as a result of the works; and
- Ensuring that all work complies with current legislation, British Standards and industry codes of practice.

The Council reserves the right to attend, inspect and monitor any memorial installation works.

Any memorial erected without the necessary approval may be removed by the Council at the expense of the grave owner and/or Memorial Mason.

Memorial Gardens Installed by Grave Owners

Where approval has been granted for a memorial garden, the grave owner must carry out the works strictly in accordance with the approved design and any conditions imposed by Bereavement Services.

No memorial garden may be installed until the application has been approved in writing and any applicable fee has been paid.

The grave owner is responsible for:

- Constructing the memorial garden in accordance with the approved plans;
- Using only materials approved by the Council and listed within Appendix 2;
- Maintaining the memorial garden in a safe, tidy and respectful condition;
- Ensuring that the memorial garden remains within the approved dimensions; and
- Repairing any damage caused during installation or future maintenance.

The Council reserves the right to inspect memorial gardens at any stage during or after installation to ensure compliance with these Regulations.

Where a memorial garden has been installed without prior approval or is found not to comply with the approved design, the Council may require alterations to be made or may remove the unauthorised works at the grave owner's expense.

## 32 Times of permitting work

The installation, maintenance, alteration or removal of memorials and memorial gardens may only be carried out between 9.00am and 4.00pm on normal working days, unless otherwise agreed by Bereavement Services.

The Council reserves the right to remove, temporarily relocate or otherwise make safe any memorial, headstone, kerb-set or memorial garden where this is necessary to:

- facilitate the excavation or reopening of an adjacent grave;
- enable burial operations to be carried out safely;
- address ground movement, subsidence or ground collapse;
- remove or reduce health and safety risk;

- undertake cemetery maintenance works; or
- comply with any legal or regulatory requirement.

Where a memorial garden or commemorative items installed by the grave owner are affected by works associated with an adjacent burial, the Council will take all reasonable steps to protect them. Where necessary, such items may be temporarily relocated and placed behind the headstone to enable burial works to be undertaken. Responsibility for reinstating these items following completion of the works rests with the grave owner.

Approved official kerb-sets installed by a memorial mason will normally remain in place. Where adjacent interments are undertaken, the Council will work around these memorials wherever practicable and will not routinely remove official kerb-sets to facilitate burial works.

The Council reserves the right to lay flat, support, cordon off, repair or otherwise make safe any memorial or memorial garden feature that is identified as unsafe, unstable or potentially hazardous during routine inspections or operational activities.

The Council may remove any memorial, memorial garden, kerb-set, ornament or other feature that has been installed without the necessary approval or which is not in accordance with these Regulations. The Council may retain removed items for a reasonable period before disposal.

Any costs incurred by the Council may be recovered from the grave owner or the person responsible for the unauthorised works.

## 33 Maintenance and safety of memorials

All memorials, headstones, kerb-sets and approved memorial garden features remain the responsibility of the grave owner. Grave owners must ensure that memorials are maintained in a safe, stable and good condition at all times.

The Council operates a programme of memorial safety inspections across all five cemeteries on a cyclical basis. Prior to inspection works being carried out, notices will be displayed at the entrances to the relevant cemetery and at other locations the Council considers appropriate.

Where a memorial is identified as unsafe, unstable or likely to present a risk to visitors, staff or contractors, the Council will take such action as it considers necessary to make the memorial safe. This may include, but is not limited to:

- placing warning notices on the memorial;
- establishing a temporary safety exclusion zone;

- supporting or staking the memorial;
- laying the memorial flat;
- restricting access to the area; or
- carrying out emergency works where required.

Where reasonably practicable, the grave owner will be notified and given the opportunity to arrange repairs within a period specified by the Council. Failure to undertake the necessary works within the stated timescale may result in the Council taking further action to make the memorial safe.

Where the grave owner cannot be identified, traced or contacted, the Council may undertake any work it considers necessary to remove or reduce the immediate risk posed by the memorial, including the lying flat of the headstone.

Any costs reasonably incurred by the Council in making a memorial safe, carrying out emergency works, or undertaking repairs may be recovered from the grave owner or their successor in title. The Council may register such costs against the grave and require payment before any future application relating to the grave is approved.

The Council accepts no responsibility for damage, deterioration, theft, vandalism or other loss affecting any memorial, memorial garden or authorised item, except where caused by the negligence of the Council or its contractors.

## 34 Fees and charges

The Council reviews cemetery fees and charges regularly, normally on an annual basis. Updated fees will be published by the Council and communicated to Funeral Directors, Memorial Masons and other relevant organisations as appropriate.

A current schedule of fees and charges is available from Bereavement Services and on the Council's website. The Council reserves the right to amend fees and charges at any time.

Unless otherwise agreed, all invoices issued by the Council must be paid within 31 days of the invoice date. The Council may determine alternative payment arrangements where appropriate.

Fees relating to the burial, interment or scattering of fetal remains, pregnancy loss remains, or human tissue released by hospitals will be considered on a case-by-case basis. Any charges will be determined by the Council having regard to the nature of the interment, the type and size of container used, and any associated operational requirements.

Where such arrangements are made through a hospital or healthcare provider, the Council may invoice the relevant organisation directly. In such circumstances, invoices will normally be issued to the hospital or healthcare provider via the Funeral Director and not to the family concerned.

The fees applicable to memorial garden applications are set out in the Council's Fees and Charges Schedule, which is available from Bereavement Services.

All applications for the installation, retention or authorisation of a memorial garden must be submitted using the prescribed application process.

Where the grave relates to a child who died before reaching the age of 18 years, an application must still be submitted for approval; however, no application fee shall be payable.

## 35 Conduct in cemeteries

All visitors must conduct themselves in a quiet, respectful and considerate manner appropriate to the nature of the cemetery. No person shall cause a nuisance, disturbance or obstruction, or knowingly interfere with any burial, interment, memorial service, visitor or member of staff.

Any person who damages, defaces, removes or interferes with any grave, memorial, memorial garden, planting, building, equipment or other property within a cemetery may be required to leave the site and may be liable for the cost of any repairs, enforcement action or prosecution.

Children under the age of 16 must be accompanied and appropriately always supervised by a responsible adult.

Vehicles are permitted within cemetery grounds only for purposes connected with visiting, funerals, memorial works or cemetery operations. Any person driving within a cemetery must do so with due care and consideration for other visitors, funeral corteges, cemetery staff and contractors.

The maximum speed limit within all cemeteries is 5 miles per hour. Drivers must always give priority to pedestrians and funeral processions and must comply with any directions given by Council officers, Bereavement Services staff or authorised contractors. Vehicles must only be parked in designated areas or in locations authorised by the Council. The Council reserves the right to require any vehicle to leave the cemetery where it is being driven or parked in an unsafe, inconsiderate or unauthorised manner.

No demonstration, organised events, gatherings, religious ceremony, secular service, fundraising activity, commercial activity, filming or photography for commercial purposes

may take place within a cemetery without the prior written consent of the Council. This restriction does not apply to burial services, interments or memorial events authorised by Bereavement Services.

Visitors must comply with any reasonable instructions given by Council officers, Bereavement Services staff or contractors acting on behalf of the Council in connection with the safe operation, management and maintenance of the cemetery.

## 36 Advertisements or selling

No person may distribute leaflets, business cards, flyers, advertisements or any other promotional material within a cemetery without the prior written permission of the Council.

No person shall solicit, canvass, advertise, promote, offer for sale or sell any goods or services within a cemetery or at its entrances without the prior written consent of the Council. This includes, but is not limited to, memorial services, stonemasonry services, funeral services, floral services, photography services, maintenance services or any other commercial activity.

No person shall approach visitors, grave owners or funeral attendees for commercial purposes, nor seek to obtain business or personal information from them within the cemetery grounds.

The Council reserves the right to require any person undertaking unauthorised commercial, promotional or advertising activity to leave the cemetery immediately and may take such further action as it considers appropriate.

## 37 Alterations to these Regulations

The Council reserves the right to amend, vary, replace or introduce additional Cemetery Rules and Regulations, policies, procedures and charges from time to time as it considers necessary for the effective management, operation and maintenance of its cemeteries. Any such amendments will take effect from a date determined by the Council.

The current version of the Cemetery Rules and Regulations and the Schedule of Fees and Charges will be made available by the Council and may be updated periodically.

The Cemetery Rules and Regulations adopted by Broxtowe Borough Council in 2023 are hereby superseded and replaced by these Rules and Regulations, which shall apply from their date of adoption.

# 38 Appendix 1 – Prohibited items

Prohibited items

To ensure that the cemetery remains a safe, dignified and well-maintained environment for all visitors, the Council regulates what may be placed on graves. The items prohibited below have been identified as presenting risks to health and safety, causing obstructions to maintenance, creating accessibility barriers for visitors, or detracting from the respectful appearance of the cemetery.

The Council cannot accept responsibility for any loss, theft, damage or vandalism to items left on graves.

To avoid accidents, protect visitors and employees, and retain a tidy, well-kept appearance, any damaged, broken, weather-worn or discarded items found within the cemetery grounds will be removed and disposed of without notice to grave owners.

The detailed list of prohibited items is set out below.

Glass

- Glass vases
- Glass jars / containers
- Drinks glasses
- Glass bottles containing alcohol

Glass lanterns provided by stonemasons are approved.

Fencing and Borders

- Plastic picket fencing (including white PVC garden-style fencing)
- Chain-link fencing
- Metal fencing or decorative railings
- Rolled wooden fencing. Wooden fencing installed on stakes is considered acceptable, where it meets the approved specifications set out for memorials.
- Rope barriers
- Solar-light stakes arranged as a boundary
- Plastic “garden edging” styled as flowers or pickets
- Wire plant borders
- Mini-arches, gates or trellises used to demarcate the grave

- Slate chips or stones placed intentionally as a perimeter line (If used, these must be contained within the kerb-set)
- Any fencing, edging, pots, or objects placed outside the approved headstone area
- Any item placed on grassed areas maintained by Broxtowe Borough Council employees
- Any boundary marker extending widthwise or lengthwise along the grave

**Only kerb materials approved by the Council may be used.**

Floral Related items

- Plastic flowers
- Silk flowers
- Artificial bouquets or arrangements. Artificial floral tributes will only be permitted during the Christmas period and must be removed by the date specified annually by the Council.
- Artificial greenery or vegetation
- Plastic potted plants
- Artificial flower stakes
- Floral tributes attached to fencing, trees or council property
- No planting either inside or outside the grave area

Decorative items

- Paper decorative items
- Children's toys (plastic toys only). Up to four soft toys are permitted, provided they are placed within the grave boundary
- Windmills / spinning toys
- Balloons, including foil and latex balloons
- Hanging decorations or tributes attached to trees, fences, or Council property

Furniture

- Chairs (including plastic garden chairs)
- Settees / small sofas
- Benches not installed or authorised by the council
- (Benches must be council-approved and installed in designated areas only.)
- Stools or small personal seating
- Folding chairs or camping chairs
- Any improvised seating such as upturned boxes or crates
- Picnic tables
- Side tables or coffee tables
- Plastic or wooden patio tables

- Homemade or makeshift tables or platform

Solar lighting, lanterns and illumination

Solar lighting is permitted only within the grave's defined boundary. It must not be used to create, mark, or indicate the boundary of the grave. Any solar lighting installed must also comply with the following requirements.

**Acceptable Solar Lights**

To maintain dignity, safety, and consistency, the following conditions apply:

- Lights can be white or multi-coloured
- Lights must be static — no flashing, pulsing or rotating
- Lights must be low-level and unobtrusive
- Lights must be securely placed within the grave boundary, not spilling onto access paths or adjacent plots
- Lights must not create glare that affects visitors or staff during early morning/late evening visits

Lanterns

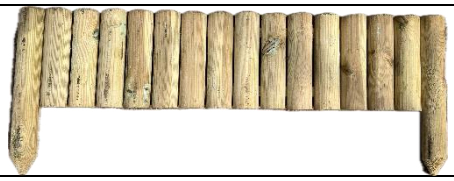
Lantern-style solar units (non-flame) are permitted under the following conditions:

- Must be stable, shatter-resistant, and made of plastic (not glass)
- Must remain within the grave boundary
- Must not be hung from trees, bushes, railings, or any Council property
- Battery-operated tea lights may be used within these units, provided the lantern meets the above requirements
- Candles are permitted only when they are fully enclosed within a lantern supplied by a stonemason

Prohibited items

- Flashing, strobe or novelty lights
- Lights mounted on fencing, trees, railings or structures
- Lights placed outside the grave boundary

# 39 Appendix 2 – Permitted kerb-set materials for self-installed memorial gardens

| | | Height | Width | Material |
|---|---|---|---|---|
| 1. |  | 150mm | 50mm | Re-constituted cement |
| 2. |  | 140mm | 45mm | Re-constituted cement |
| 3. |  | 150mm | 50mm | Re-constituted cement |
| 4. |  | 100mm | 50mm | Recycled plastic |
| 5. |  | 150mm | 30mm | Timber |
| 6. |  | 70mm | 70mm | Timber |

The Council may permit the installation of a low-level border or edging around a grave, subject to approval and the cemetery regulations in force at the time of application.

**Options 1, 2 and 3** are constructed from reconstituted cement and must be installed on a suitable concrete foundation to minimise the risk of movement or accidental damage. As concrete products, they may be susceptible to chipping, cracking or weathering over time.

**Option 1** Neutral in colour and feature a scalloped profile and double-sided finish.

**Option 2** Neutral in colour and feature a rope-effect top.

**Option 3** Neutral in colour and feature a bullnose top.

**Option 4** Neutral in colour and manufactured from a flexible, UV-resistant material designed to accommodate curved or angled layouts. The edging shall be secured using the fixing pins supplied by the manufacturer through pre-formed holes and into the ground.

**Option 5** shall comprise pressure-treated timber with a traditional log-roll design and integral fixing spikes. The timber is treated to resist rot and insect attack; however, it will deteriorate over time and may require replacement. The natural timber finish may be painted or stained if desired.

**Option 6** shall comprise pressure-treated timber in a natural finish and must be installed with suitable internal supporting stakes. The timber is treated to resist rot and insect attack; however, it will deteriorate over time and may require replacement.

The Council reserves the right to refuse any application where the proposed edging, border or installation method is considered unsuitable for the location, operational requirements, maintenance considerations or cemetery layout.