

**RULES AND REGULATIONS
FOR THE MANAGEMENT
OF
GREATNESS PARK
CEMETERY
SEAL ROAD
SEVENOAKS
KENT
TN14 5AG**

Revised 19th February 2018

Town Council Office Hours

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

Town Clerk

Greatness Cemetery Rules & Regulations Revised February 2018

Monday – Thursday	8.45am – 5.00pm
Friday	8.45am – 4.30pm

Cemetery Opening Hours	
Monday -Thursday inclusive	7.30am – 3.30pm
Friday	7.30am – 3pm

(Closed on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day and on such others days as may be appointed a general holiday or may from time to time be approved by the Council)

Hours of Interment	
Monday – Thursday (inclusive)	9.30am – 3.30pm
Fridays	9.30am – 3pm

(The Town Clerk may give permission if necessary for interments out of these hours, but an out-of-time charge will be levied.)

Postal Address:

Council Offices: Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG

Cemetery: Greatness Park Cemetery, Seal Road, Sevenoaks, Kent, TN14 5AA

Telephone:

1. Cemetery (where an answering machine is in operation) – 01732 457 565
2. Council Offices – 01732 459 953

Hours of opening at Greatness Park Cemetery for visitors:

Monday – Friday	8.00am till 8.00pm or sunset whichever is earlier
Saturday & Sunday	9.00am till 8.00pm or sunset Whichever is earlier

Further details, forms and information may be obtained from: Cemetery & Open Spaces Manager, Greatness Park Cemetery, Seal Road, Sevenoaks, Kent, TN14 5AG. Email osl@sevenoakstown.gov.uk

RULES AND REGULATIONS FOR GREATNESS PARK CEMETERY

1. Interpretation – Throughout these Regulations

“the Council” means Sevenoaks Town Council

“the Cemetery” means the Greatness Park Cemetery situated in Seal Road, Sevenoaks, Kent

“the Town Clerk” means the person for the time being holding office by that designation under the Council,

“the Council Office” means the offices of the Town Council at Bradbourne Vale Road, Sevenoaks, Kent

“the Manager of the Cemetery” means the person for the time being holding office by that designation under the Council, or during his absence, any officer for the Council duly authorised by the Council to act on his behalf.

2. General

i. Telephone Messages –

Any orders or instructions given by telephone will be received at the sole risk of the person giving them and the Council shall not be responsible for any misunderstanding or error which may arise with respect thereto unless they are immediately confirmed in writing and in any manner prescribed by these regulations.

ii. Plan of Cemetery –

A plan of the Cemetery is provided by the Council and may be inspected at the Cemetery without charge.

iii. Register of Burials –

A register of burials will be kept at the Cemetery office where searches may be made and certified extracts obtained during normal office hours upon payment of the appropriate fee.

iv. Calculation of time for notices –

In calculating the time required for any notice or application to the Council or any of its officers under these Regulations, Saturday, Sunday, Good Friday, Christmas Day and Bank Holidays and such other days as may be appointed a general holiday shall be excluded.

v. Chapel –

Burials will not be allowed in the chapel in the Cemetery nor any memorial tablets be placed on the interior walls.

- vi. Punctuality –
The time fixed for a funeral shall be the time at which the procession is to arrive at the Cemetery. This time must be strictly observed and in default the Cemetery Manager may at his discretion, allow another funeral to take precedence.
- vii. Gratuities –
No employee of the Council is allowed either to take any gratuity or to undertake private work of any kind in connection with the Cemetery either in his own time or during the Council's time.
- viii. Complaints –
Any complaints of incivility or inattention should be made to the Town Clerk.
- ix. Advertisements –
No advertisement, placard, flag or banner shall be displayed in any part of the Cemetery and no person shall in the Cemetery or its immediate precincts display any business cards, advertisements or literature of any kind or otherwise solicit any order for monumental or other works in connection with any grave.
- x. Cycles –
No cycles shall be ridden in the Cemetery.
- xi. Flowers and Wreaths –
Flowers and wreaths may be placed upon any grave (including a grave in the Lawn Cemetery) on the day of the interment and left for ten days. All dead flowers and wreaths will be removed at the expiration of that period. All plastic and other artificial flowers, wreaths and greenery will, for the purpose of interpretation in these regulations, be treated as ordinary flowers and disposed of accordingly.
- xii. Right of Movement –
The Council reserves to itself, its officers and employees the right of passage over any graves for any purpose connected with the maintenance and management of the Cemetery and to remove any memorial from an adjoining grave to facilitate an interment if this should be necessary. In the event of such action being necessary the cost of such works shall be borne by the person arranging the interment.

3. **Interments**

i. Notice of Interment –

All notices of interment shall be delivered to the Cemetery office during office hours or by email/fax only on forms provided for the purpose by the Council. All applications for grave spaces shall be made to the Manager of the Cemetery; all fees must be paid to the Town Council on demand.

ii. Length of notice of interment –

The length of notice required for an interment shall be as follows: Notice of interment by way of the form referred to in paragraph 3 (i) in a Vault or Brick Grave already constructed or Lawn Grave already constructed, three clear days shall be given prior to the interment.

The Council may require longer notice to be given if difficulty is being caused by inclement weather, shortage of Cemetery staff, a large number of interments or any other sufficient reason.

This regulation shall not apply to interments required immediately upon the certificate of a Coroner or the Community Physician.

iii. Hours of interment –

Except on production of the certificate of a Coroner or Community Physician that immediate burial is necessary on the grounds of public health, interments may take place only between 9.30am and 3.30pm Monday-Thursday (3pm Friday) and will not be allowed on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day and on such other days as may be appointed a general holiday, An out-of-time charge will be levied on burials after 3.30pm Monday – Thursday and after 3pm on a Friday.

iv. Attendance of Clergy –

The undertaker or other person having charge of any funeral will be responsible for arranging with the incumbent clergyman or minister for him/her to be present to perform any religious service thereat.

v. Certificate of Death –

The certificate of the Registrar of Deaths relating to the death of the person to be buried, or in cases where an inquest has been held the certificate of the Coroner or in cases in the interment of cremated remains the certificate of the cremation authority, must be produced to the Manager of the Cemetery before interment takes place.

In cases where the certificate of the Coroner or Registrar of Deaths is not produced the Manager of the Cemetery is authorised to accept a written declaration in the prescribed form by the person arranging the burial that a certificate of the Coroner or Registrar of Deaths has been issued in respect of the deceased and the person so arranging the burial will pay the prescribed fee.

In the event of the certificate being produced to the Registrar within 24 hours of the burial the fee will be refunded. This provision does not apply to the burial of a still-born child.

- vi. Interment of Still-Born Children –
Notices of interment of still-born children must be accompanied by either a certificate from the Registrar of Deaths or an order from the Coroner.

4. Exclusive Right of Burial

- i. Grant of Exclusive Right of Burial –
A - On the sale of the exclusive right of burial in a grave space, a Deed of Grant shall be issued to the person by whom or on whose behalf such right is purchased and such person shall be registered by the Council as the owner of the grave. The Deed of Grant should be carefully preserved by the owner of the grave as this will be required when further interments take place or when it is desired to carry out certain works to the grave or any monument erected thereon. The Exclusive Right of Burial which includes the right to place a memorial on the grave (subject to the provisions of the Regulations) shall be granted for a period not exceeding 75 years in the first instance, at the expiration of which, unless the period of the grant is extended, all rights in the grave will revert to the Council and any memorial erected on the grave may be removed.

- i. Grant of Exclusive Right of Burial –
B - Cemetery Extension to include plots 5000-5100 and 7026-7285
Paragraph 4 (i) applies excepting that the Exclusive Right of Burial shall be granted for a period not exceeding 50 years in the first instance and that after a period of ten years the Grant of Exclusive Right of Burial in the Cemetery Extension, may, on consideration of a fee, be extended to a further period of 10 years.

If a Grant of Exclusive Right of Burial is no longer required, it may be returned to the Council and the fee paid will be reimbursed, less a deduction for administration provided the grave has not been used for a burial.

- ii. Devolution of Exclusive Right of Burial –
After the death of the registered owner of a grave the Probate of the Will and/or letters of administration, when available, should be sent to the Town Clerk, Sevenoaks Town Council with the original Deed of Grant and the appropriate registration fee in order that the grave may be transferred to the Executors or other interested person.

- iii. Transfer of Exclusive Right of Burial –
Purchasers of the exclusive right of burial shall not dispose of their exclusive right without the consent of the Council and a transfer of the exclusive right of burial in a grave space will not be deemed valid until such transfer has been registered upon payment of the prescribed fee at the Council Office.

- iv. Opening of Private Grave or Vault –
If any interment is to take place in a grave or vault in which the exclusive right of burial has been purchased the Deed of Grant will be produced at the time of giving notice of the interment together with the written consent of the owner or his/her legal representatives, provided always that if the owner is deceased or if the owner's whereabouts are unknown and the person to be interred is directly related to the owner or a person already interred in the grave, the grave space may be opened on the application of any person whom the Council shall consider best entitled on such person making a Statutory Declaration as the circumstances and giving an indemnity to the Council.

Notwithstanding any of the provisions of the paragraph, the body of the registered owner of a grave will be buried therein without production of the Deed of Grant or a form of indemnity, provided that there is room in the grave for such burial.

- v. Marking of Grave Spaces –
A person who purchases a grave space not required for immediate interment shall forthwith at his/her own cost, prepare and lay a flat stone in the centre of such grave space not less than 12 inches square with the number of the grave space. In default the Council may itself carry out this work and recover the cost from the owner.

5. Unpurchased Graves (Limited Period Burials)

In an unpurchased grave, further interments may take place after 25 years irrespective of relationship etc. Relatives of deceased persons buried therein acquire no Rights of Ownership or right to place any memorial on the grave.

6. Grave Spaces

- i. Excavations of Graves and Vaults –
Every grave shall be dug as nearly as may be in the centre of its grave space. All graves and vaults in the Cemetery are to be excavated by workmen appointed by the Council the cost of such works being included in the fee for the interment.
- ii. Removal of Monuments –
If it is necessary in order to open any grave for an interment therein, any monument stone or kerb erected or placed thereon shall be removed at the expense of the owner of the grave or the person giving the order for burial and shall be re-erected or replaced by and at the expense of the owner or person giving the order for the funeral, as soon as practicable after the funeral. The Council reserves the right to execute the work itself at the owner's cost if it is deemed expedient to do so.
- iii. Depth of Interments –
Save in the cases of graves or vaults provided for cremated remains only, every grave or vault shall be at least four feet (1,200mm) but not more than eight feet (2,400mm) in depth from the surface, and no coffin, urn or casket shall be buried in any unwallied grave within three feet (915 mm) of the ordinary level of the ground save that where a grave or vault is provided for the interment of cremated remains only it shall be not more than four feet (1,200mm) in depth but that no part of the urn, casket or other receptacle containing such remains shall be less than 1'6" (450mm) below the ordinary level of the ground. A layer of earth six inches (150mm) thick in addition any soil found to be offensive or containing human remains shall be left undisturbed above the previously buried coffin. If in any case it is deemed impracticable to conform to the foregoing owing to drainage or any other cause, the Council reserves the right to specify the maximum depth to which a grave shall be dug. The depth of every grave shall be recorded in the register of graves.
- iv. Surface of Graves, Lawn Cemetery and Lawn of Remembrance –
The surface of every grave in the Lawn Cemetery and the Lawn of Remembrance shall be finished off level with the surrounding area as soon as the earth is considered to have properly settled, and no mounds or kerbs will be allowed in the Cemetery. No person other than duly authorised officers or servants of the Council shall alter the turfed area of the Lawn Cemetery. If it is so wished an area 3'6" from the head of the grave as wide and the grave may be planted with flowering plants, provided that there is room for such planting after a memorial has been erected.

- v. Brickwork of Walled Graves and Vaults –
The brickwork of the sides and arch of every vault or walled grave shall be at least 225mm (9") thick with ends 75mm(3") thick and sufficient covering stone and no arch shall be visible above ground level. The brickwork shall be of materials, design and workmanship to the satisfaction of the Manager of the Cemetery. The brickwork shall be constructed so that a slab of stone not less than 50mm (2") in thickness may be placed over each coffin whereby it may be interred in an airtight manner as provided in Regulation (vii) below.
- vi. Surface of Graves –
The surface of every grave or the balance of the surface of every grave space where an area for flowering plants has been requested shall be turfed over as soon as the earth has properly settled after each interment.
- vii. Coffins –
Coffins must be constructed of wood, wicker or other degradable material and may be Lead or Zinc if deemed necessary. Where Religious practice dictates. Shrouds will be considered appropriate.
- viii. Cremated Remains –
Cremated remains shall be buried in a proper casket or other container specifically designed for this purpose within the area set aside on the Lawn of Remembrance. No cremated remains shall be strewn on any grave.
- ix. Removal of Remains –
No coffin or human remains may be removed after burial except with the licence of the Secretary of State or under a Bishop's faculty as may be appropriate.
- x. Order of Interment in Grave Spaces –
Interments in unpurchased graves shall take place in such grave spaces as the Council shall direct from time to time.
- xi. Selection of Grave Spaces –
The selection of grave spaces shall be subject to the approval of the Council but the wishes of the applicant will be met as far as practicable.
- xii. Vaults –
The mode of re-opening vaults shall be subject to the approval of the Council.

7. Admission of Visitors

- i. Hours of Opening –
The Cemetery shall be open every day between the hours specified from time to time on the notice board affixed to the entrance gates. Every person, except officers and servants of the Council, shall leave the Cemetery at the time appointed for the closing thereof.
- ii. Conduct of Visitors –
Visitors must keep to the roads and walks in the Cemetery and refrain from touching the monuments, shrubs and flowers. No person shall use improper language or behave in an indecent manner or shout, sing or whistle in a noisy or boisterous manner or otherwise conduct him/herself in an indecorous manner within the Cemetery or climb upon or over any gravestone, headstone, tombstone, monument, palisading, gate, wall, fence or building in or surrounding the Cemetery. No radios nor any musical instrument may be played in the Cemetery grounds (other than may be approved for accompanying a burial service). No person shall interrupt or obstruct the workmen in their duties. No person who is improperly dressed or who is in a state of intoxication shall be admitted within the Cemetery. Any person contravening this regulation shall leave the Cemetery immediately upon request of the Manager of the Cemetery or other responsible officer or employee of the Council or of a police officer in uniform.
- iii. Dogs and Other Animals –
Except Assistance Dogs, no dogs or other animals will be allowed to enter the Cemetery, unless the permission of the Manager of the Cemetery has been obtained.

8. Maintenance of Grave Spaces

- i. Planting of Graves and Disposal of Refuse –
All plants/shrubs on grave spaces maintained by or on behalf of the owner and other than by the Council are subject to the approval of the Council and must be properly tended; all refuse from the cleaning and planting of grave spaces must be placed immediately in the receptacles in the Cemetery for this purpose.
- ii. Neglected Grave Spaces –
All grave spaces will be kept free of weeds by the Council should the owners of the exclusive right of burial therein neglect to attend to them. The cost of this work shall be repaid to the Council and no grave or vault will be re-opened up on which any costs remain unpaid.

The Council reserves the right to remove from any grave space any plants, shrubs, trees, cut flowers or foliage which in the opinion of the Manager of the Cemetery have become unsightly or overgrown or detrimental to any adjoining grave space. For the purpose of this regulation the foregoing shall be deemed to include plastic or any other form of artificial flowers, shrubs or greenery. Mounds in any part of the Cemetery may be levelled and turfed over by the Council if not properly maintained within the terms of the Local Authorities Cemeteries Order 1977.

- iii. Upkeep of Grave Spaces –
All grave spaces in which the exclusive right of burial has been sold together with the monument, grave stones and tables must be kept in good repair by the owners. If any repairs are not executed within three months after notice has been given by the Council to the owner or his/her representatives, the Council shall be entitled to take possession of the grave space in questions with any monument, grave stone or tablet thereon, and to cause the same to be repaired or removed as the Council may think fit, within the terms of the Local Authorities Cemeteries Order 1977.
- iv. Woodwork and Metal Work –
No person shall place or allow to be placed on or around any grave space any woodwork, metal work, plastic, chippings or loose materials of any description.
- v. Glassware or other fragile embellishments –
The Council reserves the right to remove from any grave space any glassware or fragile embellishment which in the opinion of the Council is dangerous, unsightly or a nuisance.
- vi. Works to grave –
No person other than the owner, relative, friend or authorised agent may carry out maintenance works to a grave.

9. Monuments

- i. Copyright –
All applicants for any form of monument, gravestone, tablet or erection of any kind or a monumental inscription must satisfy themselves that there is no infringement of any copyright and the Council cannot accept responsibility should any such infringement take place notwithstanding the fact that the monument, gravestone, tablet, erection or monumental inscription was approved for erection in the Cemetery.

All monuments shall be erected in accordance with the British Standards 8415 and current Industrial Codes of Practice.

- ii. **Erection of Monuments –**
Monuments may be erected only on grave spaces in which the exclusive right of burial has been purchased. No brickwork or stone shall be used in or upon a grave nor shall any monument, headstone, footstone, kerbstone or other form of memorial or stone of any description or vase or similar ornament be erected, placed, laid upon or over any grave space in which the exclusive right of burial has not been purchased.
- iii. **Monuments –**
Memorial stones may only take the form of a headstone or cross which shall not exceed 900mm (3ft) in height above ground level, 750mm (2ft 6") in width and be less than 75mm (3") or more than 300mm (1ft) in thickness. No kerbstone or any other form of monument or memorial whatsoever will be allowed in the Cemetery, and nothing else may be placed or erected on or over a grave except wreaths or flowers at the time of interment and a vase not exceeding 300mm (1ft) in diameter and 300mm (1ft) in height which may be placed on the garden space of a grave provided there is room for the same in such space. All headstones and crosses will be fixed at the head of the grave on a suitable foundation as required by the Council and to the approval of the Manager of the Cemetery.
- iv. **Memorial Tables on Lawn of Remembrance –**
On graves set aside for the burial of cremated remains only, memorials may take the form of a tablet in (a) Blue Grey Slate, (b) Nabrasina Stone (c) Sicilian Marble or (d) granite in Black or Grey. OTHER STONES WILL NOT BE PERMITTED.
Dimensions of tablet to be placed on the Wall of Remembrance to be 250mm (10") x 150mm (6") x 3cm (1.1/4").
- v. **Permits for the erection of monuments –**
Before any person erects or places any form of monument, gravestone, tablet or erection of any kind, or a monumental inscription on any grave, application must be made for permission to do so on a form supplied by the Council and obtainable at the Cemetery. The application, which must be accompanied by a drawing of the proposed monument, gravestone, tablet or erection to the scale of 1mm to 12mm (1:12) and by a copy of the proposed inscription must be submitted for approval. No form of monument, gravestone, tablet or object whatsoever will be admitted into the Cemetery until a permit has been issued and the prescribed fee paid. Each such permit shall be kept

immediately available for inspection on demand by the Manager of the Cemetery or any other officer or employee of the Council during the course of the work. Every such application shall be signed by the owner of the grave space who must produce the Deed of Grant for the grave to the Town Clerk provided that in the event of it not being possible to obtain the owner's signature the provisions of Rule 4 (iv) shall apply. This regulation shall apply to all persons or companies carrying out memorial work.

- vi. Power to regulate position of monuments –
The Council reserves the right to require any monument, gravestone or tablet to be erected in any position on the grave space as it may think fit.
- vii. Monumental inscriptions –
All monumental inscriptions on any form of monument, gravestone, tablet or erection of any kind in the Cemetery shall be either of bronze, lead, raised or inset, or incised and painted, or carved in relief.
- viii. Materials of monuments –
Monuments, gravestones and tablets shall be made of natural granite, marble or quarried stone (but not of Bath, Caen, Clipsham or soft Sandstone) or of such other material capable of withstanding continuous exposure to the weather as the Council may approve and without prejudice to the foregoing provisions of this regulation the Council may in any event reject monuments, gravestones and tablets made of any materials which in its opinion are unsuitable or incongruous with their surroundings.
- ix. Construction to be approved by the Manager of the Cemetery –
All brickwork, foundations for monuments, gravestones or tablets together with all work involved in the re-fixing the same after removal and all other work not performed by the servants of the Council shall be subject to the approval of the Manager of the Cemetery and will comply with British Standards 8415 and current Industry Code of Practice.
- x. Damage to monuments –
The Council accepts no liability for any injury or damage whatsoever that may be caused to any form of monument, gravestone, tablet, vase, monumental inscription or other form of memorial in the Cemetery howsoever the same may be caused.
- xi. Removal of Monuments –
No monument once erected shall be removed from the Cemetery except by special order from the Manager of the Cemetery.

Any application to remove a memorial shall be signed by the owner and shall be submitted to the Manager of the Cemetery prior to such removal and all necessary work to any monumental erection so removed shall be executed and re-erection or replacement completed without delay and to the complete satisfaction of the Manager of the Cemetery.

- xii. Replacement Monuments –
No additional fee will be charged for the erection of a replacement memorial, provided that this is essentially the same as the original.

10. Work in Cemetery

- i. Hours permitted for work –
No workmen or materials will be admitted to the Cemetery before 8.30am and workmen may not remain after 3.30pm (3pm on Friday). No workmen or materials will be admitted to the Cemetery on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day or on such other days as may be appointed a general holiday. Work under a permit issued pursuant to Regulation 8 (v) above may be executed only during the hours specified in this regulation. Masons are to undertake their work in such a manner as to prevent damage to walks, paths, roads and turfed areas and to be responsible for removing all soil or waste materials in a like manner.
- ii. Tools –
Masons must furnish themselves with all materials and tackle required for fixing monuments, gravestones and tablets.
- iii. Hewing and dressing of stone –
No hewing or dressing of stone shall take place in the Cemetery without the permission of the Manager of the Cemetery.

11. Power to Exclude from the Cemetery

Any person not complying with these Regulations may be refused admittance to the Cemetery for such periods as the Council may think fit.

12. Alterations to Regulations

The Council reserves the right to make any alterations in these Regulations from time to time as it thinks fit and to apply them retrospectively where public health and safety are the principle reason.

13. Regulations to be Condition of Grant

All the foregoing regulations shall be conditions attached to the sale by the Council of the exclusive right of burial in any part of the Cemetery

14. Fees and other charges determined under Section 214 of The Local Government Act 1972

The Town Council will publish from time to time a tariff of fees and charges relating to burials, the interment of ashes, the erection of memorials or right to make an additional inscription on a memorial in the Cemetery.

Notice – By the Local Authorities Cemeteries Order 1977 Sections 18 and 19 (which apply to the Cemetery) it is enacted that:

S18 (1) No persons shall –

- a) Wilfully create any disturbance in a cemetery
- b) Commit any nuisance in a cemetery
- c) Wilfully interfere with any burial taking place in a cemetery
- d) Wilfully interfere with any grave or vault, or tombstone or other memorial, or any flowers or plants or any such matter; or
- e) Play at any game or sport in a cemetery

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

Penalties

S19 Every person who contravenes; -

- a) Any prohibition under article 5 (6);
- b) Article 10 (6);
- c) Article 18;
- d) Part 1 of Schedule 2

Shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.