

Shute Parish Council

Colhayne Close, Colhayne Lane, Shute nr Axminster, Devon, EX13 7QQ

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Shute Parish Burial Ground Regulations

1. The Burial Ground will be open at all times for the public to visit.
2. Notices of intended interments (ashes or remains) are to be given in writing to the Clerk of the Parish Council, along with the required documentation ie Registrars Certificate for Burial / Cremation / Cremation Certificate and Notice of Interment not less than 48 hours prior to the interment excluding Saturdays, Sundays, Public and Bank holidays.
3. Each notice of interment must contain the following information relating to the deceased :-
 - Name in full.
 - Permanent address prior to death.
 - Address at which death occurred.
 - Previous address in event of length of stay in district being less than one year.
 - Date of death.
 - Age of deceased (in years).
 - Day and hour of intended interment.
 - Name and address of Minister or Celebrant intended to officiate. The person having charge of the funeral must make arrangements with the Minister or Celebrant intended to officiate. The Parish Council will undertake no responsibility for this matter.
 - Type of grave required and if exclusive rights are required.
 - The full name and address of the person to be registered as the owner. The Council will only accept any instructions (at any time) from the registered owner or their appointed representative.
 - Name of undertaker, if any, dealing with the deceased.
4. Information on fees and memorial regulations and any necessary forms may be obtained from the Parish Clerk.
5. All fees for burials and graves are payable when notice of interment is given. Burial fees are exclusive of the cost of opening a grave, which work the Parish Council will not undertake
6. The fees payable to the Parish Council shall be determined by the Parish Council from time to time and shall be paid in advance. Burials shall take place between 10 am and 4pm between Monday and Friday unless special permission has been obtained from the Council.
7. The allocation of a grave space (dimensions 9ft x 4ft) or ashes plot (2ft x 2ft) is in all cases subject to the approval and discretion of the Parish Council and will usually be to the next

available plot. The Parish Council will mark all grave plots (burial and ashes) prior to the interment.

8. A certificate of registration of death, or where an inquest has been held the coroner's order, must be given to the Parish Clerk before the interment. For the burial of a still born child a certificate from a qualified medical practitioner, a certified midwife or coroner's order will be required.
9. Grave spaces for burials may be purchased at any time under an Exclusive Right of Burial for 100 years. These spaces do not relate to a specific location within the burial ground. In the case of a double grave the second to be interred in the same grave. See item 7.
10. The Parish Council has no responsibility for digging graves. All graves for the interment of bodies or ashes are to be dug and excavated by contractors employed by an undertaker or recognised professional grave digger. Undertakers must make their own arrangements for the digging of a grave.
11. No coffin shall be buried within less than 3ft of the surface and no grave less than 6ft in depth for the purpose of the burial of a member of the same family, in which case a layer of earth at least 1ft deep shall be left undisturbed above the previously buried coffin. The burial place for interment of ashes to be not less than 2ft deep.
12. If a set of ashes is interred in a double depth interment grave in which a single interment has taken place, they must be placed at the head of the grave to allow the second interment to take place when necessary. Any exception to this rule must be referred to the Parish Council.
13. Only bio-degradable coffins and ashes containers are permitted.
14. No graves can be reopened without the special permission of the Parish Council. If opened a layer of earth 1ft thick shall be left undisturbed above a previously buried coffin. In no case shall human remains be removed from the grave.
15. No grave in which the exclusive right of burial is held shall be re-opened without the prior consent in writing of the registered owner (or their appointed representative) or for the burial of the said registered owner.
16. Where a burial has taken place in a grave where no monument or stone is to be placed, the surface shall be re-covered with turf, and all surplus soil must be removed as directed by the Parish Council.
17. All graves shall be made at the expense of the person requiring them, and shall be the property of the purchaser in perpetuity.
18. All headstones, plaques and other memorials together with all inscriptions thereon are subject to the prior approval of the Parish Council. When erected these are to be kept in

repair by and at the expense of the respective owners. If erected without such approval or if not repaired to the satisfaction of the Parish Council, after reasonable notice they may be removed by the Parish Council.

19. Headstones on grave plot. Maximum dimensions 36" (h) x 36" (w) x 6" (deep). An integral base of same stone, projecting no more than 8" in front of the headstone. The headstone to be securely fixed with a ground anchor complying with British Standard BS8415. The foundation slab to be concrete or granite and flush with the ground and not visible when the memorial is complete.
20. Plaques on grave or ashes plot. Maximum dimensions 18" x 12" x 4" (deep). Placed on 2" thick base max 18" x 12", the base to be flush with the ground.
21. No headstones, plaques and other memorials may be brought into or removed from the Burial Ground without permission from the Parish Council.
22. All memorials must be completed outside the Burial Ground, except that inscriptions may be added in situ.
23. All work to be done with due despatch and under instruction from the Council who may give such instructions as necessary to preserve grass margins, flowers etc. in the Burial Ground.
24. After completion of any work all materials and rubbish shall be removed, and the grave and its adjoining ground left in a neat and proper condition. Any tradesmen / workers are responsible for the repair of damage to the Burial Ground and anything therein and should have appropriate insurances in place for this eventuality.
25. All charges in respect of memorials etc must be paid before any work is commenced and signed permission must have been granted by the Parish Council.
26. Any planting on graves is subject to the prior approval of the Parish Council and is entirely at their discretion. Plants and bulbs should comply with the rural and woodland feel. Grave owners should note this grassed burial ground and the grass is mown at regular intervals during the growing season, any planting should not interfere with this.
27. No trees or shrubs to be planted on graves; in order to prevent roots infringing on adjacent graves or subsequent burials and for maintenance purposes.
28. Tributes and any objects are to be placed on the plinth of the headstone only. Tributes placed elsewhere may be moved if they impede the work of the maintenance person.
29. The Burial Authority will monitor the plot after the ground has settled.
30. No glass i.e. vases, jam jars etc. are permitted on graves for safety reasons.

31. Visitors to the Burial Ground should act with decorum and respect. The Parish Council reserves the right to eject or ban from the Burial Ground any person committing any nuisance within the area.
32. Visitors should refrain from touching ornaments, memorials, plants and climbing on graves within the grounds. Damage caused is the responsibility of the person causing it and must be notified to the Clerk and repaired to the Parish Councils satisfaction. The Parish Council accept no liability for any damage originating in the burial ground.
33. Children are welcomed in the Burial Ground but should be with a responsible adult.
34. Dogs are permitted in the Burial Ground when on a lead and under control. Any mess to be removed by the handler.
35. The Parish Council reserve the right to make further regulation changes as and when they feel fit.
36. All graves and rights therein will be sold subject to the payment of all fees and the observance of all rules and regulations from time to time fixed and made by the Parish Council.
37. A Register of Burials will be maintained and held by the Clerk. Searches and extracts may be obtained from the Parish Council for a fee.
38. The Parish Councils decision on any matter is final.