

HERTFORD CEMETERY – RULES AND REGULATIONS

Hertford Cemetery is located on North Road, Hertford, with the main vehicle entrance from Bramfield Road. The Cemetery is controlled and administered by Hertford Town Council, hereinafter called “the Town Council”, under the Local Government Act 1972, and the Local Authorities’ Cemeteries Order 1977.

All enquiries should be addressed to:-

The Cemetery Officer, Hertford Town Council, The Castle, Hertford, Herts SG14 1HR.
E-mail cemeteryadmin@hertford.gov.uk

Telephone: 01992 552885.

The Town Council Office is open as follows: -

Monday to Thursday 9.00am and 5.00pm

Friday 9.00am and 4.30pm

The offices are closed on public holidays and on Saturday and Sunday

Information and copies of the Rules and Regulations, application forms and fees relating to the Cemetery may be obtained, free of charge from the Town Council Website.

The Town Council makes alterations to these Rules and Regulations or the table of fees from time to time.

1. OPENING TIMES OF HERTFORD CEMETERY

1.01 The Cemetery shall be open to the public from 08.00am until sunset daily or as later notified by the Town Council.

Month	Monday to Saturday
January, December	9am to 4pm
February, November	9am to 4:30pm
March, April	9am to 5:30pm
May, June, July, August	9am to 7pm
September, October	9am to 5:30pm

2. CONDUCT WHILE IN THE CEMETERY

2.01 Under the Local Authorities Cemeteries Order 1977 no person shall—

- wilfully create any disturbance;
- commit any nuisance;
- wilfully interfere with any burial taking place;
- wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants;
- play at any game or sport

These offences are punishable on summary conviction by a fine not exceeding level 3 on the Standard Scale (currently £1000).

- 2.02 Visitors must keep to the surfaced roads and footpaths except where there is need to approach a particular grave and shall behave in a quiet and orderly manner.
- 2.03 Children younger than 12 years will not be admitted except under the care of a responsible adult.
- 2.04 Dogs must be kept on a lead at all times whilst in the Cemetery. No horses are allowed in the cemetery, except when this is part of the funeral cortege.
- 2.05 Town Council staff and contractors working in the Cemetery may not accept any gratuity.
- 2.06 No persons shall canvass or solicit orders in the burial grounds. No advertisements shall be displayed without the prior approval of the Town Council.
- 2.07 Any person infringing these rules or otherwise causing disturbance to users of the Cemetery will be asked to leave the Cemetery and proceedings may be taken against them.
- 2.08 The Town Council may take proceedings against any person found wilfully damaging or removing or damaging any building, wall or fencing, any monument or inscription or any flowers, trees or shrubs in the Cemetery.

3. ADMISSION OF VEHICLES, CYCLES ETC

- 3.01 Vehicles are allowed into the Cemetery, at the discretion of the Town Council, to enable interments to take place and allow occupants to visit a grave or graves. Any time restrictions for vehicle access will be displayed on the Cemetery notice board.
- 3.02 The Council reserves the right to exclude all vehicles (other than those attending funerals, delivering memorials or carrying out work for the Council) from any part or parts of the Cemetery and notices will be displayed on the site to this effect indicating the restricted areas.
- 3.03 All drivers must obey a 5mph speed limit whilst in the Cemetery and are asked to avoid causing any disturbance to funerals. Vehicles must give way to pedestrians.
- 3.04 Vehicles must only use surfaced roads within the Cemetery, must not drive on any grassed or unsurfaced area and, with the exception of vehicles transporting disabled occupant(s), must only park in the sites allocated. All vehicles must be parked in such a way that other vehicles and pedestrians can pass alongside at all times.

- 3.05 Riding of horses, cycles, motorcycles, skateboards and other such vehicles or equipment, whether propelled by mechanical or powered means will not be allowed in the Cemetery.

4. BURIAL OR INTERMENT IN HERTFORD CEMETERY

- 4.01 The Town Council administers the Cemetery in accordance with the Local Government Act 1972, and the Local Authorities' Cemeteries Order 1977, Section 10, Grant of Burial Right. All burials or interments must comply with this legislation. The following conditions shall apply:

- People who have been born within the parish boundaries of the town of Hertford. Evidence to confirm this may be required.
- People normally resident within the parish boundaries of the town of Hertford at the time of death. Evidence to confirm this will be required. In the case of minors, proof that their parents or guardians are normally resident in Hertford may be required.
- People who have spent most of their life as residents of Hertford but who have spent the latter years of their lives outside the parish boundaries e.g. in a nursing home, living with relatives. Evidence to confirm this will be required.

- 4.05 At the discretion of the Town Council, people who are close relatives or partners of residents of Hertford may be interred in the Cemetery. Evidence to confirm the residency of relatives or partners and the relationship to the deceased will be required.

- 4.06 The Town Council, at its discretion, can agree to burials or interments of people who are not eligible under any of the above criteria.

- 4.07 The schedule of fees for interments of residents and non-residents of Hertford Town Councils fee and charges is set annually and is available on the Council's website.

5. REGISTER OF BURIALS AND INTERMENTS

- 5.01 The Town Council maintains a Register of Burials and Record of Disinterment (Exhumations). These records are available for consultation at all reasonable times free of charge, or for any such fee as is prescribed under future legislation and adopted by Hertford Town Council. The Town Council will, at its discretion, charge a fee for searches in, and provision of certified copies of entries in, these records.

6. BURIALS AND INTERMENTS

- 6.01 Burials and interments shall take place between the hours of 10.00am and 3.00pm Monday to Thursday, 10.00am to 2.00pm on Friday, unless by special arrangement with the Town Council. In the months of December, January and February the last interment times will 2 pm Monday to Friday
- 6.02 An Exclusive Right of Burial must be purchased in respect of every space allocated for an earth or a brick grave. The Exclusive Right of Burial in all earth or brick graves will be sold subject to the payment of all fees in respect of subsequent burials (i.e. payments for digging below 6ft in order to accommodate subsequent burials or interments) and all other fees relating to the current burial. The subsequent burial or interment will be subject to the fees and charges in force at that time.
- 6.03 For Child Graves the Exclusive Right of Burial may be granted to both parents. In this case both of the grantees would be required to sign the interment form for another interment to take place in this grave. All other Grants of Exclusive Rights of Burial can only be held in one person's name.
- 6.03 Grave plots may be purchased in advance by individuals who are Hertford Residents, and/or have a close relative buried in the Cemetery. Non-resident fees will be charged for pre-purchases made by individuals resident outside the Hertford boundary. However, for operational reasons the area from which the plot may be selected and the number of plots available for pre-purchase could be limited.
- 6.04 All earth graves shall be dug, excavated, opened and filled up or covered over by Town Council staff, or other persons so authorised by the Town Council. All superfluous soil shall be disposed of as the Town Council may from time to time direct.
- 6.05 Only coffins or caskets of wood, wicker or other easily perishable material will be allowed in an earth grave unless agreed otherwise by the Town Council. It should be noted that caskets and wicker coffins will be charged at the higher rate due to the additional digging required.
- 6.07 The total costs of excavation, masonry and smiths' work for a brick grave must be paid by the purchaser. The purchaser will be responsible for engaging appropriate workers to excavate and construct the brick grave and for providing all required materials. The Council reserves the right to specify the standard of materials and workmanship required and must be provided with written details in advance of work commencing. The Council reserves the right to withhold approval for the works if it is of the opinion that the work will not comply with the requirements of the relevant legislation or guidance, including Health & Safety legislation.

- 6.08 Ashes Caskets in the Garden of Rest must be no larger than 30cm (11.3/4") long x 20cm (7.3/4") wide x 15cm (6") in depth. We request that the casket size is provided no later than 48 hours before the interment.
- 6.09 In the Garden of Rest (J Block and T Block) and the Garden of Remembrance (F Block), a maximum of two ashes caskets can be interred. Other subsequent interments in these ashes plots should be interred loose (Scattered). The columbarium in F block (niches) can hold two ashes caskets
- 6.10 No coffin/container/casket shall be accepted at the cemetery unless the name of the deceased therein is clearly shown.
- 6.11 The identity shown on the coffin/container/shroud shall be verified at every funeral.

7. NOTICE OF INTERMENT

- 7.01 Notices of Interment must be sent via email or posted to arrive not less than two clear working days before the day of interment except by special arrangement, such arrangement having been made in writing by the Council.
- 7.02 The Notice of Interment must be on the form provided by the Council. Every notice must be properly completed and contain the full name, of the person to be buried (and if a minor the names of the parents or guardians), the date of death, age at death, the usual residence of the deceased, the day and hour in which it is proposed the interment shall take place, the type and depth of the grave and the name of the person who it is proposed shall officiate. No order for an interment or purchase of a new grave will be accepted unless the name and address of the person(s) to be registered as the owner are supplied (applicant details).
- 7.03 The original Registrar's Certificate for Burial, Coroners Certificate or Cremation Certificate must be supplied to the Council prior to the burial.
- 7.04 All fees and charges must be paid upon giving Notice of Interment or prior to the interment date when invoiced. The table of current fees and charges is available on the Council website.

8. MAINTENANCE OF GRAVES (EXCLUDING ASHES PLOTS)

- 8.01 After a period of time reasonably sufficient for the natural subsidence of earth with which the grave has been filled, the Council will have the grave covered with fresh turf.
- 8.02 The Council permits measures to personalise graves but asks that the surface of the grave must be kept in a neat and tidy condition.
- 8.03 Small shrubs, plants or flowers may be planted over a grave, but the Council reserves the right to demand the pruning, trimming or removal of any such

shrubs, plants or flowers, which in their opinion have become unsightly or overgrown. All refuse from the planting or tidying up of the graves must at once be removed and deposited in the bin or skip provided for the purpose.

- 8.04 If graves are left untended, and the registered owner cannot be traced, the Council reserves the right to remove any planting and replace with turf.
- 8.05 For safety reasons no form of stone or metal edging to graves will be allowed. Wood or plastic may be used to contain cultivated areas but, to enable safe cutting of the grass between graves, the material must not protrude above the adjacent ground level.
- 8.06 For safety reasons the Council will not permit the top surface of earth graves to be covered with materials such as concrete, gravel or stone chippings.
- 8.07 To avoid disturbance or annoyance to other visitors to the Cemetery no bells or chimes shall be left on graves or vegetation in the Cemetery.
- 8.08 If any item(s) on graves are contrary to these Rules and Regulations or likely to cause disturbance or annoyance to other visitors to the Cemetery the Council will contact the registered owner and ask that they be removed within a reasonable period. Where the Council is of the opinion that the item(s) are potentially dangerous the item may be removed and stored and the registered owner will be advised accordingly and asked to collect or agree to the disposal of the item concerned. The registered owner will be responsible for repayment of any costs.

9. MAINTENANCE OF CREMATED REMAINS (ASHES) GRAVES

- 9.01 The memorial stone should comply with the type specified for that block, i.e. JA Headstones, JB Tablets, JC Books. In the older Garden of Remembrance, memorials that are replaced should be of the same type as the original.
- 9.02 No planting of flowers or shrubs is permitted around the headstones or books in the Garden of Rest.
- 9.03 For safety reasons no form of edging to graves will be allowed.
- 9.04 For safety reasons the Council will not permit the top surface of ashes graves to be covered with materials such as concrete, gravel or stone chippings.
- 9.05 To avoid disturbance or annoyance to other visitors to the Cemetery no bells or chimes shall be left on or next to graves in the Cemetery.
- 9.06 If any item(s) on graves are contrary to these Rules and Regulations or likely to cause a nuisance to other visitors to the Cemetery the Council will contact the registered owner and ask that they be removed within a reasonable period. Where the Council is of the opinion that the item(s) are potentially dangerous the item may be removed and stored and the registered owner will be advised

accordingly and asked to collect or agree to the disposal of the item concerned. The registered owner will be responsible for repayment of any costs.

10 MEMORIALS – GENERAL

- 10.01 All memorials in the Cemetery and inscriptions thereon are subject to the prior approval of the Town Council. Appendix 1 provides detail on sizes of memorials permitted at the Cemetery. The Town Council will, from time to time, produce as an addendum to these Rules and Regulations, guidance on specifications and dimensions of memorials likely to gain approval.
- 10.02 Written agreement must be obtained from the Town Council that the submitted application or any amended application has been approved before any orders are placed for work to memorials. The Town Council will not reimburse costs associated with the purchase and installation of a memorial for whatever reason.
- 10.03 The Town Council will only accept Memorial Masons who undertake to work in Accordance with the NAMM (National Association of Memorial Masons) code of practice or BRAMM (British register of Accredited Memorial Masons) code of practice.
- 10.04 Applications will only be accepted from the owner of the Exclusive Right of Burial. Transfer of ownership must be completed if the owner of the Exclusive Right of Burial has died.
- 10.05 Memorials cannot be erected on earth graves within 12 months of the interment.
- 10.06 Memorials can be erected in the Garden of Rest immediately after the date of interment.
- 10.07 Kerb stones and cover slabs are only permitted in Blocks B and F.
- 10.08 All applications for permission to erect memorials must be made to the Town Council using the form which is available on the website and include:
- i. full details of the inscription and wording;
 - ii. a drawing showing the shape, size, material and colour(s) of the memorial, including size and material of any vases;
 - iii. details of special features e.g. photographs which should be set flush with the face of the headstone.
- 10.09 For safety reasons only permanent vases or containers will be permitted and then only if incorporated in the memorial or the base thereof. In particular, the use of glass vases must be avoided.
- 10.10 The registered owner of each plot will be responsible for repair, maintenance, cleaning and insurance of all memorials. The registered owner will also be responsible for the removal and replacement of all memorials e.g. when a further burial or interment takes place in the plot.

- 10.11 Registered owners are advised that they are responsible for memorials, planting or other items placed on their plot, whether or not the Town Council has given approval. The Council will not be held responsible for any accident or damage to any memorial, gravestone, monument or tablet) by any cause. Owners of memorials may wish to consider taking out insurance against damage.
- 10.12 If the Town Council is of the opinion that memorials are defective, dangerous or potentially unsafe then, subject to any legal requirements, such memorials will be made safe by appropriate means and the registered owner will be advised. The registered owner will be responsible for the repayment of any costs incurred.
- 10.13 All memorials must be securely and properly fixed in position with an appropriate concrete foundation which shall not protrude above ground level in accordance with the NAMM Code of Practice.
- 10.14 All grave spaces are numbered in accordance with the plan of the Cemetery held by the Town Council and the number of the grave space must be cut into any monument or stone, at the expense of the person erecting the monument or stone.
- 10.15 Sculptured features on memorials should be in relief on the surface of a conventional headstone, tablet or stone book.
- 10.16 No hewing or dressing of stones will be permitted within the Cemetery except by prior and written consent of the Town Council. All surplus materials must be removed once the memorial has been fixed and the registered owner will be responsible for any costs incurred to remove such materials.
- 10.17 Memorials will be subject to periodic testing by the Town Council to ensure that they remain stable. Any memorial failing this test will be made safe temporarily and the owner contacted to arrange repairs. All repairs remain the responsibility of the owner.

Appendix 1 - Permitted Memorial sizes
Ashes Memorial Stones
Garden of Rest – J Block and T Block

Headstone Section (JA)

Maximum dimensions:

Height (Overall)	508mm (21")
Width	457mm (18")
Depth (front to back)	305mm (12") min 381mm (15") max
Thickness	51mm (2")



Tablet Section (JB, T Section)

Maximum dimensions:

Height (Overall)	150mm (4")
Width	305mm (12")
Depth (front to back)	457mm (18")

(Portrait Orientation)



Book Section (JC)

Maximum dimensions:

Height (Overall)	305mm (12")
Width of book	356mm (14")
Width of Base	457mm (18")
Depth (front to back)	457mm (18")
Thickness	51mm (2")



Garden of Remembrance (F Block)

Maximum dimensions of Books and Headstones same as in Garden of Rest

Tablets

Maximum dimensions:

Height (Overall) 150mm (4")
Width 305mm (18")
Depth (front to back) 457mm (18")

(Portrait Orientation)



Niches in columbarium

Bronze plaque of the following dimensions:

Width 18"
Height 12"

(landscape orientation)



Memorial Wall

Bronze plaques of various sizes can be attached to the memorial wall for a period of 30 years.

Full Burial Plots

Headstones

Cannot be erected on earth graves for at least 12 months after the date of interment.



Maximum width 762mm (2'6"/30")

Kerb Stones and Ledgers

Permitted in B Section and F Section only



Maximum width 762mm (2'6"/30") x Maximum length 2032mm (6'6"/78")



All of the above are subject to the prior approval of the Town Council and applications will only be accepted from the owner of the Exclusive Right of Burial. Transfer of ownership must be completed if the current owner has died.

The Town Council will only accept memorial masons who undertake to work in accordance with the NAMM or BRAMM code of practice.