

GODALMING TOWN COUNCIL



Cemetery Regulations

Local Authorities Cemeteries Act 1974
Regulations in respect of Nightingale and Eashing Cemeteries

Nightingale and Eashing Cemeteries are set aside for the local community as places of peace and reflection

In these regulations: The word 'Town Council' means **Godalming Town Council**

'Memorial' means anything that is built or erected on a grave space

'Town Clerk' means the Town Clerk to Godalming Town Council

A portion of the Cemetery is consecrated for burials according to the rites of the Church of England. The remaining portion is provided for burials generally.

A plan of the Cemetery is available for inspection during published opening hours at the Council Office.

Fees & Charges

1. All fees and charges as published (see separate leaflet) are payable to Godalming Town Council on submission of the Notice of Interment or on the issue of an official invoice.
2. Searches in the register of burials may be requested at the Godalming Town Council's offices.

Interments

3. Notice of interment must be given to the Town Clerk, with at least two clear working days prior to the interment by the completion, in full, of the prescribed form available from the council office.
4. Except in cases of infectious or contagious disease or other interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority, interment shall only take place between 10:00am. and 3:30pm (October to March) and 10.00am to 4.30pm (April to September) Monday-Friday.
5. No interment shall take place on Saturday, Sunday or Public Holidays, except as provided in Regulation 4 or by special arrangement with the Town Clerk. An additional charge may be made in such circumstances.
6. On arrival at the Cemetery the following documentation must be handed to the Cemetery representative:-
 - Authority for Burial – Issued by Godalming Town Council
 - Notice of Interment
 - A Registrar's certificate of the registry of the death or, in the case where an inquest has been held, the Coroner's order for burial.
 - In the case of a stillborn child, a certificate in accordance with the Births & Deaths Registration Act 1926, will be required.

7. Grave space will normally be taken in rotation as prescribed by Godalming Town Council.
8. The grave space for the burial of persons 12 years and over shall be 9 feet by 4 feet
The grave space for the burial of persons 12 years and under shall be 6 feet by 3 feet
For cremated remains shall be 2 feet by 2 feet.
9. The depth of graves to the bottom of the excavation shall be:-
 - For one adult interment 5 feet 6 inches
 - For two adult interment 7 feet
 - For one child interment 4 feet
 - For cremated remains 2 feet
10. For every opening of a grave where the exclusive right of burial has been purchased, the Notice of Interment form must be signed by the registered owner. In the case of the registered owner being deceased a transfer of ownership must be completed.
11. The ashes of the deceased may, subject to the approval of Godalming Town Council, be scattered on any grave purchased by the family.

Grave Maintenance

12. Shrubs, plants or flowers may, subject to the approval of Godalming Town Council, be planted on any grave purchased by the family of the deceased. Upon completion of such work, all refuse must be conveyed to the designated area and placed in the bins provided. Godalming Town Council reserves the right to prune, cut down or dig up and remove any of the shrubs, plants or flowers at any time when, in its opinion, the same have become unsightly or overgrown.
13. Flowers and wreaths may be placed on the grave but may be removed at the discretion of the Town Council's representative. Plastic flowers and cellophane wrapping are discouraged and will be removed when neglected or become unsightly.
14. Items of pottery, tin, plastic or glass, wire or plastic fences or other materials are not permitted and will be removed by the Town Council's representative without notice.
15. The Town Council reserves the right to level and sow with grass seed any mounded grave, which has fallen into neglect.

Memorials

16. Godalming Town Council has a Duty of Care under Health & Safety Legislation. Before any memorial can be erected, an application must be submitted for approval, to the Town Clerk, on the prescribed form, available from the Council Offices, local Funeral Directors and Monumental Masons, together with drawings and specifications.
17. The Town Council reserves the right to make safe, repair and reinstate memorials that have fallen into disrepair and recharge the cost of the work to the registered owner of the grave.
18. No monument may normally be erected on any grave other than one headstone or one combined headstone, kerbstone surround and memorial vase to a specification approved by the Town Council, the key elements of which are set out below. The owner of a grave may, however, place a tablet in respect of the interment of ashes on an existing grave.
19. Memorials and kerbsets installed in Eashing Cemetery shall be constructed of granite, marble, slate or other hard natural stone of durable and sound quality approved by Godalming Town Council. The choice of materials for the construction of memorials and kerbsets in Nightingale Cemetery shall be constructed of York Stone, Portland Stone, Nabresina, Pirbeck, dark Grey Eggshell Granite or Karin Grey Eggshell Granite only.

20. The kerbstone surround must not exceed 7' in length, 3' in width or 6" in depth. In the case of kerbstone surrounding a double grave space, this must not exceed 7' in width. Kerbs created from stones, pebbles or wood are prohibited.
21. A memorial vase should not exceed 1' in any direction.
22. A headstone should not exceed 5' in overall height from ground level.
23. Ornamental chippings or stones are not permitted unless enclosed in a kerbset for which approval has been granted. The chippings must be green, white or grey.
24. All memorials shall be constructed of good durable material and all work carried out will be to the standards as laid down by the National Association of Memorial Masons.
25. Lawn memorials greater than 500mm are to be installed on a concrete foundation that has been laid on undisturbed earth or which spans the disturbed earth and is supported on a minimum of 100mm of undisturbed earth each side of the disturbed ground.
26. All memorials shall have the number of the grave space cut conspicuously thereon; the expense of this work and the erection of the memorial to be paid by the owner of the grave.
27. Prior to authority being given for the erection of a memorial the following information is to be supplied:
 - Which NAMM approved foundation method is to be used
 - Which NAMM approved method is to be used to fix the memorial to the foundation/ground
 - Which NAMM approved method is to be used for fixing plate to base (Dowel or Bolt)
28. Prior to authority being given for the erection of a memorial the memorial mason (or their agent on their behalf) is required to sign an undertaking prior to conducting any work within Eashing or Godalming cemeteries that, on being informed by Godalming Town Council of any failure due to poor workmanship or defective materials, of a memorial supplied and installed by them and within 10 years of the installation, the mason will:
 - Inspect the memorial within 21 days of being informed of such a defect.
 - If accepted that the cause of failure is due to poor workmanship or defective materials the Mason shall write to the owner of the memorial informing them of the nature of the fault, outlining the remedial action the memorial mason plans to take to correct the situation or the options available to the owner if the failure has occurred later than 6 years from installation.
29. Prior to erection of a memorial the Mason is to supply the Town Clerk to Godalming Town Council with a signed copy of the Certificate of Compliance that has been issued to the memorial owner.
30. No memorial mason or any other workman or tradesman may enter or conduct any work within Eashing or Nightingale cemeteries without prior approval of Godalming Town Council. Requests for entry to the cemeteries to install or remove memorials or to lay foundations for future installation of a memorial are to be sent to the Town Clerk at least two clear working days prior to the required date. With the exception of those directly involved no entry for tradesman will be allowed whilst an interment is in progress or 30 minutes either side of its programmed time.
31. The lettering of inscriptions on any memorial shall not exceed 2½ inches in height.
32. No mason or sculptor shall place any trade inscription upon any memorial except his name.
33. No hewing or dressing shall be permitted within the Cemetery, and all materials for memorials and all tackle shall be conveyed into the Cemetery in such a manner as will avoid annoyance or injury to persons or damage to the grounds and walks. All refuse, soil and other materials to be removed in like manner.

34. Every memorial shall be kept in repair by the owner, and if not so kept in repair be repaired or removed by the Town Council at its discretion and at the expense of the owner. Memorials shall not be painted without the consent of Godalming Town Council.
35. In the event of any memorial being erected, or placed, without the above consent, those responsible may be required to remove the same and pay any legal or other costs which might be involved.
36. The permission of the Town Clerk must be obtained before any memorial is removed, e.g. on the occasion of the re-opening of a grave or for an additional inscription and must be removed and reinstated by a stonemason or other competent person to the standards laid down by the National Association of Memorial Masons and paragraphs 24-33 above. It should be noted that any memorial removed for restoration work or additional inscriptions that does not already have the number of the grave space cut conspicuously are to comply fully with paragraph 26 above.

Conduct within Cemeteries

37. Dogs are permitted in the Cemetery grounds provided they are kept on a lead and dog litter is taken away by the owner.
38. The use of bicycles and motor vehicles is restricted to the main drive of the Cemetery.
39. Children under 12 years of age must be accompanied by a responsible adult at all times.
40. Eashing Cemetery will be closed between 5pm and 9am from October to March and between 8.00pm and 8.00am from April to September.

Natural Burials

Please see the separate leaflet for additional guidance.

Godalming Town Council reserves the right to make, from time to time, any alterations and additions to the foregoing regulations.

**Please contact Godalming Town Council's office at
107-109 High Street, Godalming, Surrey GU7 1AQ
(Tel. 01483 523575)
if you require any further information**