



**Bluebell Cemetery
& Crematorium**

CEMETERY RULES & REGULATIONS

BLUEBELL CEMETERY & CREMATORIUM

OLD LONDON ROAD

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GENERAL REGULATIONS

The Cemetery is provided as a tranquil area so that visitors can reflect and remember their loved ones. The Cemetery management requires that visitors act accordingly and respect the needs of others.

All visitors are expected to conduct themselves in an orderly manner and should keep to the roads and footpaths when not attending graves.

Access to the cemetery grounds is permitted from 8 am each day until 5 pm during the months November to March and until 8pm during the months April to October.

No unauthorised person shall enter or remain in the cemetery when it is closed to the public, unless authorised by the cemetery management.

Children under the age of 12 must be accompanied by a responsible adult.

Dogs are welcome providing they are on a short lead and are kept under control at all times. Any faeces must be promptly collected and removed from the cemetery in an appropriate manner.

No person shall sit, stand, climb upon or over any memorial, gate, wall, fence or building within or belonging to the Cemetery.

It is not permitted for any person to wilfully create any disturbance or commit any nuisance; obstruct, or act in a disrespectful manner towards, any burial taking place; damage any grave, memorial, plant or tree; hold a picnic or barbecue; sunbathe, play any game or use improper or indecent language.

The Cemetery management reserves to itself and its employees the right of passage over any grave for any purpose connected with the maintenance and management of the cemetery.

GRAVES

There is a wide range of burial options that allow anyone to be buried at Bluebell Cemetery irrespective of faith or belief. It is appreciated that there are many factors to consider when choosing the final resting place for a loved one. At Bluebell Cemetery we will aim to support you through this process to ensure that it is as smooth as possible.

The family, or representatives of the deceased, can select the grave for burial.

Lawn Graves

Lawn graves are located in Section C of the cemetery.

On the lawn section it is only a headstone and base that is permitted as the memorial on the grave. The remainder of the grave is maintained as lawn.

Each grave can accommodate two coffin burials and the interment of up to six sets of ashes.

Adult Graves

Adult graves are located in Sections A, B, D, J, N, R, S and T of the cemetery.

Each grave is designed to have a garden in front of the memorial. Having kerbing surrounding the memorial will help to maintain a neat appearance and to assist with the maintenance of the grounds.

The overall size of the kerbing is 3' (915mm) in length and 2'6" (762mm) in width. The remainder of the grave is to be maintained as lawn.

Each grave can accommodate two coffin burials and the interment of up to six sets of ashes.

Adult Front Row Graves

Adult front row graves are located in Sections A, B, D, J, N, R, S and T.

Graves in the front row of each burial section are designed to have kerbing with a maximum overall size of 7'0" (2133mm) in length and 3'0" (915mm) in width.

Each grave can accommodate two coffin burials and up to six sets of ashes.

Private Gardens

Private gardens are located opposite Sections A, B, J, N, R, S, T, and along the boundary of Sections D, P, Q, U and V

Private family gardens are designed to meet each family's wishes with these being available with one, two, three, four, five or six graves.

Each garden is surrounded by planting and is gated for exclusive use with the inclusion of a 4ft teak bench and the first interment fee.

Memorials within these gardens can be up to a maximum of 7' (2133mm) in length and 3' (915mm) in width. Each grave can accommodate two coffin burials and up to six sets of ashes.

Baby Graves

Baby graves are located in the dedication garden opposite Section A.

To maintain a neat appearance each grave in the baby section is to have kerbing with an overall size of 3' (915mm) in length and 1'6" (457mm) in width.

Only single occupancy graves are dug in the baby section.

Woodland Graves

Burial in the woodland is available to everyone, irrespective of faith or religion.

The floral tributes from the funeral can be placed on the grave but these must be removed after a period of seven days. Before placing flower sprays all plastic wrappings and ties should be removed.

Only the grave marker supplied by Bluebell Cemetery shall be placed on the grave once the funeral tributes have been removed.

The choice of grave marker includes a memorial plaque on an oak block, stone boulder with a cast bronze plaque or an engraved granite boulder.

Only single depth graves will be dug within the woodland area although it will be possible to have up to four sets of ashes interred in each grave.

Muslim Graves

Section G is dedicated for Muslim burials.

All graves within the Muslim section are positioned at right angle to Qibla.

Graves in the upper section are to have a garden in front of the memorial. Having kerbing surrounding the memorial will help to maintain a neat appearance and to assist with the maintenance of the grounds.

The overall size of the kerbing is 3' (915mm) in length and 2'6" (762mm) in width.

The remainder of the grave is to be maintained as lawn.

Graves in the lower section will be marked with either a flat or wedged shaped tablet.

Each grave can accommodate two coffin burials and the interment of up to six sets of ashes.

Memorial Gardens

The memorial gardens are specifically for the interment of ashes with there being a wide choice of memorial options.

Each memorial scheme can accommodate at least two sets of ashes so husband and wife, or partners, can be together.

Memorial options include Family Gardens, Remembrance Roses, Cremation Tablets, Memorial Trees, Rockery Boulder Memorials, Memorial Niches, Memorial Rose Bed Plaques, Pergola Memorial Plaques and Memorial Benches.

There is also a dedicated scattering area within the Memorial Gardens.

In addition to the Memorial Gardens there are also memorial niches located on the terraced area by the cemetery chapel.

THE EXCLUSIVE RIGHT OF BURIAL

When a grave is purchased the named grave owner will obtain the Exclusive Right of Burial in that grave. This gives the grave owner(s) the right

- To be buried in the grave
- To authorise other burials and interments in the grave
- To apply for a memorial to be installed

To purchase the Exclusive Right of Burial of a grave the person must be over eighteen years of age.

Purchase of the Exclusive Right of Burial and subsequent issue of a Deed of Grant does not transfer ownership of any land. The land remains in the ownership of Bluebell Cemetery.

The written permission is required from the grave owner(s) on all matters concerning the grave.

The Exclusive Right of Burial can be transferred to another person by assignment for which a fee is payable to Bluebell Cemetery. Equally it can also be bequeathed in a will.

Any change of address must be notified to Bluebell Cemetery in order that up-to-date records are maintained and so that the grave owner(s) can be contacted as and when required.

If desired, at the expiry of lease period it will be possible to extend the lease of the Exclusive Right of Burial.

It is advisable that once the Grave Owner has been interred within the grave, arrangements are made for the transfer of ownership. No further burials, interments of cremated remains, additional inscriptions on memorials or installation of new memorials will be permitted until entitled ownership has been established.

BURIALS

The written permission of the registered owner is required before a grave can be opened for burial.

Permission must be granted by Bluebell Cemetery management prior to any burial or interment taking place.

All bodies due for burial must arrive at the cemetery enclosed within a coffin or casket with the name of the deceased clearly shown.

All graves within the cemetery will be excavated by authorised cemetery staff only.

When a grave is excavated, it may be necessary to temporarily place plant, equipment and excavated material on top of adjacent graves. In such circumstances, the surface and memorial of any affected grave will be protected. Once the burial has been completed the grave will be backfilled and the surface of any adjacent grave affected by the works reinstated.

Where mourners wish to backfill a grave, advance notice of this should be given to the Bluebell Cemetery Office on the Notice of Interment.

The floral tributes will be placed on the grave by the cemetery staff. Should they wish to do so, mourners will be able to place the tributes under the direction of Cemetery staff.

Scattering of cremated remains is only permitted in the dedicated areas within the memorial gardens and the woodland area. Once remains have been scattered there will be no possibility of recovery.

Once a body, coffin or cremated remains container has been buried they can only be removed with an exhumation licence granted by the Ministry of Justice. Any disturbance of remains is deemed to be an exhumation.

MEMORIALS

All cemetery memorials are to be supplied and installed by Bluebell Cemetery or one of its partner memorial masons. Those wishing to install a memorial within a private garden can contact an alternative BRAMM registered memorial mason.

The person applying to erect a memorial must be the owner of the Exclusive Right of Burial.

Temporary wooden crosses are permitted to mark the grave prior to the installation of a headstone. Any broken or damaged crosses found on a grave will be removed.

A memorial is the sole responsibility of the grave owner. The Cemetery will not be responsible for any damage or breakage caused by third parties.

Each memorial must be kept in good repair by the owner.

Bluebell Cemetery reserves the right to refuse to allow the placing of an inscription upon any memorial if, in the Cemetery's opinion, it is deemed to be libellous, inaccurate or likely to cause an offence.

The Cemetery management reserves the right to remove any unauthorised memorials from the cemetery and recover any costs incurred by doing so from the person by whom the order for the memorial was placed.

To allow the ground time to settle following a burial it is recommended to wait at least 12 months before the installation of a memorial.

Only BRAMM (British Register of Accredited Memorial Masons) registered memorial masons will be allowed to carry out work in the cemetery. This also applies to memorials being re-installed after their removal to permit an interment or additional works being carried out.

A permit is required for any work to be carried out on a memorial that has not been purchased through Bluebell Cemetery. A fee is payable for the permit and must be paid in full at the time of application.

Where regulations allow a memorial to be placed on two adjoining grave spaces any applicable memorial permit fee will be doubled the scheduled fee.

All Memorial work carried out in the Cemetery must be fixed by a qualified stonemason and conform to the current NAMM Code of working practice and BS 8415. All memorial work will be carried out in the Cemetery on a strictly by appointment basis only.

Work can only be carried out in the cemetery Monday to Friday between 8am and 4pm. No work is to be carried out on weekends or Bank Holidays. All memorial masons must report to the cemetery office before commencing work.

All memorials must be made of marble, granite or other natural quarried stone.

All memorials must be designed and erected in full compliance with BS8415.

To ensure that all memorial installations meet the requirements of BS8415, monumental masons should follow the BRAMM (British Register of Accredited Memorial Masons) guidelines (Blue Book) with regard to ground conditions, foundation design, joints and assembly.

Memorials on lawn graves must not exceed 3' (915mm) in height, including the base, 2'6" (762mm) in width with the base a maximum of 12" (305mm) in depth.

Memorials on adult graves and in the Muslim section must not exceed 3' (915mm) in height, including the base, 2'6" (762mm) in width with kerbing a maximum of 3' (915mm) in length.

Memorials on adult front row graves and in private gardens must not exceed 4' (1219mm) in height, including the base, 3'0" (915mm) in width with kerbing a maximum length of 7' (2133) in length.

The owner of a grave in a Private Garden does not have to have a full memorial as a headstone, as if desired, a horizontal memorial tablet will be allowed.

Memorials on Baby graves must not exceed 2' (610mm) in height, including the base, 1'6" (457mm) in width with kerbing a maximum of 3' (915mm) in length.

All memorials and kerbing are to be fixed on a reinforced concrete landing of approved manufacture, not less than 4" (102mm) in thickness.

Traditional memorials are not permitted in the Woodland Burial Area. Each grave is instead to be marked by either a wooden, stone or granite boulder purchased from Bluebell Cemetery.

All new memorials will be inspected following the fixing by the memorial mason to ensure that they have been securely installed and do not present a health and safety risk. If any problems are identified, the memorial mason will be required to carry out any necessary repairs.

The Cemetery will regularly test memorials for stability to establish whether they are at risk of falling and causing damage or injury. Memorials that are found to be unsafe will be made safe by temporary staking or laying the memorial flat.

Small shrubs, plants and flowers can be planted within the kerbing of an adult grave if they are maintained in good condition. The Cemetery reserves the right to cut or remove any shrubs, plants or flowers which they consider to be unsightly or overgrown.

If a memorial needs to be removed to allow the grave to be re-opened for burial, the cemetery will instruct their memorial mason to complete this work. The memorial will then be replaced 12 months after the burial when the ground has settled.

If an independent memorial mason has been instructed to remove a memorial from a private garden for burial, then the mason must arrange for the safe storage of the memorial away from the cemetery prior to its replacement once the ground has settled.

Only benches ordered through Bluebell Cemetery will be allowed to be placed in the cemetery grounds. The Cemetery reserves the right to remove any benches placed without permission.

TRIBUTES

Items of remembrance are left entirely at the risk of the person placing them.

The Cemetery does not accept any liability for the damage or loss of any items, including floral tributes and ornaments, that are placed on a grave. The Cemetery therefore advises against the placing of any items of significant value.

Floral tributes placed at the time of burial should be removed when they are seen to be decaying. If these are not removed by the family the cemetery staff will arrange for them to be disposed of.

The Cemetery has a responsibility to ensure the cemetery is free of obvious dangers and hazards.

The Cemetery reserves the right to remove any glass vases, jars and other fragile materials if deemed to present a health and safety risk; especially if damaged.

The Cemetery reserves the right to remove any neglected, unsightly, broken, dilapidated, dangerous or unsafe articles or materials deemed to be offensive, or unbecoming of a cemetery.

MISCELLANEOUS

All persons entering the Cemetery do so at their own risk and the Cemetery will not accept any liability for injuries or damage sustained for any reason whatsoever.

The Cemetery does not accept any responsibility for any loss or damage to any person or vehicle entering the Cemetery.

Vehicle speed within the Cemetery is restricted to 10 mph.

Visitors to the cemetery must observe and adhere to all traffic control signs, speed limits, road markings and instructions.

The Cemetery does not accept any liability for personal property brought on to the site or for any damage or loss of tributes or memorabilia.

The Cemetery will hold any individual(s) responsible for any damage caused to cemetery property or its grounds by any cause whatsoever. Any costs to repair such damage may be passed on to the individual(s) involved.

APPENDIX A



**Bluebell Cemetery
& Crematorium**

WOODLAND BURIALS - WOODLAND CODE

Burial in the woodland is offered to those wanting a more environmentally friendly burial in a natural setting that is free from the traditional memorials and tributes found in a cemetery.

We wish to preserve the natural appearance of the woodland as much as possible by requesting the following is adhered to:

- Only memorials supplied by Bluebell Cemetery are permitted within the woodland.
- Man-made items such as balloons, windchimes, windmills, lights, candles, plastic vases, ornaments made of glass, ceramics or any other items especially those that can become brittle and cause injury to visitors or wildlife are not permitted. Unauthorised items will be removed.
- The floral tributes from the funeral can be placed on the grave but these must be removed when they are seen to be decaying.
- Before placing flower sprays all plastic wrappings and ties should be removed.
- We welcome the planting of bulbs such as bluebells, woodland anemones and snowdrops that are keeping with the woodland.
- Dogs are welcome providing they are on a short lead and are kept under control at all times. Any faeces must be promptly collected and removed from the cemetery in an appropriate manner.