Heckington Parish Council Cemetery Policy Document

1. Introduction

The purpose of this Policy Document is to set out the rules and regulations set by Heckington Parish Council in relation to the Cemetery and the services provided by the Council in relation to burials and memorials. Explanatory notes can be found in italics.

All graves and memorials will be sold subject to the Rules set out in this Policy Document, which may be amended from time to time by the Parish Council at their discretion together with any statutory legislation issued by Central Government relating to the provision of services and the management, regulation and control of the Parish Council owned Cemetery or any other competent authority under which the Council is bound to comply.

Should you have any queries in connections with the Rules and guidance set out in this Policy Document, please contact the Clerk in the first instance at the Parish Council office on St Andrews Street, Heckington or by email, clerk@heckingtonparishcouncil.gov.uk or telephone 07459 707013. Any complaints will be dealt with in accordance with the Council's complaints policy.

2. Terms of Reference and Definitions

In this Policy Document, unless the context otherwise requires the following terms, shall have the meanings given to them below:

'the Council' means Heckington Parish Council

'Cemetery' means the Cemetery owned by Heckington Parish Council off Boston Road, Heckington.

'Chapel' means the Chapel on site at the Cemetery.

'Exclusive Right of Burial' means an exclusive right of burial granted in accordance with Rule 4.2.

'Memorial' means an object serving as a remembrance and for the purposes of these rules include a headstone, vase, memorial tablet and temporary grave markers and those memorials permitted under Rule 5.1.

'Memorial Rules' means those set out under Rule 5.1 of this policy document.

'Policy Document' or 'Policy' means the document which sets out the Rules.

'Register of Burials' means a register of all burials in the Cemetery kept and maintained by the Council. Please note that fees are reviewed and set annually in January by the Council.

'Rules' means the rules set, in-house, by Heckington Parish Council.

'Table of Fees' means the list of fees and charges for goods and services provided by the Council.

'Lawn grave' means a grave which is mainly laid to lawn which complies with Rules 4.11.2.

'Natural grave' means a grave or grave space in an allocated 'Natural area' in the Cemetery and complies with Rule 4.11.13.

'Remembrance Grave' means a grave or grave space allocated in the Garden of Remembrance. See notes in rule 7.0.

'Working Day' means between 9.00am and 5.00pm Monday to Friday inclusive but does not include any days which are bank holidays or public holidays.

3. General Rules and Guidance

3.1 The Cemetery does not have official opening and closing times but sunrise and sunset should be used as a general guide. There is no lighting throughout the cemetery and it would be deemed unsafe to visit during darkness.

3.2 No person shall trade any goods or services within the Cemetery except with the prior written consent of the Clerk. *This is to help to protect visitors' consumer rights and to ensure that the bereaved can visit the Cemetery without fear of being disturbed.*

3.3. Dogs are not permitted in the Cemetery except for assistance dogs without the express permission of the Council. Owners must pick up any waste from their dogs.

3.4 Vehicles other than Council vehicles are not permitted in the Cemetery grounds.

3.5 Visitors' vehicles, funeral corteges, all hearses and accompanying vehicles must be parked in the designated parking zone at the entrance.

3.6 It is the responsibility of the Clerk and Funeral Director to ensure that the funeral is completed in a dignified and respectful manner.

3.7 When notice of burial or cremation is given and where it is anticipated that a funeral is one at which a large number of people may be expected to assemble, then the applicant or his or her representative shall notify the Clerk accordingly. *If notification of a large attendance is given, measures can be agreed to ensure the smooth running of the service to include police support for highways safety due to limited parking.*

3.8 If any damage is caused to the Cemetery land or Chapel/Workshop or machinery, the person or persons committing such damage will be held responsible by the Council. *The Council will attempt to recover full costs for any damage caused by visitors in order to protect the budgets for upkeep, maintenance and improvement of the service.*

3.10 Filming and photography shall only be allowed with the prior approval of the Council. Families, a representative of a family or local historians may photograph an individual memorial. *Some visitors may be offended by being filmed or photographed while visiting the Cemetery.*

3.11 No music shall be played within the Cemetery by any person except with the permission of the Council. If music is to be played at a ceremony within the Cemetery, the officiating representative must ensure that appropriate licenses have been obtained.

3.12 Dead flowers, spent wreaths or other articles of waste or litter must be placed in the appropriate receptacles provided in the Cemetery. Any floral items found to be past their best' may be removed without notice.

3.13 All visitors to the Cemetery must take all reasonable care in order to protect their own safety. All children under the age of 16 years of age must be accompanied by, and be under the direct supervision of an adult at all times.

3.14 Visitors must conduct themselves in a quiet and orderly manner. Visitors are reminded to keep to pathways, except when visiting graves.

3.15 All persons admitted to the Cemetery will be subject to the Rules set out in this Policy Document. Any person infringing the Regulations may be removed from the Cemetery by Council staff.

3.16 The Council reserves the right to make any alterations to the Rules as and when required. *As the service changes and improves it may be necessary to amend the current regulations accordingly or at short notice. Wherever possible, when this happens, the Council will take reasonable steps to inform those affected by the changes.*

4. Burial Rules and Guidance

4.1 Bookings

4.1.1 All initial bookings for a burial (including the burial of cremated remains) must first be made to the Clerk by any means and confirmed in writing (including email) as soon as possible thereafter using the Council's specified form referred to in 4.1.2 below (see Schedule 2). *This ensures that all our processes and procedures are followed to prevent any problems from arising.*

4.1.2 For all burials, a notice of burial using the Council's specified form must be delivered (including by email) to the Clerk on a working day, at least seven working days prior to the interment. *This ensures that the Clerk has enough notice to instruct the gravedigger in preparation for the burial.*

4.1.3 At the discretion of the Clerk, an interment at shorter notice than that provided for in Rule 4.1.2 may be granted.

Please note, interments arranged at short notice or out of standard operating times may be subject to payment of an additional fee specified. See Schedule 1 for the List of Fees.

The Council will try wherever possible to facilitate burials at any time providing that all statutory documentation is in place, but this is dependent on staff availability to undertake the necessary checks and preparation works.

4.1.4 A notice of burial available in Schedule 2 shall be submitted only on the form provided by the Council and such form shall be duly completed in all respects and be signed by the person applying for the interment. *It is a statutory requirement to obtain written consent for a burial from the Council.*

4.1.5 No alteration to a notice of burial is permitted unless a written request for any such alteration has been submitted and agreed by the Clerk. *This provision ensures that misunderstandings do not arise from verbal instructions.*

4.1.6. All fees and charges in respect of an interment will be invoiced at the time of registration of the notice of burial. The invoice will be raised against the person submitting the application. The Council reserves the right to amend invoices in the event of administrative error after issue but every effort will be made to ensure that this does not occur.

In usual circumstances, this will be the Funeral Director acting on behalf of the bereaved. Payment of fees will be by bank transfer within 48 hours after the interment has taken place. Please notify the Clerk by email upon payment of the invoice.

4.1.7 The person responsible for the interment shall make all the necessary arrangements with the person responsible for officiating the interment including payment. *The Council does not provide a minister or officiate as part of its service.*

4.1.8 The Chapel may be booked to hold a burial service. Provision of this service is dependent upon the availability of staff. See Schedule 1 for a list of fees.

4.2. Grave Selection & Purchase of Exclusive Rights of Burial

4.2.1 The Council may grant upon such terms and conditions as it considers appropriate, to an individual, an Exclusive Right of Burial. Enquiries relating to such rights can be made by contacting the Clerk.

4.2.2 Exclusive Right of Burial

4.2.2.1 An Exclusive Right of Burial allows the purchaser of such, a right to burial in an agreed grave space. A grave which is subject to an Exclusive Right of Burial may not be opened and no one may be buried there without the owner's permission (other than where the provisions of Rule 4.3 apply). The Council will approve up to four named owners on the Exclusive Right of Burial.

The person purchasing the grave space has the right to select a grave space in advance of the burial subject to making an appointment with the Clerk. If the owner of the grave is deceased, any living relative wanting to assume ownership for the grave must do so via application to the Clerk in accordance with statutory guidance.

4.2.2.2 No Right of Burial for a grave shall be sold to any person until the application form has been completed by the proposed purchaser and returned to the Clerk, clearly identifying the type of grave that is required including Lawn Grave, Natural Grave or Garden of Remembrance grave. *Please note that at the time of writing this Policy Document, the Garden of Remembrance is awaiting construction. Further details can be found in Rule 7.0.*

4.2.2.3 An Exclusive Right of Burial will be granted for a period of 99-years beginning on the date upon which the grant is made (not the date of interment) and upon such terms and conditions as the Council deems appropriate. The fee for an Exclusive Right of Burial is set out in Schedule 1, Table of Fees.

4.2.2.4 An Exclusive Right of Burial does not constitute any ownership of land. It is purely the right to have a burial in a selected grave. *The rights are granted on the understanding that the owner of those rights complies with the Rules set out in this Policy Document. For example, if an Exclusive Right of Burial is granted in respect of a Lawn Grave, then the grant holder will be required to comply with the Rules relating specifically to Lawn Graves.*

4.2.2.5 Upon the purchase of the Exclusive Right of Burial, a Deed of Grant shall be issued to the person by whom or on whose behalf the said Exclusive Right of Burial is purchased. The Council retains a copy of the Deed of Grant and associating reference number. *The Deed of Grant must be kept securely for future reference. It is recommended to take a photograph of the Deed.*

4.2.2.6 The purchase of an Exclusive Right of Burial in any grave includes the right to erect and maintain a Memorial on that grave space subject to the regulations concerning memorials set out under Rule 6.0. There is an additional fee for the right to erect and maintain a Memorial which is paid to the Council, via the Memorial Mason, at the time of applying for a memorial. Administration fees apply. See Schedule 1 for the Table of Fees. *This allows for a Memorial to be placed on a grave without the need for additional rights to be granted.*

4.2.2.7 The holder of the Exclusive Right of Burial may surrender his/her right at any time in respect of the grave where the said right has not been exercised (i.e. no burial has taken place, and no memorial has been placed on the grave). An application must be made in writing (or by email) to the Clerk for a refund for the surrender of a grave space. The Council reserves the right to refuse a refund. In cases where a refund is granted, the fee repayable will be that of the original fee paid to purchase the Exclusive Right or Burial. There is an administration fee per the Table of Fees in Schedule 1 for the surrender of an Exclusive Right of Burial. *As the grave is unused, the Parish Council may be able to sell the Exclusive Right of Burial to another person.*

4.3 Transfer of Exclusive Right of Burial

4.3.1 An Exclusive Right of Burial to a grave space may be transferred by deed or bequeathed by will.

4.3.2 In cases where the owner of the Exclusive Right of Burial, the grant holder, is still alive the transfer may be done by completion of a Deed of Assignment, see Schedule 4. A Deed of Assignment is also available upon request from the Clerk. This form should be completed and signed by the grant holder and the person taking ownership of the said right and submitted to the Clerk together with the original Deed of Grant. A new Deed of Grant will then be issued to the new holder of the said right. A fee, as set out in Schedule 1, in connection with this service, is payable to the Council. *This is recognised as the legal way to transfer grave rights where the grant holder is still alive.*

4.3.3 Where a grant holder is deceased, and provided that the Exclusive Right or Burial has not be specifically left to another person, then upon production of a will or letters of administration, the Exclusive Right of Burial may be legally transferred to the person in possession of the Letters of Administration or the beneficiary of the residue of the estate under the terms of the grant holder's will. *The grave rights form part of the estate of the deceased and can thereby be transferred to the appropriate person upon proof being submitted to the Clerk.*

4.3.4 In cases where the grant holder is deceased and there is no will or Letters of Administration available, then the Exclusive Right of Burial may not be transferred to another person however a further burial may be permissible (if there is available depth) subject to the applicant for the burial completing a Statutory Declaration and ensuring that any other person equally entitled counter signs the Statutory Declaration. A Statutory Declaration (see Schedule 6) must be witnessed by a Solicitor, a Commissioner for Oaths or Notary Public. *This is a legally recognised way of dealing with this issue.*

4.4. Plan of the Cemetery

4.4.1 In accordance with current legislation, the Council keeps and maintains plans showing all used grave spaces and 'sold' grave spaces. The plan is available for inspection, free of charge on any working day at the Council office. *This is a legal and operational requirement of the service. The service is in the process of compiling a digital plan expected to be completed by December 2026.*

4.5 Register of Burials

4.5.1 All burials carried out in the Cemetery are recorded in a Register of Burials. The Register is kept in the Council office and is available for inspection, free of charge, on any working day at the Council office. You may be asked to book an appointment with the Clerk and return on another day.

4.5.2 If requested, searches of the Register of Burials can be made by the Clerk. A fee may be payable for this service in accordance with the Schedule 1. *The Council has a legal obligation to keep and maintain records of burials in the Cemetery and the current legislation permits the Council to charge a fee for a search of the Register of Burials and to provide certified copies of entries of the said register.*

4.6 Burial Procedure

4.6.1 Before a grave space, which is subject to an Exclusive Right of Burial, can be opened, the written consent of the owner of the Exclusive Right of Burial, or his or her legal representative, must be submitted to the Clerk together with the original Deed of Grant or associating reference number. *The Council must be satisfied that the person requesting the burial is the person legally entitled to the Exclusive Right of Burial.*

4.6.2 In cases where the person intended to be interred was the owner of the Exclusive Right of Burial, the Council if requested by the person giving notice of burial, has the power to order the grave space to be reopened for the interment of the deceased owner without obtaining

the consent of his or her executor or other representative. *The registered grave owner has a legal right to be buried in any grave space they own the rights to.*

4.6.3 All bodies brought to the Cemetery for burial must be contained in a suitable coffin, and cremated remains in a suitable container and must be clearly marked for identification purposes and include the full name of the deceased. *Suitable for the purposes of this Policy Document means a coffin or container that meets the practical requirements of the burial, while also aligning with the wishes of the deceased and their family. It should be made of biodegradable material and may incorporate personal preferences in design and style. Metals and plastics should be avoided along with certain lacquers and varnish finishes which can contaminate the soil. The Clerk will review all applications for suitability.*

4.6.4 Prior to the burial, the Registrar's Certificate for the Disposal or Coroner's Order for Burial must be handed to the Clerk or their representative. *These are legal documents that must be submitted **prior** to the burial taking place. Should a valid reason be given for the absence of the above document/s and on confirmation with the Registrars Service, it is possible to facilitate a burial on completion of a standard declaration available from the Clerk. This ensures that a funeral can still go ahead and reduce any upset to the bereaved family.*

4.6.5 All funerals will be met by a member of staff from the Council. A check of the name plate will be made against the statutory paperwork prior to any interment being permitted. *This ensures that the correct coffin is buried in the correct grave.*

4.6.6 The person arranging the funeral or his/her representative shall ensure that they have sufficient persons to transfer the coffin from the vehicle to the grave side and to lower the coffin into the grave. In all cases, this should be a minimum of four persons for the burial of an adult.

4.7 Grave Preparation and Backfilling

4.7.1 All excavation works and backfilling of graves will be undertaken by the Council's staff who are trained to a recognised and accredited standard or the Council's appointed contractor who are also trained and accredited.

4.7.2 Grave spaces in the Cemetery shall be in accordance with the following measurements:

Full adult grave space – 10 ft long by 4 ft wide.

Babies and children's grave space – not defined.

4.7.3 Graves shall be excavated to a minimum depth of 4 feet 6 inches for 1 interment. *This is so that the Council can comply with the current legislation which stipulates that there must be 3 feet of earth covering a coffin after burial. The stipulation for ashes is less but 1 foot is considered desirable.*

4.7.4 The positions of the head and feet of a grave space shall be designated by the Council.

4.7.5 A grave shall be of sufficient width and length to admit a coffin to the size specified in the notice of burial. *It is the responsibility of the person making the funeral arrangements to provide accurate measurements of the coffin size to ensure the correct size grave is prepared.*

4.*7.6* A grave shall be suitably dressed prior to a burial taking place unless otherwise requested by the applicant or representative acting on their behalf. *In order to provide an aesthetically pleasing environment, all graves will be dressed prior to burial. Should any persons not require this service, this should be conveyed via the Funeral Director.*

4.7.7 After each burial a layer of warning tape shall be placed into the grave above the coffin so as to act as a guide as to the depth of that coffin in the event of future excavations for the burial of ashes. *This ensures that previous burials are not inadvertently disturbed during the reopening of graves. This is unlikely given that the Council only allows 1 interment of a coffin and three sets of ashes containers within 1 grave.*

4.7.8 At the discretion of the Clerk and where safe and possible to do so, the Council will allow family backfilling to take place, under the supervision of the Funeral Director, Council staff or duly appointed contractor. If the family wishes to backfill the grave, this must be requested on the Notice of burial. *Some families find this an appropriate way to pay their final respects to the deceased.*

4.8 Burial of Stillborn Children or Foetal Remains

4.8.1 No interment of a stillborn child shall be permitted unless the Registrar's Certificate for Disposal or the Coroner's Order for Burial is delivered to the Clerk **before** burial. *This is a statutory requirement.*

4.8.2 The body of any stillborn child brought to the Cemetery for burial must be encapsulated in a suitable receptacle. See 4.6.3 above for a definition of 'suitable'.

4.8.3 Burial of stillborn and foetal remains is permitted in any privately owned grave space or in the dedicated section for children. *This allows for a choice for the bereaved.* Memorials in this section may be subject to restrictions in terms of design, height and width.

4.9 Dangerous and Infectious Diseases

4.9.1 The body of a person who has died of a dangerous infectious disease shall not be allowed within the Chapel unless a certificate from the Area Health Officer for the District in which the death occurred is given to the Clerk. Such a certificate should set out details such as confirmation that the coffin containing the body has been thoroughly sprayed with disinfectant and that adequate precautions have been taken to his satisfaction against the spread of disease. In the event of offensive smells issuing from any body brought for interment, it shall be in the power of the Clerk or other person appointed by her/him to order that no such body is taken inside the Chapel. *This is to protect the Health and Safety of visitors and staff.*

4.9.2 For the purposes of this Rule, the term 'dangerous infectious disease' includes plague, cholera, smallpox, typhus fever, enteric fever (including typhoid and paratyphoid fevers), scarlet fever and diphtheria and such other infectious diseases as the Area Health Officer may determine from time to time to require such precautions. *These are the current list of dangerous infectious diseases; this may be added to by the Chief Medical Officer at any point.*

4.10 Grave Aftercare

4.10.1 The Council will manage the aftercare and maintenance of the Cemetery as they see fit and in accordance with the service standards set out in this Policy Document. This includes levelling, turfing or seeding areas within the Cemeteries as required. Under Article 4 of the Local Authorities' Cemeteries Order 1977 the Council has a duty to keep a cemetery in good order and repair. *The Council employs trained staff qualified to undertake grounds maintenance duties. If families want to tend their own graves, this must be communicated in writing to the Clerk and agreed by the Council. Any major works must be requested through the Clerk.*

4.11 Grave Types

4.11.1 The Council offer a range of grave types for burials:

a) Lawn Grave

b) Natural Grave (cremated remains)

c) Garden of Remembrance Grave (cremated remains). See notes relating to the Garden of Remembrance in 7.0 below.

4.11.2 Lawn Graves

4.11.2.3 Other than a memorial placed on the foundation at the head of the grave, no memorialisation (and for the avoidance of doubt this includes kerbs, fences, edgings, chippings, stones, plantings or borders of any description) is permitted on a lawn grave. *Lawn graves are required to be clear of any materials to allow for regular and easy maintenance.*

4.11.2.2 A memorial placed on a Lawn Grave must be in accordance with the Rules set out in Rule 6.0 and is subject to the Memorial Rules contained in this document.

4.11.3 Natural Graves

4.11.3.1 Natural Graves for cremated remains are available in the area known as the Natural Burial Section. This section is designed to be a more natural area of the Cemetery where wildlife and flora and fauna are encouraged. *This allows further choice for the bereaved.*

4.11.3.2 Each grave space is for a single individual's cremated remains. *The nature of the Natural graves only allows for a single interment to take place in the grave space.*

4.11.3.2 A memorial in the Natural Burial section must be in accordance with the Rules set out in Section 6 of this Policy Document and is subject to the Memorial Rules contained in this document.

4.11.3.3 Maintenance of the Natural Burial section is carried out by the Council to ensure the area is in keeping with a naturalised Natural area. *The maintenance programme has been established to encourage natural species to flourish in the area, those wanting a much more 'formal' appearance should consider an alternative grave type.*

4.11.4 Cremated Remains Graves

4.11.4.1 Cremated remains may be interred in the Memorial Garden or in any other full-size grave where an Exclusive Right of Burial has given the necessary permission to inter in that grave.

4.11.4.2 Cremated remains must be held in a container suitable for burial. The container must have the full name of the deceased clearly visible. *Suitable identification of the deceased person is essential to ensure the correct remains are interred in the correct grave.*

4.11.4.3 No burial of cremated remains will be permitted unless a copy of the Certificate of Cremation from the crematorium where the cremation took place, is delivered to the Clerk, together with the necessary completed notice of burial and prescribed fee. *This is to comply with current legislation.*

4.11.4.4 No scattering of cremated remains will be permitted. *It is unlawful to scatter any remains within the Cemetery grounds.*

4.11.4.5 Wreaths, sprays, cut flowers and other tributes may be placed in the Garden of Remembrance although we ask that these are kept to a minimum. The gardens are inspected regularly by Council staff and any dead flowers or spent wreaths shall be removed and disposed of.

4.11.5 **Children's Section**

4.11.5.1 This section is designated for stillborn and foetal remains, babies and small children Applications may be made to the Clerk.

4.12 Application of the Rules to certain graves in existence prior to the coming into force of the Policy Document – July 2025

4.12.1 The Council acknowledges that there are many graves which were already in existence prior to the coming into force of this Policy Document and which do not comply with the Rules set out in this Policy Document. In some circumstances, the Council reserves the right to use its discretion to waive some or all of these Rules with respect to such graves on condition that such graves as well kept and maintained by the owners of the graves and/or their families/heirs.

4.12.2 The following rules will also apply to any such graves:

Any such grave that is in the lawn section of the Cemetery will be regularly inspected by Council staff.

4.12.2.1 Should any grave situated within a designated lawn section become untidy and neglected in the view of the Council staff, where possible, the Clerk will notify the registered grave owner that the grave has become untidy or neglected and/or contains unauthorised memorials such as fences, kerbs or edgings, vases on or around the lawn grave. The registered grave owner will have 14 days to maintain/repair and/or make tidy the grave. If the 14 days lapse the Council will then carry out necessary works. *This ensures that neglected graves are restored to a neat and tidy appearance for the benefit of all our visitors and the grounds staff who maintain the areas.*

4.12.2.2 In respect of Rule 4.12.2.1 once any items are removed and works carried out on the grave; the future management/maintenance of the grave space will fall under the Rules set out in this Policy Document and no further discretion on the part of the Council as to waiving such Rules will be applied. This ensures that the problems of unauthorised memorials do not reoccur in the future and ensures the grounds are kept in a neat and tidy condition.

4.12.2.3 The Rules set out in 4.11 extend to the cremated remains in the Garden of Remembrance and Natural Graves. *This allows for the Council to deal with any grave space regardless of its type should it become neglected.*

5.1 Application for a permit to place a Memorial upon a grave

5.1.1 No Memorial is to be installed in the Cemetery unless a permit has been granted for the same by the Clerk.

5.1.2 An application for a permit to carry out Memorial works may be made by any of the following in respect of a grave which is subject to an Exclusive Right of Burial:

- the owner of the Exclusive Right of Burial or.
- any person who can satisfy the Council that he or she is relative of the person in the grave or is acting at the request of such a relative and that it is impractical for him or her or such relative to trace the owner of said right. *This ensures the correct person is applying for memorial works. It is acknowledged that applications are submitted via the memorial mason on behalf of the above-mentioned.*

5.1.3 The permit application form must be fully completed and include a detailed plan of the proposed Memorial including the dimensions of the same, and details of the proposed fixing method. An application will only be processed upon receipt of the correct fee where applicable. *This ensures that our staff can ensure that the memorial is within the regulations and will be fixed to an approved industry standard.*

5.1.4 The permit application form (see Schedule 3) must clearly state the section of the Cemetery in which the grave is situated together with the grave number. *Each memorial application is assessed individually and the Clerk will conduct a thorough inspection of the space available in relation to the proposed size of the headstone.*

5.1.5 All such permit applications are to be submitted to the Clerk. Once checked, and, if agreed by the Clerk, a permit to carry out works will be granted. The memorial masons or other duly appointed person carrying out permitted works must book an appointment with the Clerk for installation of the Memorial. Once the Memorial has been installed, a site check will be carried out as soon as reasonably practicable.

6.0 Fixing of Memorials

6.2.1 No works are permitted to be carried out on any grave space except by a Monument Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (BRAMM) or equivalent scheme.

Basic cleaning/washing down and non-specialist cleaning of a memorial may be undertaken by any person. *Historically, there have been a number of accidents in cemeteries around the UK, some of which have resulted in fatalities, due to memorials being unsafe. Whilst the memorials are the responsibility of the registered grave owner, The Council have a responsibility for ensuring that the Cemetery is safe for both staff and visitors. If you have any concerns as to the safety of the Memorial please contact the Clerk in the first instance. To promote high standards and protect consumers, we only allow those registered to the approved national scheme to undertake any works on memorials in our Cemetery. Approved masons have the necessary skills to ensure that any memorial they fix, or repair will be able to pass a future stability test.*

6.2.2 All Memorials (including Memorials re-fixed after a burial has taken place and those found to be unsafe after Memorial testing has taken place) are to be fixed in line with BS8415: 2018 which is the nationally recognised standard for fixing memorials. On occasion, it may be appropriate to include additional foundations on bearer slabs, and these cannot exceed 4 feet in width x 18 inches deep. If it is deemed by the duly appointed Monument Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (BRAMM) or equivalent scheme, that the Memorial, due to its age, will not withstand anchoring per BS8415 any action may be taken to secure the Memorial for safety so long as the work is carried out by an accredited Monument Mason.

All costs for this work must be met by the person to who a permit to place the Memorial was given or his or her heir. *To ensure all Memorials are safe, they must be fixed to the recognised approved standards of the day.*

6.2.3 The upkeep and maintenance of any Memorial within the Cemetery remains the responsibility of the person to whom a permit to place the Memorial was given. *All memorials remain the ownership and are the responsibility of the grave owner or person taking over responsibility after the grave owner has deceased.*

6.2.4 Any Memorial being fixed must have the grave section and number clearly displayed on its base along with the identification of the memorial mason fixing the memorial. *This helps to ensure the memorial is being placed on the correct grave space and facilitates communication with the memorial mason should there be any issues with the installation.*

6.2.5 In the event that the person to who a permit to place a memorial was given or nearest relative cannot be located, and that memorial is deemed to be unsafe, the Parish Council will assume responsibility for the memorial in so far as to take any action deemed appropriate to make safe that memorial. This is explained in more detail below.

6.3 Stability Guarantee Period

6.3.1 All Memorials installed in the Cemetery from the date of installation MUST be subject to a 'Guarantee of Conformity' granted by the mason who installed the Memorial. Such a guarantee is given to confirm that the Memorial has been fixed to the best standards set by BRAMM (or equivalent) at the date of fixing and should last for a minimum of 15 years. If at any point during the life of the Memorial, it becomes loose or unstable and this cannot be attributed to ground conditions or disturbance, the mason should, under the terms of said guarantee, refix the Memorial to the original standard at no cost to the grave owner or the Council. *This is a standard guarantee that must be given to any person arranging a Memorial in any site.*

6.4 Memorial Safety Testing

6.4.1 Any Memorial purchased and erected on a grave space is owned by the registered grave owner or family representative in the event of the death of the registered grave owner, and it is that person or persons who are ultimately responsible for its upkeep and maintenance. *Historically, there have been a number of accidents in cemeteries around the UK, some of which have resulted in fatalities, due to memorials being unsafe. Whilst the memorials are the responsibility of the registered grave owner, The Council have a responsibility for ensuring that the Cemetery is safe for both staff and visitors.*

6.4.2 Memorial Fixing

All memorials over 24.5 inches (625mm) in height must be fixed to and be fully compliant with the current British Standard (BS8415). This also extends to any memorial over 24.5 inches in height that is being re-fixed following an interment or removal for any reason.

6.4.3 The key requirements are that memorials must be fixed to an approved and suitable foundation and must be further secured using an approved anchoring system.

6.4.4 Any refixing or repair works to memorials must be completed by a BRAMM (or other equivalent scheme) registered memorial mason. Temporary works to make memorials safe and remove the risk of danger will be undertaken by the Council or duly appointed representatives.

6.4.5 Memorial Inspections

All memorials over 24 inches in height will be inspected by the Clerk at least once during a 3-year rolling period to assess their safety. This will be done through both visual assessment and a basic hand test to determine if there is movement in the memorial and to what extent. *The individual undertaking the assessment will make the decision on the memorials overall safety based on a dynamic risk assessment for which they have been trained.*

6.4.6 Once inspected, each memorial will fall into one of three categories, detailed as follows:

Category 1 (Red) – Memorial is unsafe and poses a risk and will require immediate attention to make safe and/or protect the public.

Category 2 (Amber) – Memorial is unsafe but there are minor concerns, and it should be reassessed in 12 months' time to ensure it has not deteriorated further.

Category 3 (Green) – Memorial is safe and should be re-inspected in 3 years as part of the next round of routine inspections or as part of any other check that may occur, for example, when checking memorials around a planned burial ahead of excavation of the grave.

The Council has a legal obligation to ensure the Cemetery is safe for staff and visitors. In order to be satisfied that this is the case, it is essential that the Council carry out regular inspections of memorials to avoid injury or death to any of its staff or visitors.

6.4.7 The Clerk who will be the duly appointed officer for undertaking inspections, will record the details of every memorial and an assessment of its safety using the categories above. These details will be duly recorded. The details will include:

- Date of Inspection
- Name of Inspector
- Grave ID (Section, Row, Plot)
- Category of Memorial (1, 2 or 3/RAG)
- Details of any action taken
- A plan of action to be taken

6.4.8 Actions Post Inspection

Should a memorial be identified as Category 1 and fail the inspection the Clerk will take immediate action to make that memorial temporarily safe or cordon it off until permanent repairs can be made by the grave owner. These actions will be based on a number of factors and the best solution will be administered by Council staff based on their assessment of both the memorial and the surrounding area. These actions may include:

- Laying the memorial flat – In most cases this will invariably be where a memorial can be laid down so as not to cause a trip hazard.
- Staked and Banded – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice. The stake and band will be re-inspected every 12-months.

- ‘Sinking’ – The involves digging out a depth of roughly one third of the overall height of the memorial from the last joint in order that it can be sunk in the ground and made safe. The memorial will have a suitable material wrapped around the part underground and a memorial warning notice will be added to the grave.
- Cordoned off – In some cases it may be necessary to cordon off a particular memorial or an area containing a number of memorials due to their safety. Warning signs will be attached to any cordon placed around a memorial or group of memorials.
- Removal – In extreme cases, it may be necessary to remove a memorial from the grave and place it in storage if none of the above options are suitable.

  All the above are regarded as ‘temporary measures’ and should not be seen as a permanent solution to deal with an unsafe memorial and are intended to reduce or remove the risk of any memorial posing harm or a threat to life. Prior to taking any of the above actions, the memorial will be photographed and details recorded of any existing damage or issues.

6.4.9 Any memorials over 5 feet 6 inches in height must be inspected by a memorial mason. The Clerk may carry out a visual assessment and if any concerns are noted, the memorial will be cordoned off until a memorial mason can be called in to carry out their own inspection.

6.4.10 Informing Grave Owners

The Council will endeavour to contact the grave owner where any action has been taken due to a memorial failing a safety inspection. For any memorials over 50 years of age, a notice will be left on the grave for a period of not less than 12-months.

6.4.11 In the event of any memorial failing an inspection that has been installed within the previous 15-years, the Council will contact the memorial mason directly to request repairs to be made to ensure the memorial is fully compliant with BS8415. *The stability guarantee of a memorial is the responsibility of the memorial mason, and they may provide a longer guarantee period, 15 years is the standard legal period that must be covered by the installation.*

6.4.12 Grave Owners Responsibilities

The registered grave owner or family representative in the event of the death of the registered grave owner, has a responsibility to ensure the memorial is made safe by being properly re-fixed to the current BS8415 standard and works must be undertaken by a qualified BRAMM registered Memorial Mason (British Register of Accredited Memorial Masons) or equivalent.

Do it yourself repairs by families will not be permitted, memorials must be fixed to the current standards of the day by a licensed memorial mason. All costs associated with organising a memorial to be repaired, including the reversal of any works undertaken by the Council, remain the responsibility of the grave owner or duly assigned family representative.

6.4.13 Should the grave owner or family representative in the event of the death of the registered grave owner, fail to take any action within a reasonable time period, the Council will look to apply a semi-permanent solution to the memorial, this may involve either laying the memorial flat or sinking the memorial into the ground or other suitable action. *The Council needs to maintain the Cemetery to a high standard and will always try to avoid taking any action that may impact on the general ground maintenance of site.*

6.5.14 Grave owners or family representatives in the event of the death of the registered grave owner, are strongly advised to organise and take out their own insurance cover against any accidental damage that may occur to the memorial. *The Council cannot be held liable for any damage to a memorial that is caused by any factors outside of our control such as damage due to storms that may cause falling debris and recommend that any insurance covers damage of this type. Your own insurance company may be able to assist, alternatively discuss options with your chosen memorial mason.*

6.6 Memorial Types

6.6.1 The following types of Memorials are permitted in the Cemetery subject to compliance with Rules subject to Rules 6.6.2.

a) Headstone

b) Vase

c) Flat Memorial Tablet

d) Cremated Remains Headstone

e) Wooden Grave Marker or Cross

f) Temporary Grave Marker

6.6.2 Any memorial covering multiple grave spaces will need to be assessed by the Clerk. *The will conduct a site visit to ensure that the memorial size is suitable for the area in question.*

6.6.3 Headstones

6.6.3.1 Headstones are permissible on any grave space except for the Natural Graves and those within the Garden of Remembrance.

6.6.4 Kerbs, landings, edgings and stone chippings

6.6.3.1 These will not be allowed on new graves. *This ensures the desired appearance of the Cemetery and facilitates grounds maintenance by the Council.*

6.6.5 Vase

6.6.5.1 This type of Memorial is permissible on any grave space.

6.6.5.2 A memorial vase must measure no more than 1 foot 6 inches in length and 12 inches wide and 12 inches in height. *To ensure safety within the Cemetery and to ensure that they do not encroach onto other graves, it is essential to prescribe a maximum size for new memorials.*

6.6.5.3 Memorial vases must be firmly fixed upon the grave space.

6.6.5.4 On any Lawn Grave vases must be placed at the head of the grave only.

6.6.6 Flat Memorial Tablet

6.6.6.1 Flat Memorial Tablets are permissible on any grave space.

6.6.6.2 On Lawn Graves, flat memorials must be placed at the head of the grave only.

6.6.7 Baby Memorials

6.6.7.1 Baby Memorials are permissible on any grave space in the dedicated Baby and Stillborn burial section.

6.6.8 Wooden Grave Marker or Wooden Cross

6.6.8.1 Wooden grave markers and crosses are permissible on Natural and Lawn graves. W*ooden grave markers must be replaced with new if broken, damaged or rotten.*

6.6.9 Temporary Grave Markers

6.6.9.1 Temporary grave markers are permissible on any grave space for a period of not more than 12 months. *An application must be made to the Clerk.*

6.7 Materials

6.7.1 Memorials may be made of any type of material as long as it complies with the BS8415 fixing standard and is fixed to the grave by a registered BRAMM memorial mason (or equivalent) as set out in Section 6.4 of these Regulations.

6.7.2 Wooden crosses must be fitted securely into the ground but do not have to be secured in line with BS 8415.

6.8 Unauthorised Memorials

6.8.1 Should any unauthorised items be placed on or around any grave or, any Memorial put in place that contravenes these Rules it will be photographed, the unauthorised items shall be removed and placed into storage for collection. If the items have not been collected after 30 days, they may be destroyed or disposed of. No notice will be given to the owner of the Exclusive Right of Burial. Please also refer to the section of these Regulations relating to Grave Selection.

Pursuant to the Local Authorities' Cemeteries Order 1977 no tombstone or other memorial may be placed in a cemetery without the permission of the duly appointed person for that purpose

by the Council, the Clerk. If permission has not been granted the Council is permitted to remove the memorialisation from the site.

It is essential that the Cemetery is maintained to the agreed standard for the benefit of all visitors. It is unfair for one or two families to furnish their graves with articles outside of the Rules which can cause distress to others when alternative options are available. It is not always possible to notify the grave owner of the need to remove unauthorised memorialisation, particularly if the grave owner has moved and not informed the Clerk. It is for this reason that we hold any items that are removed and destroy or dispose of them after 30 days without necessarily giving notice.

6.8.2 The Council, in its capacity as a Burial Authority, is legally entitled to recover the cost it may incur in removing any unauthorised Memorial, from the person to whose order the Memorial was placed. *All memorials installed in the Cemetery must be approved by the Clerk by the granting of a permit. If any memorial is erected without approval, they may be removed and destroyed.*

6.9 Memorial Liabilities and Insurance

6.9.1 Any memorial placed on a grave space remains the property of the owner(s) of the Exclusive Right of Burial or any person who can satisfy the Council that he or she is a relative of the person in the grave or is acting at the request of such a relative and that it is impractical for him or her or such relative to trace the owner of said right. *This ensures the correct person is applying for memorial works. See Regulation 5.1.2.* The owner is therefore responsible for ensuring the memorial remains in a safe condition.

6.9.2 The Council can take no responsibility for any damage, accidental or otherwise, to any memorial within the Cemetery. Therefore, any person arranging for the installation of a memorial must consider appropriate insurance that will cover repair or replacement of a memorial should it become damaged in the future. *Your memorial mason will be able to advise on the insurance options available to you.*

7.0 Garden of Remembrance

The Garden of Remembrance is pending development at the Cemetery. This area will provide a peaceful and tranquil setting for the interment of cremated remains. The Policy Document will be updated in due course.

8.0 Floral Tributes, Waste and Recycling

8.1 Floral tributes will be removed from graves where a burial has taken place between 14 to 21 days after the burial date. Should any families wish to remove and keep the floral tributes themselves, they are advised to do this within 14 days of the burial date. Glass vases, jars or other breakables are STRICTLY prohibited and will be removed immediately.

8.2 Visitors are asked to properly utilise the waste bins throughout the Cemetery.

9.0 Privacy Policy

HECKINGTON PARISH COUNCIL PRIVACY NOTICE

'Personal data' is any information about a living individual which allows them to be identified from that data (for example, a name, photographs or email address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (for example a list of staff according to personnel ID numbers when using in conjunction with a separate list of ID numbers and corresponding names to identify the staff member from the first list). The processing of personal data is governed by legislation including the General Data Protection Regulation (GDPR) and other legislation relating to personal data such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Heckington Parish Council which is the data controller for your data.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles and photographs.
- Contact details such as telephone numbers, addresses and email addresses.
- Where you provide them to use, we may also process gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition and dependents.
- Where you pay for activities such as use of the meeting rooms, allotment rental, or purchases relating to the Cemetery, financial identifiers such as bank account numbers and policy numbers.
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic or racial origin, mental and physical health, details of injuries, medication/treatment received, political beliefs and trade unions and affiliations.

How we use sensitive personal data

We may process sensitive data including, as appropriate:

- Information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work.
- Your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
- In order to comply with legal requirements and obligations to third parties.

These types of data are described in the UK GDPR as 'special categories of data' and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.

We may process special categories of personal data in the following circumstances:

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations.
- Where it is needed in the public interest.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests or someone else's interests, and you are not capable of giving your consent, or where you have already made information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. It we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only for as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media.
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views; opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include our newsletter or information about our new projects or initiatives;
- To process relevant financial transactions including grants and payments for good and services supplied to the Council;
- To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is process for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties, it is necessary to process personal data of residents or people

using the council's service. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contact with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. We will always first obtain your consent for that use.

Sharing your personal data

This section provides information about third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary);

- The data controllers listed above under the heading 'Other data controllers the Council works with';
- Our agents, suppliers and contractors; For example, we may ask a commercial provider to publish or distribute the newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures; e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example; it is currently best practice to keep financial records for a minimum period of TIME years. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The Council is permitted to retain data in order to defend or pursue claims. In some cases, the las imposes a time limit for such claims. We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases, we will need you to respond with proof of your identity before you can exercise these rights.

1) **The right to access personal data we hold on you**
    - At any point, you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within 28-days.
    - There are no fees or charges for the first request but additional request for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) **The right to correct and update the personal data we hold on you**

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) **The right to have your personal data erased**
    - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the data we hold.
    - When we receive the request, we will confirm whether the personal data has been deleted or the legal reason why it cannot be deleted (for example, because we need it to comply with a legal obligation).

4) **The right to object to processing of your personal data or to restrict it to certain purposes only**
    - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) **The right to data portability**
    - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within 28-days of receiving your request.

6) **The right to withdraw your consent to the processing at any time for any processing of date to which consent was obtained.**
    - You can withdraw your consent easily by telephone, email or post (see contact details below).

7) **The right to lodge a complaint with the Information Commissioner's Office**
    - You can contact the Information Commissioner's Office on 0303 123 1113 or via email https://ico.org.uk/gloabal/contact-us/email or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved with the European Union. Our website is also accessible from overseas so on occasion, some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on our website. This Notice was last updates in February 2021.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about your or to exercise all the relevant rights, queries or complaints as:

The Data Controller, Heckington Parish Council, St Andrews Street, Heckington, NG34 9RE or Email: Clerk@heckingtonparishcouncil.gov.uk.

You can contact the Information Commissioners Office on 0303 123 1113 or via email https://ico.org/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Schedule 1 – Table of Fees for Residents and Non-Residents

CEMETERY FEES 2026/27		
EXCLUSIVE RIGHTS OF BURIAL (TABLE 1)	Resident	Non-resident
	2026/27	2026/27
For the Exclusive Right of Burial for 99 years in an earthen grave 6ft by 3 feet	221.00	381.00
For the Exclusive Right of Burial for 99 years in a cremated remains plot 3ft by 2 feet	170.00	308.00
If a larger plot is required, 2 standard grave spaces will be required (Parish Council, 31 October 2016).		

INTERMENT (TABLE 2)	Resident	Non-resident
	2026/27	2026/27
A still-born child whose age does not exceed one year	0	0
A child under the age of 15 years	120.75	182.00
Adults (aged 16 years and above)	196.00	333.00
Cremated remains (burial)	132.00	233.00
Cremated remains (spreading on the surface of a grave or other designated area)	84.00	162.00
The right to bury cremated remains in a grave space already having been used for a burial shall only be allowed provided the recently deceased is listed on the Exclusive Right of Burial or, a transfer of ownership will be required.		
These fees exclude the digging of the grave. This must be arranged separately or via the Funeral Director.		

MEMORIALS & TABLETS (TABLE 3)	Resident	Non-resident
	2026/27	2026/27
For the Exclusive Rights to erect a headstone for 99 years. Single	95.00	189.00
*Double**	142.50	283.50
*Kerbs**	*50.00*	*100.00*
For the Exclusive Rights to erect a tablet for 99 years	84.00	168.00

TRANSFER OF EXCLUSIVE RIGHT OF BURIAL (TABLE 4)		
Administration Fee (general)	10.00	
Exclusive Right of Burial Administration Fee	10.00	
Interment Application Administration Fee	10.00	
Application to Erect a Memorial Administration Fee	10.00	
Surrender of Exclusive Right of Burial Administration Fee	10.00	
Transfer of Exclusive Right of Burial Administration Fee	25.00	
Search of the Register of Burials	0.00	
Chapel Hire	25.00	

Schedule 2 Application for Interment

This will need to be inserted as I am unable to copy over the template

Heckington Parish Council Notice of Burial

Tel: 07459 707013 Email: Clerk@heckingtonparishcouncil.gov.uk

This notice must be delivered to the Clerk not later than FIVE CLEAR WORKING DAYS BEFORE THE PRE-ARRANGED TIME FOR THE BURIAL.

Deceased's Details

Full Name of Deceased:.....

Address: .....

..... Post Code:.....

Age:..... Sex:..... Date of Death:.....

Service Details **Do not leave any fields unanswered – please tick the relevant box where appropriate**	
Day and date of service:	Time of service:
State any special requests):	Type of service: Chapel Direct to Grave

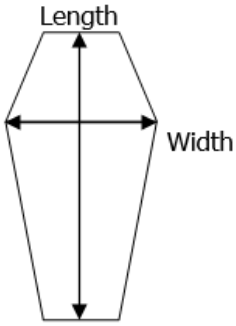
Grave and Coffin Details

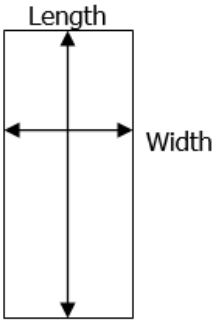
Purchased Grave ☐ New Grave ☐ Reopen ☐

If new grave, type required: Lawn Grave ☐ Cremated Remains Plot ☐

Please complete ownership details overleaf

Grave Number:	Depth Required:
Coffin Dimensions: Length _____ Width _____ Height _____ (from base to lid) Locking Handles? Yes/No (delete which doesn't apply) **Please provide actual maximum measurements**	Casket Dimensions: Length _____ Width _____ Height _____ (from base to lid) Locking Handles? Yes/No (delete which doesn't apply) **Please provide actual maximum measurements**





Office Use Only

	Fees	£	p
Burial Reg	Purchase		
Record Bk	Interment		
Grave Reg	Transfer		
Deed Prepared	Other:		
Grant Reg			
A/c no			
	£		

Funeral Director

Name:.....

Address: .....

.....

.....Post Code:.....

Telephone No:.....

Please ensure details on reverse are completed

New Graves

If the grave is to be purchased:

Full Name of Purchaser:.....

Address: .....

..... Post Code: .....

Note: The person(s) named above will be registered as the grave owner(s) with the deed being made in his/her/their name(s). No memorial may be arranged and no further interment may take place without the signed consent of the grave owner(s)

I have received and read a copy of the Heckington Parish Council Cemetery Policy Document.

Signed: ..... Date: .....

Previously Purchased Graves

(Not required for Burial of the Registered Owner)

The Registered Owner of the Exclusive Right of Burial must give permission for the burial by signing below:

I consent to grave number ..... being opened for the burial of the late

.....

Signed: ..... Date: .....

Please contact the Clerk for any queries regarding transferring ownership of the Exclusive Right of Burial

Schedule 3 Permit Application Form

Heckington Parish Council

Application for a permit to erect a memorial or place an additional inscription

DETAILS OF OWNER(S) OF DEED OF GRANT TO EXCLUSIVE RIGHT OF BURIAL *If the owner of the Exclusive Right to Burial is deceased, the deed must be transferred prior to the application being submitted. Please contact the Clerk for further information. Each owner of the Exclusive Rights must complete the form and sign below.*	
Name	Name
Address	Address
Telephone Number/s	Telephone Number/s
Email	Email
Section	Section
Row	Row
Plot	Plot
Grant Reference *(required)*	Grant Reference
I give permission for a memorial/additional inscription to be added to the above gave. I have been given a copy of the Rules of the Cemetery and will adhere to these. Signed:	I give permission for a memorial/additional inscription to be added to the above gave. I have been given a copy of the Rules of the Cemetery and will adhere to these. Signed:
Name	Name
Address	Address
Telephone Number/s	Telephone Number/s
Email	Email
Section	Section
Row	Row
Plot	Plot
Grant Reference	Grant Reference

I give permission for a memorial/additional inscription to be added to the above gave. I have been given a copy of the Rules of the Cemetery and will adhere to these. Signed:	I give permission for a memorial/additional inscription to be added to the above gave. I have been given a copy of the Rules of the Cemetery and will adhere to these. Signed:

DETAILS OF INTERMENTS

First Interment	Second Interment
Name	Name
Address	Address
Date of Interment	Date of Interment
Third Interment	Fourth Interment
Name	Name
Address	Address
Date of Interment	Date of Interment

DETAILS OF MEMORIAL MASON
Name
Address
Telephone Number
Email
BRAMM/NAMM Registration Number
Fixers Name
Fixers BRAMM/NAMM Registration Number

DETAILS OF MEMORIAL (NEW INSTALLATION)
Description of Memorial (including material to be used, colour, dimensions. Please attach a design

Is the memorial to be removed for cleaning? YES/NO
Is this application for an additional inscription? YES/NO
If YES to either of the above, the memorial must be reinstalled in line with BS8415.
I/We understand that work will not be allowed on any memorial until a permit has been issued by the Burial Authority, Heckington Parish Council. I/We can confirm that the fixing to be used is in accordance with BS8415. Signed
Name
Designation
Date

Schedule 4 Deed of Assignment

Assignment of Exclusive Rights of Burial Form

To be used by the current owner of the Deed for the Exclusive Right of Burial to a new owner.

Please return this form once completed to the Parish Council Clerk. There is a fee payable for the transfer – Fees can be found on the Parish Council website https://heckington.parish.lincolnshire.gov.uk

Details of plot	
Section	Grant Number
Plot (letter, number)	Date of Purchase

Details of current owner
Full name (Mr/Mrs/Miss/Ms)
Home address
Telephone
Email

I am the lawful owner of the Exclusive Rights of Burial granted to me for the above-mentioned grave and do hereby assign the Exclusive Rights of Burial unto the person named below. I also understand that only the remaining period of the original Grant will be assigned. I declare that all interested parties (siblings or next of kin) have agreed to the grave being re-assigned to the person named below.

Details of new registered owner
Full name (Mr/Mrs/Miss/Ms)
Home address

Telephone	
Email	
Relationship	

Please sign in the presence of an **independent witness** and include their details below:

Signature (New Registered Owner)	Date

Signature (Present Owner)	Date

Witness

Full name (Mr/Mrs/Miss/Ms)	
Home address	
Telephone	
Email	

Signature (Witness)	Date

Schedule 5 Statutory Declaration

Statutory Declaration

I, Full name (Mr/Mrs/Miss/Ms)

Do solemly and sincerely declare that (name of current grave owner)

Purchased the exclusive rights of burial in grave number (section, row and plot number and grant number if available)

And that:

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declaration Act 1835.

Declared at:

Signed:	
Print Name:	
Date:	
Witness:	

Print Name	
Date:	

This Declaration is to be made before a Magistrate of Commissioner for Oaths.

Schedule 6 Form of Renunciation

Form of Renunciation

This form should be attached to the statutory declaration before the declaration is made. Reference to this form should be made within the declaration.

I/we, the undersigned hereby renounce all our interest and title in the Right of Burial described in the Register of Graves (section, row and plot number and grant number if available) in Heckington cemetery,

And desire that the said Right of Burial shall be vested solely/jointly to:

Name:

Address:

Telephone:

Email:

Date:

Signed:		Signed:	
Print Name:		Print Name:	
Date:		Date:	
Address:		Address:	
Telephone:		Telephone:	
Date:		Date:	

Witness/es

Signed:			Signed:	
Print Name:			Print Name:	
Date:			Date:	
Address:			Address:	
Telephone:			Telephone:	
Date:			Date:	