



**BICESTER TOWN COUNCIL**

**RULES & REGULATIONS**

**FOR**

**BICESTER CEMETERY**

**2018**

Made under Section 214 & Schedule 26 of the Local Government Act 1972,  
Article 3 of the Local Authorities Cemeteries Order 1977  
(as amended), and the  
Local Authorities Cemeteries Order 1986  
for the proper management, regulation and control of  
**BICESTER CEMETERY**

***Approved by the Environment Committee 8<sup>th</sup> October 2018***

## **ADMISSION TO THE CEMETERY**

The Cemetery is open to the public at all times.

## **VISITORS HEALTH AND SAFETY REGULATIONS**

No dogs are allowed in the Cemetery unless on a lead, kept under control and faeces must be cleaned up (**Dogs (Fouling of the Land) Act 1996**). No child under 12 years of age will be admitted to the Cemetery except under the care of a responsible person. All visitors are requested to stay on defined pathways except whilst visiting graves.

Bicycles **must not** be ridden in the Cemetery. Motor vehicles are also prohibited from entering the Cemetery except with the expressed consent of the Council. The Council will exclude from the Cemetery at any time any person who in its opinion conducts himself/herself in a noisy, disorderly or unseemly manner. Also, the Council point out the dangers of climbing or leaning on memorials in the Cemetery.

No glass or earthenware jars, vases or ornaments shall be placed on any grave. Any such items will be removed by the Cemetery staff.

## **OFFICE HOURS**

The Office is situated at Garth Park, Launton Road, Bicester, OX26 6PS.

The Office is open to the public from 9.00a.m. to 5.00 p.m. each weekday except on Friday when the offices close at 4.00 p.m. A plan illustrating the location and numbering of grave spaces in the Cemetery is kept at the Council Office and may be inspected free of charge by all interested parties.

## **REGISTER OF BURIALS**

A register of burials is kept by the Council at The Garth. Searches in the register, which contains information concerning the name and age of the person buried, the date of the burial and the grave number may be made during office hours. Certified extracts may be obtained therefrom on written request.

## **EXCLUSIVE RIGHT OF BURIAL**

The exclusive right of burial for a period of 99 years in any specific unpurchased grave may be purchased simultaneously when submitting a notice for an interment.

Grave spaces can be purchased by either inhabitants or non-inhabitants of the Parish of Bicester area. However, where non-inhabitants purchase grave spaces the charges are doubled. The selection of grave spaces shall be determined by the Council who will nevertheless take into consideration the purchasers' wishes.

It is important to note that the grave space still remains in the ownership of the Bicester Town Council.

## **LAWN CEMETERY**

### **The following regulations will apply to the Lawn Cemetery.**

All graves shall be left flat. No mounds, plinths or kerbs shall be permitted to be placed on any grave.

As soon as convenient after reinstatement of a grave, the Council will seed or turf the whole area of the grave, except for an area extending over a depth of 2' (61cm) from the head of the grave. This area is for the installation of a memorial.

Also, the Council will permit, within this area at the head of the grave, the planting of **small** hardy plants, flowers or miniature rose bushes. No memorial, tree, shrub, plant, jar, vase or flower bulbs shall be placed on the turfed or seeded area which must be left undisturbed at all times.

Memorials not exceeding 3' (91.5 cm) in height may with permission be erected upon the grave within the 2' (61cm) and must be in line existing memorials and the positioning in all other respects is to be approved by the Chief Officer. The headstone shall be of a type or design approved by the Chief Officer on behalf of the Council in accordance with the Cemetery regulations and the number of the grave shall be engraved on the back of the headstone.

The Council at its discretion would allow a substantial wooden cross to be placed on a grave upon prior application to the Chief Officer. Any temporary wooden cross that falls into disrepair will be removed. All plants, small rose bushes, flower vases or headstones must be maintained, cared for or kept in a state of tidiness or good repair, as the case may be, by the person planting, erecting or placing the same and in default thereof the Council shall remove or deal with them as they think fit.

The Council reserves the right to remove any dead flowers or old, dirty plastic flowers which look unkempt and untidy and to reinstate any neglected graves.

The Council reserves the right of passage over all graves for purposes in connection with the Cemetery.

The Council may have to excavate a grave next to your plot and we may need to place the spoil on it. This inconvenience will be kept to a minimum and the area will be cleaned up as soon as possible after the interment.

The scattering of ashes on graves is not permitted but arrangements can be made to place the ashes under the turf, with consent of the Chief Officer.

## **ORNAMENTS AND TOYS**

The Council shall not be responsible for any loss or damage which may occur during ground maintenance or due to weather or vandalism.

## **MEMORIALS**

**No memorial or vase shall be erected except over a grave in respect of which the exclusive right of burial has been granted.**

## **MEMORIAL SAFETY AND RESPONSIBILITY**

All memorials shall be kept in good repair and in the default thereof the Council reserves the right to remove any such memorials to a place of safety or to require the plot owners to repair or remove them.

All memorials shall remain at the sole risk of the owner of the Exclusive Right of Burial of the grave plot and the Council shall not be responsible for any damage or breakages which may occur through adverse weather conditions or vandalism.

For safety purposes, memorials removed for the purpose of interments shall be taken away from the Cemetery by the funeral director or their agents.

Neither monumental masons nor gravediggers shall work in the Cemetery outside the normal working hours of the cemetery staff.

## **APPROVAL OF DESIGN OF MEMORIALS**

An application for permission to erect a memorial shall be made on the Council's prescribed form, which shall contain a dimensioned drawing or illustration of such memorials, details of the landing, and a copy of every inscription and such application shall be submitted to the Chief Officer and be accompanied by the appropriate fee. No memorial shall be permitted unless written permission, signed by the Chief Officer has first been obtained. The grave number must be engraved on the re-verse of the memorial in a central position prior to erecting the memorial.

A copy of every additional inscription must be submitted to the Council whose written consent must be obtained before the work is commenced.

No memorial shall exceed the following dimensions:

Full size adult grave space

3' 0" (91.5 cm) in height

2' 6" (76cm) in width

4" (10cm) in thickness

Children and baby graves

2' 0" (61cm) in height

1' 6" (46 cm) in width

4" (10cm) in thickness

Landings/Loadings must be 3' long by 2' wide and at the least, 2" (50cm) thick

## **CREMATION VASES AND TABLETS**

An 18" x 18" (30.5 x 30.5 cm) tablet set level with the ground will be permitted only upon cremation plots. The landing should not exceed 18" x 18" x 2" (46 x 46 x 6 cm). A stone or granite vase must not exceed 10" x 10" (25.5 x 25.5 cm) where exclusive rights have been purchased.

The landing represents the cremation plot and all flowers etc. must be kept inside this landing.