



Cemetery & Memorial Rules & Regulations

This document states Selby Town Council's ("the Council") rules and regulations in relation to Selby Cemetery

Mission Statement

'The Council will create and maintain a respectful and dignified environment, which is sympathetic both to the landscape and to the people who visit loved ones at their place of rest'

A Municipal Cemetery has existed in Selby since 1858. Selby Town Council took over the responsibility for Selby Cemetery in 1989 from Selby District Council. At this time, a Policy Document for the Cemetery was not in place. The Town Council adopted rules and regulations for Selby cemetery in 2003.

There is no statutory requirement for a Council to provide cemeteries. The Council is however, under a statutory duty to dispose of those who die within the Parish where no other funeral arrangements are being made. This requirement could be satisfied by arranging the burial in another district, without the authority providing burial facilities itself. However, in line with most authorities, the Council has thought it appropriate to provide and maintain a cemetery. The boundaries of the cemetery for which the rules and regulations apply are defined on the map of the cemetery (Appendix 3).

There are approximately 117 interments per year in Selby cemetery. The first burial was carried out in 1858. A register of all burials and graves is kept at the town council office where searches can be made, and certified extracts obtained.

The cemetery is managed and operated in accordance with the Local Authorities' Cemeteries Order 1977, as amended by the Local Authorities' (Amendment) Order 1986 and such other regulations as may be made by the Secretary of State for the Home Office.

The Council is empowered to alter or amend the rules and regulations at any time; to introduce further rules and regulations as the Council consider necessary; to waive any of the rules and regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these rules and regulations.

The Institute of Cemetery and Crematorium Management (ICCM) Procedure will be adhered to at all times.

Whilst the rules and regulations are in specific categories they should not be read in isolation. All persons must comply with the Council's cemetery rules and regulations. Copies of all documents are available on request.

CEMETERY RULES AND REGULATIONS

1. Terms and Interpretations

In these rules and regulations, the words used are to have the following meaning:	
The Council	Selby Town Council
The Sexton	Manager of the Cemetery
Site	Cemetery – Westfield Road, Selby
Visitors	Persons visiting the cemetery
Funeral Director	Company appointed to arrange and conduct the funeral
Deed Holder	Also known as the Purchaser, Owner, Grantee or person purchasing a grave Plot
Monumental Mason	Company appointed by the deed holder to produce a monument and install it at the grave plot
Exclusive Right of Burial	The person named on the deed has the sole right as to who is laid to rest in the grave
Exclusive Right to Erect a Memorial	The person named on the deed has the sole right as to decide whether a memorial/headstone is placed on a grave
Interment	Known as the Burial
Public (Common) Grave	This is a grave where no purchase has been made and has no deed holder in place
Lawn Section	This is an area designated within the cemetery where memorials are placed with specific dimensions (see appendix 2)
Ashes Section	This is an area designated for ashes to be buried within the cemetery with specific dimensions (see appendix 2)
Unrestricted Area	The unrestricted areas are for grave plots with memorials that have less restrictions than the lawn sections
Fees	Charges for the purchase of a grave plot, maintenance of the grave plot and burial
Selby Town Resident	Council Tax is paid to Selby Town Council
Legally Entitled Person	If the Deed Holder is deceased, this would be the Executor/Administrator in case of Probate or Letters of Administration being sought at the time of death of the Deed Holder OR if no will was left a Statutory Declaration may be required. If the Deed Holder is deceased, following appropriate legal steps a Transfer of Ownership will be required prior to any interment taking place.

2. Council's Contact details

Any issues or problems relating to the Cemetery may be discussed with the Sexton, by appointment. Ring the Town Council office on:

Tel: 01757 708449 (24 hour answering).

e-mail: admin@selbytowncouncil.gov.uk web page: www.selbytowncouncil.gov.uk

Selby Town Council

CEMETERY RULES AND REGULATIONS

3. Visitors

- 3.1 The Council welcomes all visitors to the cemetery, and they are asked to respect the peace and dignity and reverence of the facility. All persons shall conduct themselves in a decent, quiet and orderly manner and are advised of these provisions in the Local Authorities' Cemeteries Order 1977, as amended by the Local Authorities' (Amendment) Order 1986.
- 3.2 All visitors must park in the designated car parks.
- 3.3 No person shall:
- 3.3.1 Wilfully create any disturbance in a cemetery
 - 3.3.2 Commit any nuisance in a cemetery
 - 3.3.3 Wilfully interfere with any burial taking place in a cemetery
 - 3.3.4 Wilfully interfere with any grave or vault any tombstone or other memorial or any flowers or plants on any such grave
 - 3.3.5 Play at any game or sport in a cemetery
- 3.4 Any person who contravenes the provisions in item 3.3 shall be liable on summary conviction to a fine not exceeding £100 (Article 19 Local Authorities Cemetery Order 1977, as amended by the Local Authorities' (Amendment) Order 1986) and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.
- 3.5 All persons entering the cemetery will be subject to the orders and control of the Council or any person authorised by the Council.
- 3.6 All persons entering the cemetery do so at their own risk and the Council will not accept any liability for injuries or damage sustained, howsoever caused.
- 3.7 The cemetery will be open to the public daily during the following hours; April to October 08:00 to 20:00 and November - March 08:00 to 18.00. Unless otherwise determined by the Council no person, other than a person authorised by the Council shall enter or remain in the cemetery at any hour when it is closed to the public.
- 3.8 Visitors to the cemetery shall not unreasonably interrupt the Council's employees at their duties or employ them to execute private works within the cemetery or extend to them any gratuity. All enquiries, complaints and requests by members of the public must be made to the office of the Council and not to employees in the cemetery.
- 3.9 All visitors to the cemetery must keep to the footpaths or roads provided for that purpose, except whilst visiting a grave, and refrain from damaging the trees, shrubs, plants or flowers.

- 3.10 There is no vehicular access to the cemetery beyond the designated parking areas. Disabled access can be given if the town hall office is contacted (during office hours) in advance of the access being required. Please note the speed limit for the cemetery access roads is 5 mph at all times.
- 3.11 Children under the age of 12 years are not permitted in the cemetery except under the care and supervision of a responsible adult over the age of 18 years.
- 3.12 Dogs must be kept on a lead at all times and dog owners are required to clear up any dog fouling.
- 3.13 The Council may exclude from the cemetery on the occasion of a funeral any person or persons not being mourners or officially connected with the funeral.
- 3.14 The Council can supply a limited number of memorial trees which may be purchased, for the purpose of commemoration, by application.
- 3.15 All rubbish and waste material must be disposed of in the litterbins provided. Household waste or other waste material not generated in the cemetery must not be placed in the litterbins located throughout the cemetery.
- 3.16 The Council reserve the right to disconnect the water supply to avoid freezing; when a tap or taps are defective or if the supply provided is abused.
- 3.17 No person visiting the cemetery shall:
 - Sell or offer or expose for sale any article, commodity or item of any kind whatsoever or solicit for orders from the same, within the cemetery.
 - Operate any sound reproducing equipment or play any musical instrument in the cemetery without the prior consent of the Council.
 - Take photographs in the cemetery without the prior consent of the Council and where applicable the Deed Holder.

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4. Funeral Directors (or persons arranging an interment).

- 4.1 No burial shall take place in the cemetery without the prior consent of the Council and the Legally Entitled Person being established.
- 4.2 All graves will be prepared by persons employed by the Council. The depth of the grave will be determined by the Council.
- 4.3 Where any grave is re-opened for the purpose of making another burial therein no person shall disturb any human remains interred therein or remove therefrom any soil containing existing human remains or coffin debris.
- 4.4 The application for interment must be confirmed in writing on the prescribed form to the Council at least 48 hours prior to the appointed time of the interment (the 48-hour rule could be waived in the interest of public health). The form must contain full details of the deceased, the proposed interment, the grave to be used and the signature of the Deed Holder, if applicable, and be accompanied by the appropriate fee for interment.
- 4.5 A certificate for disposal issued by the Registrar of Births and Deaths or a Coroners Order for Burial. In the case of a non-viable foetus the Medical Practitioner's or Midwife's certificate of delivery will be required.
- 4.6 In exceptional circumstances any person procuring interment without the production of such certificate or order will be required to make a written declaration on the prescribed form in accordance with Section (1) of the Births and Deaths Registration Act 1926.
- 4.7 The body brought into the cemetery for interment shall be contained in a suitable coffin or shroud. No coffin or shroud shall be accepted unless it bears adequate particulars of the identity of the deceased person therein.
- 4.8 The time appointed for an interment will be the time at which the funeral cortege is to arrive at the entrance gate of the cemetery. The funeral director or person in charge of the funeral arriving after the appointed time must act under the direction of the Council or their authorised person as to when the funeral service may proceed.
- 4.9 The responsibility for providing sufficient bearers to carry the coffin from the hearse to the chapel and/or grave whether mourners are present or not rests with the funeral director or person arranging the funeral.
- 4.10 The person or persons arranging the interment shall be responsible for the attendance and payment of a Minister of Religion or other Official to officiate at the burial service. Any form of religious or humanist service may be used but any other ceremony is subject to the approval of the Council. The interment may take place without a service.
- 4.11 After interment no body or cremated remains may be removed from a grave without the production of the ecclesiastical faculty or Home Office licence for exhumation. The Council will require the original documents for this purpose. In the case of the re-opening of a

private grave the written consent of the Deed Holder of the burial rights will be required or where the Deed Holder is deceased the Council will require to be indemnified against any action arising as a result of permitting the exhumation.

- 4.12 A Public (Common) Grave is a grave in which no Exclusive Right of Burial has been, granted by the Council and in which unrelated persons may be interred. The Council reserves the right to determine the initial depth of the public grave.
- 4.13 In the case of interment of cremated remains a certificate for burial purposes issued by the Cremation Authority will be required.
- 4.14 Cremated remains may be interred in caskets or other approved containers, or may be loose poured into a grave, in the Ashes Sections or in a conventional grave in the Cemetery for which the Exclusive Right of Burial has been purchased.
- 4.15 Cremated remains shall not be scattered in the Cemetery unless prior approval has been given by the Council and a required fee is paid.

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5. Deed Holder

- 5.1 The Exclusive Right of Burial may be purchased by a person (to be known as the Deed Holder) in advance or at the time of arranging the Interment on payment of the appropriate fee and completion of the relevant application form including the signature of the proposed Deed Holder. The 'Right' is granted for a period of **50** years. Please note you are not buying the land which remains the property of the Council.
Plans showing the grave spaces are kept by the Council and may be viewed during normal office hours. (10:00 to 16:00 Mon – Fri)
- 5.2 The Exclusive Right of Burial entitles the Deed Holder, or the Legally Entitled Person, to determine who is buried in the grave and whether an approved memorial can be erected on the grave (subject to the payment of the relevant fee and permission of the Council) for a period of **50** years. All such private graves will be initially excavated to the standard depth determined by the Council. The Council cannot be held responsible if, due to the factors outside their control, the full number of interments in a grave cannot be achieved. This is affected by changes in the height of the underground water table which is beyond the control of the Council.
- 5.3 At the expiration of the **50**-year period the Deed Holder, or the Legally Entitled Person, will have the option of renewing the Exclusive Right of Burial, subject to any payment and such restrictions and regulations as may be in force at that time.
- 5.4 Application should be made for renewal of the Exclusive Right of Burial within 12 months prior to the expiry of the previous Exclusive Right of Burial. Where the period of grant of right of approval has lapsed, and no notification of the intention to renew has been received from the Deed Holder, the Council may grant a renewed right of burial to another person, but before doing so will, where possible, notify the previous Deed Holder of the right, or the Legally Entitled Person, and give option of renewal. It is therefore very important to notify the Council of any change of address of the Deed Holder.
- 5.5 Where no interment has taken place in the grave, the Deed Holder, or Legally Entitled Person, may surrender the same to the Council and receive from the Council payment, as determined by the Council being not more than 75% of the original fee paid for the Exclusive Right of Burial. No refund will be made where the Exclusive Right of Burial has lapsed or will lapse before the expiration of 10 years.
- 5.6 Any transfer of ownership of Exclusive Right of Burial will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the records of the Cemetery and the Deed of Grant of Right of Burial must be produced for endorsement by the Council and the appropriate transfer fee paid.
- 5.7 If the Exclusive Right of Burial is transferred from a Selby Town Resident to a non-Selby Town Resident as well as the transfer fee the Town Council will charge the current

difference between Selby Town Resident and non-Selby Town Resident purchasing a grave plot. (The double fee rule would apply).

- 5.8 After an interment has taken place in a grave and a reasonable time has elapsed for the natural subsidence of the earth used to fill the grave, the Council shall, in accordance with the Local Authorities Cemeteries Order 1977, as amended by the Local Authorities' (Amendment) Order 1986, Schedule 2 Part 1 Paragraph 7, cause the surface of the grave to be levelled and properly covered with fresh turf, except for any area covered by any monument or memorial.
- 5.9 The Council reserves the right to level and turf any grave area that becomes derelict or falls into disrepair. Any costs incurred will be the responsibility of the Deed Holder.
- 5.10 It is the responsibility of the Deed Holder to keep the grave space free from weeds and in a tidy condition.
- 5.11 Any floral or other tributes laid on the grassed areas at the time of the funeral must be removed within one calendar month of the funeral. After this time, we will remove tributes from any grave space and dispose of them in such manner as we deem fit. This allows the Council to carry out its regular maintenance. Wherever possible the Council encourages the use of bio-degradable wreath frames (rather than plastic) which will prevent even more plastic getting out into the wider environment. We would also request that any flowers placed in the memorial vases or on the plinth are real and cleared regularly. Where plastic or silk flowers are used these need to be kept in good order and removed when they become broken, damaged or unsightly. The Council will remove any such flowers as part of its regular maintenance regime or if these are outside the permitted area.
- 5.12 You have the right to place a memorial on your grave or plot. However, this must be within the constraints of cemetery regulations. Alternatively, you can leave the grave unmarked.

Bereaved relatives remember their friends and family in a variety of ways with messages, tributes or ornaments. We appreciate that this is a sensitive and emotional time for you. As well as considering your individual feelings, we must also be sensitive to the wishes of all our visitors and keep the cemetery grounds safe and appropriate places for everyone.

To make it easier to understand the rules, commemorative items have been divided into two groups – memorials and tributes. Memorials are items intended to be long lasting/permanent, sometimes referred to as a 'headstone', and these are covered in section 6 and the appendices. Tributes are items that are not long lasting and are covered here.

- Any tributes of loose containers, ornaments or other items, must be contained safely and securely on the plinth. The size and number of the tributes must be proportionate.

- These items must not present a risk to the Health and Safety of visitors or staff. They should be of a robust material (e.g., no fragile items which may shatter and items with sharp edges or points including glass vases and ornaments).
- The Council recognises that where the plot holds a young child under 10 years of age then one small toy can be left as long as such items can be safely accommodated on the plinth of the headstone.
- Fences of any material are not allowed and will be removed by the Council without notice.
- Any items placed outside the permitted area will be removed by the Council without notice.
- No alcohol in bottles, cans or other container should be left on the grave area

Any items found in breach of the regulations will be removed.

The photo below shows a standard headstone. The plinth incorporates the permitted two urns on the plinth. On the example below up to two tributes could be accommodated on the plinth. An area of up to 20cm to the left and right of the headstone (permitted area) is available to plant bulbs



- 5.13 Under no circumstances must there be any encroachment onto the grassed areas or other plots, as shown in the photo below. The Council reserves the right to remove any item that encroaches onto the grassed areas. Grass cutting will be carried out by the Council, at a frequency determined by weather conditions and by the Council.



- 5.14 Small annual bedding plants or bulbs may be planted in the permitted area, but the plants must not overhang. The planting of perennials, shrubs and trees is not permitted.
- 5.15 The Right to Erect and Maintain a Memorial is issued with the Exclusive Right of Burial to the Deed Holder but is only for a period of 30 years and gives the Deed Holder the right to erect a memorial (which must conform to the Council's rules and regulations) on the grave. After 30 years the Right to Erect and Maintain a Memorial can be renewed for a further 30-year period in consultation with the Council.
- 5.16 The Exclusive Right to Erect and Maintain a Memorial can only be purchased by the Deed Holder. The fee includes the safety inspection of the memorial every five years; however, it should be noted that any remedial work required will be the responsibility of the Deed Holder. Should the memorial fall into disrepair, it will be removed, and the cost recharged to the Deed Holder.
- 5.17 If the Right has not been renewed after the 30-year period, all rights are lost.
- 5.18 The Right to Erect a Memorial rests with the Deed Holder. Should the Deed Holder pass away within the term of the deed it may be transferred to a Legally Entitled Person. A fee will be charged to transfer the deed.
- 5.19 Any memorial erected in the cemetery remains the property and responsibility of the Deed Holder or their Executor or Personal Representative and therefore, remains in the cemetery at the sole risk of, and must be kept in a good state of repair by, the said Deed Holder or the Legally Entitled Person.
- 5.20 Inspections are completed to test the stability of headstones in accordance with recommendations of the Institute of Cemetery and Crematorium Management. Should the headstone fail the test and be in immediate risk of collapse the headstone would be laid flat. Should the headstone be found to be relatively stable, but in need of attention by a stone mason, the headstone area would be taped off, along with explanatory signage at the grave site. In all cases where headstones fail the test the Deed Holder will be notified at their last known address, but the Deed Holder must ensure that the necessary remedial work is carried out as soon as possible after they receive notification. Failure to repair as recommended will result in the headstone being laid flat to ensure the health and safety of all users of the Cemetery.
- 5.21 The removal and re-erection of a monument to facilitate the re-opening of a grave, or to level such grave shall be at the expense of the Deed Holder or the Legally Entitled Person.
- 5.22 The Council reserves the right to intentionally, in some areas, suspend grass cutting at certain times to allow wildflowers to flourish and provide habitat for insects and other wildlife.
- 5.23 The Council reserves the right to:

- Remove at the expense of the Deed Holder, or their personal representative any unauthorised memorial.
- Remove any memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.
- Exclude or remove from the cemetery any memorial not executed in a workmanlike manner, or from sound materials, or which would, in the opinion of the Council disfigure the cemetery or offend public decency.

5.24 The Council in exercising its powers under these rules and regulations will adhere to the following procedure where non-compliance with the rules and regulations has occurred:

- Before any action is taken regarding the removal of any memorial or object that is considered to be in contravention of the cemetery rules and regulations, the Council will notify the Deed Holder in writing of their intentions at their last known address, with one months' notice of any intended action to be taken.
- The Deed Holder will have a right to appeal against any decision made. In the first instance this will be the Town Clerk. Any appeal should be in writing.
- If the Deed Holder is not satisfied with the outcome, then they would be given the opportunity to have the matter discussed by the Council. The Council's decision is final.

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6. Monumental Masons

- 6.1 A memorial, monument or additional inscription may only be erected on a grave space, including Public (Common) Grave subject to the discretion of the Council, within the cemetery in accordance with these rules and regulations and upon payment of the appropriate fee.
- 6.2 Where permission is granted to erect a headstone on a Public (Common) Grave, it will be subject to the right of the representatives of other persons interred in the grave to have those persons commemorated thereon. As there is no right to erect a monument on a Public (Common) Grave, such monument does not in itself confer any rights and remains at the discretion of the Council.
- 6.3 All persons not being employees of the Council, engaged at work in the cemetery, on behalf of the Deed Holder or persons representing such person shall carry out their work under the direction and requirements of the Council.

They shall: -

- At the cost of the Deed Holder, or personal representative, fill up and level the ground, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work
 - Perform the work during the normal opening hours of the cemetery
 - Provide their own tools and equipment and complete the work with due despatch
- 6.4 Anyone who erects a monument or kerb set, or who undertakes any monumental work, within the cemetery not in compliance with these rules and regulations will be directed by the Council to remove the said monument or kerb set. If this is not completed within one month the Council will complete the removal, the cost will be the passed onto the Deed Holder.
- 6.5 The application for work to a memorial, or for a new memorial, must be made by the Deed Holder, or Legally Entitled Person. No memorial can be erected, repaired or replaced without the Legally Entitled Person being established. The application must be submitted to the Council on the appropriate memorial application form.

Such notice must be submitted for approval at least 2 weeks in advance of the proposed date of erection and must include -

- The grave number and name of the deceased
- In the case of a new memorial, a drawing of the proposed memorial and its specification, including the type, colour and finish (e.g., polished, honed, etc.) of the material (e.g., natural stone) to be used, and showing all dimensions, including those of the kerb set (if appropriate) and the foundation slab
- The text of the inscription to be inscribed on the monument, or any text to be altered or added to any existing monument, and the method of lettering (e.g., incised, incised inlaid with lead etc.)

The name, address and signature of the person placing the order for the memorial work to be undertaken, who should be the deed-holder or Legally Entitled Person.

- If such Deed Holder is deceased, the applicant must be the Legally Entitled Person. If the Deed Holder is alive but is not making the application, the applicant must provide a letter in the Deed Holders hand confirming and authorising such application.

- 6.6 The approval of the Council for any such application will be confirmed by the issue of a Memorial Permit, valid for a period of 3 months. No work should be undertaken until the permit has been issued. Any such permit is issued on the understanding that the work undertaken will fully comply with the details specified within the application form and the requirements of these rules and regulations. No permit is required for cleaning only; up righting and re-levelling; repair of existing lettering or painting of existing inscriptions unless the monument is to be removed from the cemetery.
- 6.7 The grave number and the trade name, address and telephone number, of the Monumental Mason, must be inscribed on the monument, in a conspicuous position as approved by the Council in characters of not more than one and a half inches in height, to match the main inscription.
- 6.8 With the exception of temporary, or permanent wooden crosses, (which are permitted subject to approval of Council) all memorials or kerb sets shall be constructed of granite, marble, slate or other hard natural stone of durable and sound quality.
- 6.9 Headstones shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription provided such inlay shall not reduce the main body of the headstone to less than two inches or be raised above the surface of the headstone proper by more than half an inch and must be contained within the overall dimensions of the headstone.
- 6.10 No monument constructed from artificial, re-constituted (except figures), Bath, Soft Caen, Soft York or other soft stone, or coloured marble will be permitted, and memorials of metal, pottery, plastic, glass or fibreglass are forbidden and will be removed without notice.
- 6.11 Any Photographic plaques must be ceramic, approved size to be 4 ½" x 3 ½" affixed to monuments. Frames of other material will not be permitted.
- 6.12 Details relating to the erection and securing of a memorial and/or headstone in areas other than the Lawn and Ashes sections are within Appendix 1 attached.
- 6.13 Dimensions relating to Memorials and Headstones for the Lawns and Ashes sections are detailed at Appendix 2 attached.
- 6.14 No hewing or dressing of stone, other than the cutting of an inscription or cleaning of the stone, will be permitted in the cemetery.
- 6.15 All materials and equipment relating to the memorial shall be conveyed in the cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or

waste material shall be removed in a like manner. Mats, boards or canvas shall be used, as directed by the Council, to achieve this end.

- 6.16 The Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.
- 6.17 The Council must be informed of the removal of any monument from the cemetery.
- 6.18 Any person removing a monument to permit a further interment shall either remove the same from the cemetery, after informing the Council, or place it in position indicated by the Council no later than the first anniversary of the last interment.
- 6.19 The Council reserves the right to:
- Remove at the expense of the Deed Holder, or their personal representative any unauthorised memorial.
 - Remove any memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.
 - Exclude or remove from the cemetery any memorial not executed in a workmanlike manner, or from sound materials, or which would, in the opinion of the Council disfigure the cemetery or offend public decency.
- 6.20 The Council in exercising its powers under these rules and regulations will adhere to the following procedure where non-compliance with the rules and regulations has occurred:
- Before any action is taken regarding the removal of any memorial or object that is considered to be in contravention of the cemetery rules and regulations, the Council will notify the Deed Holder in writing of their intentions at their last known address, with one months' notice of any intended action to be taken.
 - The Deed Holder will have a right to appeal against any decision made. In the first instance this will be the Town Clerk. Any appeal should be in writing.
 - If the Deed Holder is not satisfied with the outcome, then they would be given the opportunity to have the matter discussed by the Council. The Council's decision is final.

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7. Fees

- 7.1 Fees and charges for all cemetery and memorial services will be determined by the Council annually, to take effect from April each year. (Cemetery and Memorial Charges are available from the Town Council Office and Town Council website)
- 7.2 All fees will be doubled if the person to be buried is not a Selby Town resident.
- 7.3 In determining the fees, the last permanent address of the deceased will be used. If a long-term resident of Selby Town has been accommodated in a residential care/nursing home outside the area, the single fee rate will apply so long as the deceased has had a permanent address in Selby within the year immediately prior to the date of death.
- 7.4 All fees, in the case of Funeral Directors and Monumental Masons, are payable in advance to the Council.

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8. Summary Of Deed Holders Responsibilities

Failure to comply will mean that the Council will take remedial action without further notice

Do's

- Keep the grave area free from weeds and in a tidy condition
- Remove any floral or other tributes laid on the grassed areas at the time of the funeral, within one calendar month of the funeral
- Memorial tributes may be placed on the headstone plinth as long as they can be securely and safely accommodated
- Small annual bedding plants or bulbs may be planted in the permitted area only
- Remove any Christmas ornaments/decorations/trees before the 1 February

Don'ts

- **No** tributes that present a risk to the health and safety of visitors or staff (e.g., fragile items which may shatter and items with sharp edges or points, including glass vases and ornaments)
- **No** fences, of any materials, are allowed
- **No** alcohol in bottles, cans or any other container must be left on the grave area
- **No** encroachment onto the grassed areas or onto other grave spaces or authorised memorials

Selby Town Council reserve the right to change these rules and regulations at any time.

Date of Approval	27.9.21
Latest date of next Review	1.6.24
Cross Reference Documents	<p>Local Authorities' Cemeteries Order 1977, as amended by the Local Authorities' (Amendment) Order 1986</p> <p>Births and Deaths Registration Act 1926</p> <p>Local Authorities' Cemeteries Order 1977, as amended by the Local Authorities' (Amendment) Order 1986 Schedule 2 Part 1 Paragraph 7</p> <p>Cemetery Procedure</p> <p>Appendix 1 – Dimensions relating to Memorials erected in areas other than the Lawns and Ashes Sections</p> <p>Appendix 2 – Dimensions relating to Memorials erected in the Lawns and Ashes Sections</p> <p>Appendix 3 – Cemetery Map</p>

Selby Town Council

Cemetery Rules and Regulations – Appendices

Appendix 1:

DIMENSIONS RELATING TO MEMORIALS ERECTED IN AREAS OTHER THAN THE LAWN SECTION OR ASHES SECTION

The headstone may be secured by one of the following methods:

- Sunk into the ground to a depth of 1'0" and haunched front and back with concrete; or
 - Be fixed to a foundation, as part of a kerb set in the authorised section;
- or
- Be fixed to a base of the same material as the headstone and fitted with the National Association of Monumental Masons (NAMM) ground anchor system.

Where the memorial consists of a headstone and base, the headstone must be fixed as follows:

Rear face of the base	Height of headstone
2.5" from rear face of the base Or 2" from rear face of the base	If 3' Headstone If less than 2' 6" Headstone

The base may be drilled to accommodate up to two flower containers or may accommodate:

Description	Dimension	Dimension
Natural Stone Vases	Not more than 12" high	Not more than 7" square
Natural Stone Tablet	Not more than 12" high	Not more than 12" wide and not more than 2" thick
Natural, reconstituted stone figures (in relevant section of cemetery)	Not more than 15" high	Not covered or coated in plastic, gilded, glazed or painted

Any such vase, tablet or figure must not extend beyond the perimeter of the base.

Each kerb shall be constructed as follows:

Description	Depth	Width
Kerb of a single piece of natural stone	Not less than 4"	Not less than 4"

Corner Posts may be incorporated in the kerb set as follows:

Description	Height	Square
Constructed of a single piece of natural stone	Not less than 4"	Not less than 4"

Kerb set shall not exceed the length or width of the grave space as follows:

Description	Thickness
Kerb set foundation of natural or pre-cast stone or concrete suitably reinforced in one piece	Not less than 3"
Maximum length of 7' and a maximum width of 3'	

Covered Slab as follows:

Description	Thickness
Covered slab to be incorporated between the kerbs, constructed of a single piece of natural stone	Not less than 2"

All joints to memorials must be properly cemented and cramped, joggled or doweled. Cramps or dowels, for this purpose, should be of solid copper or heavily galvanised steel not less than three eighths of an inch in diameter. There must be at least 2 dowels for each doweled joint. All monuments shall be erected in accordance with the National Association of Monumental Mason's (NAMM) Code of Practice and British Standard 8415 (2018).

Selby Town Council

Cemetery Rules and Regulations – Appendices

Appendix 2:

DIMENSIONS RELATING TO MEMORIALS ERECTED IN LAWNS SECTION

The headstone shall not exceed as follows:

Height	Width	Thickness
3' 0" above ground level	2' 6" or the width of the grave space	4" or 2" if less than 2' 0" high for safety and stability

Where required, the base shall not be more than as follows:

Standard ground.

Width	Depth	Thickness
3'0" wide (or width of grave space)	1' deep	3" thick, constructed of a single piece of stone

Virgin Ground (undisturbed)

Where the monument is erected upon virgin (undisturbed) ground, the base shall be set on a foundation of natural pre-cast stone or concrete suitable reinforced, in one piece as follows.

Base	Thickness	Thickness (not exceeding 20"-24" high)
No less than 1" larger around the base of memorial	No less than 3" thick	No less than 2" thick

DIMENSIONS RELATING TO MEMORIALS ERECTED IN ASHES SECTION

Height	Width	Thickness
Not exceed 2' 0" above ground level	Not exceed 2' 0" or the width of the grave space	Not less than 3" it must support its height to ensure stability and safety 2" if stone is less than 2' high
Base	Depth	Thickness
No more than 3' 0" wide or width of the grave space	Must be at least 1' 0"	Not less than 3" and constructed of a single piece of stone.

The base shall be set on a foundation as specified above but of sufficient width to bridge the grave and rest on undisturbed ground (A burial authority may wish to specify that the foundation is sunk into the ground so that the top surface of the foundation is flush with the adjoining ground level. This improves the aesthetic appearance of the memorial and aids maintenance but will need to be dug out if the grave is to be reopened).

DIMENSIONS RELATING TO VASE, PLINTH AND TABLET MEMORIALS

Description	Dimensions	Fixings
Stone Vase	Not more than 12" x 9" x 9"	To a plinth not more than 12" x 12" x 2" of same material – on concrete foundation same dimension as plinth above
Book or Tablet	Not more than 12" x 12" x 2"	To the base not more than 18" x 12" x 2"- on concrete foundation same dimension as base (or sufficiently wide to bridge the grave and rest on undisturbed ground)
Base		May be drilled to accommodate up to 2 flower containers or 2 small vases or figures
Flat Tablet	12" x 12" x 2"	On concrete foundation same dimension as base (or sufficiently wide to bridge the grave and rest on undisturbed ground)

Such dimensions as specifically approved by the Council.

Appendix 3

