

Redenhall Municipal Cemetery and Garden of Remembrance

Bungay Road, Redenhall, Norfolk, IP20 9QS

A facility jointly owned by the Parishes of Redenhall with Harleston and Wortwell

The Cemetery and Garden of Remembrance is open all year round
from 8am and half an hour before sunset.

Contact:

Redenhall with Harleston Council

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk IP20 9DD

Telephone: 01379 854519

E Mail: enquiries@harleston-tc.gov.uk

Website: www.harleston-tc.gov.uk

Office opening hours:

Monday, Tuesday and Friday 9.30-13.00 and Wednesdays 13.00-17.00

Rules and Regulations

- 1) For the purposes of this document**
 - a) the term 'Clerk' refers to the Town Clerk
 - b) the term 'Council' refers to the Town Council
 - c) the term 'EROB' refers to Exclusive Right of Burial
 - d) the term 'Cemetery' and 'Garden of Remembrance' refers to Redenhall Municipal Cemetery and Garden of Remembrance
- 2) Notice of Interment**
 - a) Two clear weekdays' notice must be given to the Clerk for any interments. Saturdays, Sundays and public bank holidays are not included within the length of notice.¹
- 3) Certification of Burial or Cremation/ Order for Burial**
 - a) The certification for burial or cremation (Green Form), or in the case of an inquest, the Coroners Order for Burial, must be given, as soon as practicable, to the Clerk before interment. For the burial of a still-born child an appropriate certificate will be required.
- 4) Payment of Fees**
 - a) All fees and charges must be paid at the time of application and interment or, in the case of headstones and memorials, before they are erected. Application forms, fees and payment details can be found on our website.
- 5) Time of Interment**
 - a) Interments can take place at the cemetery between the hours of 09:00 and 15:30 Monday to Friday.
 - b) No interment will take place on Saturdays, Sundays, public bank holidays.¹
- 6) Vehicles access**
 - a) Contractors requiring vehicle access to the site to conduct work must advise the Council in advance.

¹ This rule will not apply to those with religious beliefs which require burial within a limited number of hours, or in cases of death from infectious diseases where urgent burial is considered necessary upon medical certification.

7) Digging Graves

- a) The Council does not have an appointed grave digger and therefore it is the responsibility of the funeral director to make all necessary arrangements.
- b) The funeral director must receive approval from the Clerk for the works to commence including the date and time of such works.
- c) The funeral director must provide the Clerk with the gravedigger's credentials, qualifications and the risk assessment to conduct the work. If these have not been provided the Clerk can refuse the commencement of the work.
- d) Prior to undertaking the work, it is the responsibility of gravediggers to inform the Council of their planned arrival and departure schedule.
- e) After the interment the Council will regularly check the grave for sinkage and when needed will contact the funeral director to top up the level of any grave that sinks in this way.
- f) Once the grave has settled and where there is a remaining mound the Council may remove this.

8) Re-Opening of Graves

- a) Prior to the reopening of the grave the owner of the grave is responsible for the removal of all memorials and the replacement of the same within 18 months. If the memorial cannot be replaced within 18 months, the owner of the grave should follow the guidance set out in 11viii.
- b) The owner is responsible for all costs.
- c) The Council are not responsible for any work undertaken.

9) Grave regulations

- a) No grave shall be deeper than 8 feet. If the Council, find it impractical for any reason they reserve the right to specify the maximum depth of the grave.
- b) No body shall be buried in a grave where any part of the coffin is less than 3 feet below the level of any ground adjoining the grave.
- c) Allocation of grave plots will be on application and determined by the Clerk.

10) Exclusive Right of Burial (EROB)

- a) The purchase of an EROB refers to the right to be buried in the grave space mentioned in the Exclusive Right Certificate. It is NOT the purchase of the land itself.
- b) The EROB expires at the end of the term.
- c) Human remains must not be disturbed unless with lawful authority.
- d) The registered owner of the EROB enables automatic rights to be buried in the grave.
- e) You may also allow others to be buried in the grave, space permitting.
- f) Charge for an EROB is payable in addition to the interment fee and other fees.
- g) The EROB registered owner is entitled to a term of 75 years.
- h) After the end of term, the Council may accept the renewal of ownership or permit burials in this space. Where burials are permitted the memorial will be kept and turned 180°.
- i) The Council will permit a memorial to be placed over a grave in which an EROB has been granted, subject to the Council's regulations and charges relating to memorials.
- j) Where no EROB has been purchased or the term of an EROB has expired the Council reserves the right to have further burials in the same grave at a later date.
- k) Assignment of the EROB to a new owner can be allowed after the Deed of Grant has been approved by the Clerk following the undertaking of a lawful transfer process.
- l) Reservations are allowed when, at the time of the first interment, it is determined obtaining a double plot is not feasible. Only in these instances, the Council can reserve an additional plot and an EROB can be purchased.

11) Graves in the Cemetery

- a) The grave will not exceed 8 feet x 2 feet 6".
- b) **Information on Lawn Memorials for the Graves within the Cemetery**
 - i) Memorials can consist of a headstone or other shapes as appropriate
 - ii) All memorials must be made of natural stone.
 - iii) The maximum dimensions permitted at ground level cannot exceed 3 feet and 6 inches (1.09 meters) in height or 3 feet 9 inches in height (1.19 meters) if including a base. It must not exceed the width of the grave.
 - iv) No other type of memorial/monument may be erected.
 - v) One suitable headstone or one combined suitable headstone is permitted.
 - vi) Provision may be made in the base stone for up to two flower containers providing they are placed at the head of the grave and incorporated into the lawn memorial.
 - vii) No memorial's will be allowed to be erected on any grave where an EROB has not been purchased.
 - viii) When an EROB has not been purchased a wooden marker or cross (the cross not exceeding 30" x 24" overall) showing the name, age and date of death of the deceased may be permitted, up until the Clerk has deemed its removal necessary due to a state of disrepair, subject to the Council's approval as per point 14 i.
 - ix) On the expiration of an EROB, or at the time the grave may be legally re-used, the Council reserves the right to remove memorials.
 - x) If the memorial regulations have been contravened the person holding the EROB will be contacted and given one month's notice to remove the memorial.
 - xi) See additional memorial information in section 14.

12) Plots in the Garden of Remembrance

- a) The size of a single plot shall be, on average, 18" x 18" x 18" deep, depending on the depth of the casket. As a minimum, 6" of soil, will cover the casket.
- b) The size of a double plot shall be, on average, 18" x 18" wide x 30" deep, depending on the depth of the caskets. As a minimum, 6" of soil, will cover the casket.
- c) After interment, the ground will be restored by replacing the soil and turf.
- d) There is provision for an EROB. See point 10 for details.
- e) No other ashes may be interred into a double plot without the express wish or consent of the owner of the plot.
- f) **Information on memorials for plots in the Garden of Remembrance**
 - i) A tablet/plaque memorial may be erected or flat.
 - ii) All tablets must be no more than 18" x 18", and not less than 2" thick.
 - iii) They must be made of natural stone.
 - iv) Provision may be made in the tablet/ plaque for a flower container.
 - v) The tablet/plaque memorial may be lettered to allow, if desired, space for a second inscription.
 - vi) See further memorial information in section 14.

14) Information on all Memorials for both the Garden of Remembrance and the Cemetery

- a) No freestanding containers or glass vases of any description are permitted.
- b) No glass in any form (vases, bottles, trinkets or any item) is allowed in the cemetery.
- c) Kerbs, fences, flat stones, ledger slabs, boarder stone or the planting of any plants within and along the grave space are not permitted.
- d) The Council reserves the right to remove any such items, which will be retained for one month before disposal, in order to properly undertake their responsibilities for the care and maintenance of the Cemetery.
- e) All work on memorials must be carried out in accordance with best practice guidance as provided by the Association of Burial Authorities and have NAMM and/or BRAMM

- registered masons to fit memorials to current British Standards (BS8415:18).²
- f) Any persons undertaking work must take all necessary measures to protect the cemetery including the grass and the paths.
 - g) Upon completion of the work, all materials and rubbish must be removed from the site.
 - h) No memorials of any sort will be allowed to be erected or placed on a grave in any part of the cemetery without the consent of the Clerk.
 - i) An application for the erection or placement of a memorial must be completed and sent to the Clerk for consideration for approval at least one month prior to the installation.
 - j) The grave reference number must be inscribed on all memorials.
 - k) All memorials shall be the sole responsibility of the owner, and, after erection, it is the responsibility of the owner to maintain in a good condition. The Council reserves the right to repair or remove at the owners' expense.
 - l) Damage to memorials is not covered by the council's insurance.
 - m) Shrubs, plants or flowers cannot be planted within the cemetery or on any grave.
 - n) The Council reserves the right to remove any shrub, plant or flower planted.
 - o) The Council does not accept any liability for items placed in the cemetery.

15) Register of Burials

- a) A register of burials is kept at the Council office. To view the register please arrange an appointment. Fees will be in charged in line with our Model Publication Scheme.

16) Plan of the Cemetery

- a) A plan of the cemetery showing the graves and interments is kept at the Council office and may be seen without charge. To view the plan please arrange an appointment.

17) Public Access

- a) The cemetery will be open to the public between 8am and half an hour before sunset.
- b) All public vehicles are prohibited from entering the cemetery.
- c) The cemetery is operational, and therefore from time-to-time access to graves may be precluded in order to conduct another burial service (i.e., soil may be on one grave if an adjacent grave is being dug).

18) Prohibitions and Conduct

- a) All visitors to the Cemetery should comply with the following:
 - i) All visitors will be expected to observe perfect decorum in all respects.
 - ii) Children must be accompanied by a responsible person.
 - iii) No dogs allowed, except guide and assistance dogs.
 - iv) Smoking, drugs and alcohol are strictly prohibited.
 - v) The riding of horses, cycles and motorcycles is strictly prohibited.
 - vi) Sports or games are strictly prohibited
 - vii) No firearms (save at military funeral)
 - viii) No persons shall be allowed to offer goods for sale or to solicit orders for the sale of any goods.
- b) Any person who wilfully damages, defaces or destroys memorials, tablets or inscriptions or anything belonging to the Council will be liable to prosecution.
- c) Those who unlawfully disturb any grave or plot will be liable to prosecution.

19) Variation of Regulations

- a) The Council reserves the right from time to time to make alterations or additions to the foregoing rules and regulations consistent with the Local Authorities Cemetery Order.

² The Town Council will require evidence via a membership number.

- b) Where matters arise which require an urgent response it is at the discretion of the Clerk to determine suitable next steps.

20) Complaints

- a) All complaints should follow our complaints policy.
-

Redenhall with Harleston Council adopted this document at the Council meeting held on 28th May 2025.

Signed

P. Mba

Chair of Redenhall with Harleston Town Council

Next Review is on or before May 2026.