

## **Pre-Interment Agreement**

### **To be read and completed by the person making the funeral arrangement and the Funeral Director (if applicable).**

I (block capitals) am aware of and agree to by signing this form that I understand the following regulations are applicable to the grave of during the days and weeks following the interment in

I have also been made aware that full cemetery regulations (below are extracts) are available for me to view on the West Suffolk website, via the funeral director or I may request a copy be sent to me from the Cemeteries Office.

Please note the item number of some regulations may be different in Newmarket, these numbers are in brackets.

### **Extracts of cemetery regulations**

#### **General**

18. Ownership of the ground does not at any time; pass from the control of the Council.

19. Before the reopening of a purchased grave the ownership for Exclusive Right of Burial must be proven (deed).

#### **Coffins and caskets**

20. To help us all respect the environment, all bodies entering the cemetery for burial must be contained in a coffin/wrapping made of a perishable material bearing the full name, age, and date of death on it. Alternative coffin materials maybe considered subject to prior written agreement by the Cemeteries Manager. Any type of metal coffin or casket is not permitted. A coffin or casket which is 6 feet 10 inches or over in length or 30" or over in width will be regarded as extra large and will be liable to additional fees. .

#### **Interments**

22 If the burial is being arranged by a funeral director all coffin, casket and grave sizes must be sent to the Cemeteries Office in writing by them. Verbal instructions will not be accepted from families.

24. The interment fee includes the excavation and preparation of the grave, matting and attendance by cemetery staff and backfilling on the day of service. The fee also includes all administration, entries into the burial registers and onto the burial database. The fee does not include the removal or reinstating of any memorial (whether the memorial belongs to the grave to be opened or other graves within the area, which need to be removed to provide access), planting, shrubs or trees. The

cost of any of these actions must be covered by the applicant. An estimate of the cost would be provided by the cemeteries office before the work could be undertaken.

35. A council representative will be present at all interments to make the final checks to ensure the funeral is completed lawfully.

### **Grave maintenance**

45(46). Graves in all sections of the cemeteries will be grassed, with no mounds unless there is a kerb set fitted by a registered stonemason. You may install a memorial of the dimensions indicated below at the head of the grave. You may not place any other memorial or other items in or around the grave space or on the grassed area in front of the grave including shrubs, plants, and bulbs. Artificial grass is not to be laid on graves at any point after an interment has taken place or at any other time. Any artificial grass laid will be removed by site staff without notice. Graves in all sections of the cemeteries will be made good with turf or grass seed during the months that follows a burial. All sections of the cemetery will have natural grass covering the graves except in compartments where a kerb set is permissible.

47. Headstones and memorials must not exceed 975 millimetres (3'3") in height (above ground level) and 750 millimetres (2'6") in width. The stone must be of sufficient thickness to support its height and any reasonable force exerted upon it to ensure its stability. The foundation must be sunk into the ground so that the top surface of is flush with or below the adjoining ground level. The foundation stone should have a projection of no more than 3 inches (75mm) to the length and width of the base and should be 3 inches (75mm) deep. All foundation stone dimensions should be included on the memorial application. Headstones, headstones bases or foundations may not be linked over two or more graves.

56. Any person removing a memorial to permit a further interment may only do so after informing the council. This removal must be completed 3 full working days before the interment is due to take place. Failure to remove the stone within this time frame may result in the council appointing an alternative stone mason to carry out the work and the cost of which will be passed to the Funeral Director who has booked the interment. Upon reinstallation of such memorials, they shall be re-fixed in accordance with BS8415 and the NAMM or BRAMM code of practice, this will include the installation of new dowels between the base and headstone plate.

### **Benches**

66 (62). All benches placed in either cemetery must be purchased through the cemeteries office. Any new unauthorised benches (those not purchased through the cemeteries office) will be removed to a safe compound. The owner will be contacted, and removal will be necessary.

### **Maintenance**

75 (70). All floral tributes (including artificial) will be removed two weeks following the interment unless we are told in writing that the family wish to arrange for their removal. It is forbidden to place glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic, or other material on graves. The council may remove these without notice.

79 (73). The council reserves the right to remove and dispose of from any grave space flowers, plants, floral tributes, or wreaths which have deteriorated or become unsightly. All grassed areas of the cemeteries including graves will be cut with a mechanical mower and strimmer.

74. No floral tributes should be placed on graves which are not owned by the deceased family. If there are excessive amounts of tributes, they are to be placed at a location directed by the Cemetery Manager.

75. A fee for the removal of floral tributes may be levied by the Cemetery Manager where there are large amounts (over 20).

### **Funerals requiring brick lined or vaulted graves**

83 (81). Booking interments into pre purchased or reopened graves to be brick lined or vaulted will be required to give the cemeteries office the minimum of 10 working days' notice. This work must be carried out by a qualified trades person who holds adequate public liability insurance, a copy of which must be supplied to cemeteries office.

84 (82) Work carried out by third parties (i.e., stone masons, builders for bricking out of pre purchased graves) may only take place on Monday- Friday and within the opening times of the cemetery.

### **Balloons and sky lanterns**

84 (80) The release of air filled or helium balloons or sky lanterns from the cemeteries is strictly forbidden due to the adverse effect the balloon material, cords, ribbons and lantern parts potentially have on the environment. It is prohibited to bring any type of balloons into the cemetery to display on graves, headstones, benches or in trees.

### **Oversized graves in lawn compartments**

89(79) When purchasing a grave within a lawn compartment of the cemetery for a coffin or casket over 6 feet 10 inches or over in length or 30 inches or over in width, families must be aware that any proposed headstone dimensions will need to be the same as a standard sized grave. Larger memorials will not be authorised under any circumstances.