

The following Cemetery
Regulations were
approved at a meeting of
Sleaford Town Council,
1st July, 2015. Chairman,
Cllr G. Titmus.

SLEAFORD CEMETERY REGULATIONS Part I

**SLEAFORD TOWN COUNCIL
3 Mill House
Carre Street
Sleaford
Lincolnshire
NG34 7TW**

**Tel: 01529 303456
enquiries@sleaford.gov.uk
Email: enquiries@sleaford.gov.uk
Website: www.sleaford.gov.uk**

This copy of Sleaford Cemetery Regulations (Part I) is being given to you as the next of kin of the late (insert name) R.I.P.

Sleaford Town Council is a “Burial Authority” and the first Section of these Regulations explains the legal requirements for the interment. Your chosen Funeral Director is aware of and must conform to the Regulations on your behalf. This section is for your information only.

We have then included general information to families and their representatives.

If you have any concerns or questions please do not hesitate to contact, in the first instance, the Clerk to the Council who will be pleased to help you.

SECTION 1.

BURIALS

- 1. Applicants are requested to be fully conversant with the rules and regulations of Sleaford Cemetery, and pay particular attention to grave layout and memorial types, prior to any interment.**
2. All arrangements for the time and date of the burial must be made with the Town Council Office.
3. These arrangements include the Council’s Application Form, completed with the necessary particulars, together with the required certificate(s) for burial.
4. Where ethnic and religious considerations are to be taken into account, Sleaford Town Council will make every effort to accommodate the family/representative making the funeral

arrangements. Any variations to these Regulations will be agreed between the Town Council and the family/representative before the funeral is permitted to take place.

5. The completed Application Form must be delivered to the Town Council Office not less than three working days before the proposed date of the interment, unless other arrangements have been agreed in writing between the Town Council and Funeral Director/representative.
6. Arrangements for the conducting of any burial service must be made with the relevant minister; either direct by the family, or via the Funeral Director.
7. Interments must take place between 9:30 am and 2:30 pm (April – September) and 9:30 am and 1:30 pm (October to March.)
8. Interments will not be permitted on Saturdays, Sundays, Good Friday, Christmas Day or Bank Holidays, other than in exceptional circumstances and by mutual agreement between the Town Council and the Funeral Director/representative.
9. The allocation of a grave space, unless previously reserved, is at the discretion of the Town Council.
10. Burials must be of a coffined body; including the “Green” burials in the Woodlands section of the Cemetery.
11. Cremated Remains must be in an urn and interred in a reserved grave space, or in the Cremated Remains section of the Cemetery.
12. No coffin will be buried in any grave within 90cm (3ft) of

the ordinary level of the ground.

13. An additional charge is incurred for the burial of a large (American Style) coffin requiring a plot larger than eight x five feet.

CERTIFICATES

Note: The Certifications required are normally provided to the Town Council by the chosen Funeral Director/representative.

1. Before a burial can proceed, the Town Council office, or Senior Cemetery Staff member must be in receipt of:
 - The Registrar's Certificate for Burial (Green form) **OR**
 - The Coroner's Order for Burial, where an inquest has been held **OR**
 - The Certificate of the Cremation Authority where the interment is for Cremated Remains.
2. Fees charged by Sleaford Town Council (the Burial Authority) vary according to the resident/non-resident status of the deceased. Further details regarding Residency are given below.

EXCLUSIVE RIGHT OF BURIAL

1. A "Deed" or "Right of Burial" may be purchased by a partner/spouse/close family member in an adjoining plot at the time of interment only. Purchase of Deeds at a future time will be by mutual agreement with the Town Council.
- 2 The consent, in writing, of the grantee, or the person in whom the right is vested, or the Deed of Grant must be delivered to the Council Office before a grave is opened.

3. The Council may repurchase any unused grave plots from Residents at the original purchase fee, subject to consultation with the representatives of the Deceased.

GENERAL INFORMATION

1. The Town Council Office will be open for orders, searches and enquiries from 09.00 a.m. to 4.30 p.m. Mondays to Thursdays and 09.00 a.m. to 04.00 p.m. Fridays. This office is not open on Saturdays, Sundays, Good Friday, Christmas Day and Bank Holidays, or when otherwise decided by the Council.
2. A plan of the graves and the Burial Records may be inspected at the Town Council Office. It is appreciated if advance notice of any request is given.
3. No servant of the Council is allowed either to take any gratuity, or to carry out privately, work of any kind in connection with the cemetery either whilst on duty for the Council, or off-duty.
4. All persons admitted to the cemetery shall conform to the Regulations in force and the Cemetery staff or other duly authorised officer of the Council may remove from the cemetery all persons infringing such Regulations or otherwise misconducting themselves.
5. The Council reserves the right to close the cemetery or to limit the entry of persons thereto at any time.
6. Dogs are permitted in the cemetery and must be on a lead at all times. Any fouling must be removed.
7. Cycling, skateboarding etc. is not permitted within the cemetery.

8. The parking of vehicles in the cemetery is restricted to Funeral and Cemetery visitors only.

RESIDENCY

1. A **RESIDENT** is a person who resides within the Sleaford Town Council boundary (including Greylees) in Sleaford, and includes the villages of Holdingham and Quarrington, or has done so within the last five years.
2. The five years will be calculated from either the date of purchase (for the purpose of the sale of spaces) or from the date of death (for the purpose of interment and memorial charges).
3. Before becoming eligible for the status of “resident” the person must have resided in Sleaford, Holdingham or Quarrington for a period of at least one year during the five-year qualifying period. Furthermore, the residence that was occupied must be the only or principal place of residence of the individual.
4. In the case of the interment of a stillborn child, at least one parent must be a resident of Sleaford, Holdingham or Quarrington at the time of the interment.

2 How residency will be established

A residency qualification will be determined through reference by the Town Council Office to either the Electoral Register or to the records indicating the person responsible for the payment of Council Tax in respect of the residence that they occupy or occupied.

If neither source confirms residential status then the Town Council Office will require independent written confirmation of proof of residence, normally in the form of a Solicitor's letter.

If it is not possible to confirm residential status then the non-resident scale of charges will apply.

SPECIAL CASES

- (i) In the case of persons under the age of 18 years or a stillborn child, the basis of the charge will be the residential qualification of either parent of that person.
- (ii) Where the person who purchased the space as a "resident" and at the date of their death had not lived in Sleaford for five years or more as their only or principal place of residence, the interment and memorial fees will be at the "non-resident" scale.
- (iii) Serving members of HM Forces, whose family roots are in Sleaford, will be permitted to be buried within Sleaford Town Cemetery.
- (iv) Those who were residents of Sleaford who have moved out of the town up to a duration of five years, to live in residential care for support will be permitted to be buried within Sleaford Town Cemetery as residents.

The Cemetery (Main Gate, East Road) is open to the public every day, between:

***8.00 a.m. - 7.00 p.m. April to September &
8.00 a.m. - 4.00 p.m. October to March.***

***The Mill Field Terrace Gate is open between
8.00a.m. and 2.00p.m. throughout the year.***

The Council reserves the right to make any alterations or additions to the foregoing Regulations from time to time..

Regulations Part I 2015