



Cranleigh Parish Council

Cranleigh Cemetery Rules and Regulations

Please take time to read through the Cranleigh Cemetery Rules and Regulations carefully.

- Please show respect for those who are buried in the cemetery.
- Please be aware that monuments may become unstable over time. Take care in the cemetery and do not lean on any monument.
- Cars are only permitted to tend graves. Please drive very slowly with care. Cars must not be parked on grass verges.
- No dogs are allowed (except guide or hearing dogs).
- No unaccompanied children under the age of sixteen are allowed in the cemetery.
- Adults must supervise children in their charge.
- Please use the litter bins provided to dispose of rubbish.
- Wreaths and floral tributes that have deteriorated will be removed by the Sexton.
- Monuments, kerb sets and inscriptions may only be installed with a memorial permit.
- The New Section of the cemetery is consecrated for burials according to the rites of the Church of England.

We are here to help, please do not hesitate to contact us if you have any queries by telephone on 01483 272311 or email clerk@cranleigh-pc.gov.uk

Interpretation of Terms

“Council” means the Cranleigh Parish Council.

“Cemetery” means the Cranleigh Burial Ground.

“Clerk” means to the Cranleigh Parish Council.

“Resident” means a person residing in Cranleigh at the time of death.

“Monument” means any memorial or gravestone which is placed or erected on a grave.

“Responsible Person” means an adult over 18 years of age.

1. Burials

- 1.1 Notice of interment is to be given on the prescribed form to the Clerk between the hours of 9.00 am and 4.00 pm three whole days previous to the interment, which days shall be exclusive of Sundays, Bank Holidays, Christmas Day, Good Friday and Saturdays and no notice will be accepted on these aforesaid days provided that this regulation shall not apply to cases of death from epidemic disease or other interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority.
- 1.2 The Notice of interment must be signed by the owner of the Exclusive Rights of Burial for the grave, in order to confirm their permission, no other signature will be accepted. The only exceptions being new Exclusive Rights of Burial, owner's interment and cases of death from epidemic disease.
- 1.3 Coffins only of wood or other bio-degradable material shall be used in earthen graves and all coffins shall have a non-corroding plate bearing the deceased's name securely fixed.
- 1.4 The Council does not undertake the digging of full size graves. Provision for such work is the responsibility of the person requiring the same and must be carried out by an approved gravedigger and must be carried out to the satisfaction of the Council acting through the Clerk. Graves can only be dug at times agreed with the Sexton and only between the hours of 9.00 am and 4.00pm, Monday to Thursday. All graves must be left in a safe condition and must be inspected by the Sexton (or nominated member of staff) on completion.
- 1.5 No body shall be buried in a grave in such a manner that any part of the coffin is at a depth exceeding 8 feet nor a depth less than 3 feet below the level of the ground of the adjoining grave. Undersize (children's) coffins shall be buried at a depth not less than 4 feet below the level of the ground of an adjoining grave.
- 1.6 No body shall be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than six inches in thickness.
- 1.7 Where, in the cemetery, any grave is re-opened for the purpose of making another interment therein, no person shall disturb any human remains interred therein nor remove there from any soil which is offensive.
- 1.8 All fees and charges, as prescribed from time to time by the Parish Council, are to be paid at the offices of the Clerk. Fees and charges relating to interments shall be paid before the interment takes place. Fees relating to monuments shall be paid when application is made for permission to place or erect a monument.
- 1.9 No interment may take place on Sundays, Bank Holidays, Christmas Day, Good Friday, and Saturdays, nor before 10.00 am in the morning or after 3.30 pm in the afternoon on the remaining days provided. This regulation shall not apply to interments required to take place immediately upon the certificate of the appropriate Medical Officer or Authority or in the case of exceptional circumstances, in which case the day and time of interment is subject to the approval of the Council.
- 1.10 No burial shall take place until the Registrar's Certificate of Disposal (Green or White as appropriate), the Coroner's Order for Burial where an inquest has been held, or a certificate from the Registrar in the case of a still-born child, is lodged with the Council.
- 1.11 Cremated remains shall not be scattered in the cemetery.
- 1.12 The grave space for the burial of persons over 12 years shall be 7 feet (2130 mm) x 3 feet (920 mm).

2. Exclusive Right of Burial

- 2.1 Applications for Exclusive Right of Burial will only be accepted from Cranleigh residents, their close relatives (i.e. parents, siblings) or those with a close Cranleigh connection.
- 2.2 The Exclusive Right of Burial for a grave may only be purchased at the time of the interment on payment of the appropriate fee.
- 2.3 A family may purchase Exclusive Right of Burial for two graves but only at the time of the first interment.
- 2.4 Exclusive Rights of Burial for a grave are granted for a period of 100 years and include the right to place a memorial in accordance with the memorial regulations in section 4.
- 2.5 New graves will be allocated in strict rotation, unless there are exceptional circumstances in which case a grave will be allocated in another part of the Cemetery.
- 2.6 It is recommended where possible that there are two Grantees for each Exclusive Right of Burial, who are over 18 years of age.

3. Walled Graves and Vaults

- 3.1 Only earthen graves will be permitted in the cemetery. No walled or vaulted graves will be allowed.

4. Memorials

- 4.1 Monuments will only be allowed in accordance with the table of fees.
- 4.2 Application for new monuments and of alterations to existing monuments and copies of all inscriptions proposed to be placed thereon, must be delivered to the Clerk on the appropriate Memorial Application Form, for the approval of the Council. A certificate of such approval must be obtained before they can be admitted within the cemetery.
- 4.3 The Memorial Application Form must be signed by the owner of the Exclusive Rights of Burial for the grave, in order to confirm their permission. No other signature will be accepted.
- 4.4 The Council reserve the right to remove any unauthorised memorials following a period of 28 days notice to the person(s) responsible for the installation, at a cost to the person(s) responsible for the installation and also have a statutory right to sue persons placing an unauthorised memorial for the cost of the removal.
- 4.5 As a Local Authority registered with BRAMM any monument admitted to the cemetery must be installed by a stone mason who is a registered member of BRAMM with a current fixers licence in full accordance with BS8415 and any relevant industry codes that comply fully with BS8415. Stone masons who are registered members of NAMM are permitted to install monuments that are in full accordance with BS8415 and any relevant industry codes that comply fully with BS8415 on proof of registration. All monuments installed in the cemetery shall remain the sole risk of the owner.
- 4.6 All monuments shall be constructed of good durable material and if constructed of more than one block of material shall be securely clamped together with non rusting clamps.
- 4.7 No fixed monument shall be laid or erected without a base of stone or concrete of sufficient thickness and size to prevent settling
- 4.8 No trade inscription will be allowed upon any monument.

- 4.9 All monuments shall have the number of the grave space cut thereon in letters not exceeding one inch in height, and not more than six inches above the ground level and the cost of such work shall be at the expense of the owner of the monument.
- 4.10 No hewing or dressing will be permitted within the cemetery, and all materials for monuments and all tackle and material shall be conveyed into the cemetery in such a manner as will avoid annoyance to persons or injury to the ground or walks; and all refuse, soil and rubbish, shall be removed in like manner; any damage caused to paths, ground and road to be repaired by and at the expense of the contractor.
- 4.11 Two clear working days notice must be given to the Council before any monument may be fixed.
- 4.12 Each monument shall be kept in repair by the owner, and if not kept in repair may be repaired or laid flat by the Council at its discretion and at the expense of the owner.
- 4.13 The size of a memorial on a single grave may not exceed 915mm (3') in height from ground level, 915mm (3') in width and 102mm (4") in depth and a kerbstone may not exceed 2430mm x 915mm (8'x 3').
- 4.14 The size of a memorial on a children's grave may not exceed 610 mm (2') in height from ground level, 508 mm (20") in width and 51 mm (2") in depth.
- 4.15 A plaque on an Ashes grave may not exceed 300mm x 460mm x 51mm (12" x 18" x 2").
- 4.16 A plaque on a children's Ashes grave may not exceed 559mm x 457mm x 51mm (22" x 18" x 2")
- 4.17 Excluding a headstone and vases it is not permitted to have additional raised memorials on a full grave.
- 4.18 No kerbing or chippings will be permitted around ashes graves.
- 4.19 Monuments shall not be painted.
- 4.20 Temporary memorials in the set form of a wooden cross can be erected providing they do not exceed 914mm (3') in height above ground. These shall be allowed for twelve months after a burial until a permanent memorial can be installed.
- 4.21 Memorial plaques for the Garden of Remembrance wall may be applied for with a plaques purchase enquiry form, to be approved by the Council and then installed by the Council following a signed form of Agreement. Memorial plaques may only include text, be constructed of stainless steel with text engraving, have only three lines of text with a maximum of 75 characters and must not exceed 150mm x 150mm (5.9"x5.9").
- 4.22 Memorial items may not be placed, secured or hung on any trees, hedges, shrubs or structures within the Cemetery.
- 4.23 A copy of the certificate of compliance that has been issued to the memorial owner must be supplied to the Council, prior to the erection of the memorial.

5. Memorial Benches

- 5.1 Memorial benches may be placed within the cemetery subject to the approval of a memorial bench purchase enquiry form and signed form of Agreement, their style and location is subject to the approval of the Property and Asset Committee. The location of the bench will be agreed as near to the requested location as possible, the Council's decision on the location will be final.

- 5.2 The owner of an approved memorial bench is responsible for the maintenance of their bench. Benches that are not maintained or fall into disrepair may be removed by the Council and plaques kept for return to the owners.
- 5.3 Approved memorial benches will be installed by Council staff using appropriate fixings for the location. All benches installed in the Cemetery are done so at the owner's risk.
- 5.4 The Council reserves the right to re-locate or remove any bench from the Cemetery without prior notification to allow maintenance and refurbishment works to be carried out.
- 5.5 All benches must remain natural wood in colour, therefore it is not permitted to paint benches in any colour other than natural wood colouring, stain or vanish.

6. Grave Maintenance

- 6.1 The Council reserves the right to level and turf or sow with grass seed any mounded grave after one year from the date of the interment.
- 6.2 No more than two items are allowed on an ashes grave. The items must have a base not exceeding 6" x 6" or 6" in diameter and must be no more than 9" in height. The Council reserves the right to remove any items that do not comply with this regulation.
- 6.3 Glass vases, jars, bottles and artificial turf shall not be permitted on graves as they pose a Health and Safety risk. The Council reserves the right to remove these items.
- 6.4 Shrubs, plants or flowers may, subject to the prior approval of the Council be planted on any purchased grave. Upon the completion of such work all refuse must be conveyed to the nearest receptacle for litter. The Council reserves the right to prune, cut down or dig up and remove any of the shrubs, plants or flowers at any time, when in its opinion, the same have become unsightly, neglected or overgrown.
- 6.5 The Council reserves the right to remove any neglected, damaged or decayed tributes.
- 6.6 All tributes must remain within the boundary of the grave space and must not cause an obstruction, disturbance to neighbouring graves or distress to visitors of the Cemetery.
- 6.7 Receptacles of alcohol may not be placed on grave spaces in order to not cause offence or distress to visitors of the Cemetery, and for the health and safety of employees and cemetery visitors.

7. General

- 7.1 The Cemetery will be open every day of the year from 9.00 am until dusk, except from November to April when the gates will be closed from 4.00pm – 9.00am.
- 7.2 No vehicle except those accompanying funerals or used in connection with the work of the cemetery or the attendance to graves will be permitted in the cemetery provided that this regulation shall not apply to any wheeled chair. No vehicles are permitted to drive on grassed areas in the cemetery.
- 7.3 No child under the age of sixteen years is allowed into the cemetery unless under the care of a responsible person.
- 7.4 Dogs shall not be brought in nor allowed in the cemetery other than guide or assistance dogs and such dogs must be kept on a lead at all times.
- 7.5 Pets may not be buried in the cemetery.
- 7.6 No work of any kind which is undertaken for the purpose of profit shall be executed in the cemetery on Sundays, Bank Holidays, Christmas Day, Good Friday or Saturdays, except work in connection with burials carried out in accordance with the proviso to Regulation number 1.1.

- 7.7 No person shall disfigure, injure, maim, or destroy wilfully or otherwise any building, wall, fence or other structure or any tree, plant or other item being in or part of the cemetery whether the same belongs to the Council or any other body or person. Nor shall any bill, placard, poster or structure or other item at any time be placed or erected in the cemetery or on any item therein.
Furthermore, no games, sport or recreation shall be practised in the cemetery nor shall (save at Military Funerals) any firearm be discharged. No person shall at any time disturb or annoy by action, words or otherwise any person in the cemetery or create any nuisance thereon.
- 7.8 Without prejudice to any other remedy available to the Council or other body or person, any person contravening these rules shall be liable to a fine of up to £100 or such other fine as shall from time to time be lawfully demanded by the Council.
- 7.9 The Council reserves the right to make from time to time any alterations and additions to these regulations.
- 7.10 Anyone who fails to comply with these Regulations may be refused access to the cemetery or where this is a breach of legislation, legal action may be taken.

The foregoing Rules and Regulations were adopted by Cranleigh Parish Council on 7th October 2010 and last amended by the Council on 15 April 2021. The Rules and Regulations previously in force in respect of Cranleigh Cemetery are hereby superseded.

These regulations are in addition to the Local Cemeteries Order 1977.