



**REGULATIONS MADE BY
CAERPHILLY COUNTY
BOROUGH COUNCIL WITH
RESPECT TO THE
MANAGEMENT OF ITS
CEMETERIES**



A greener place Man gwyrddach



September 2014

INTRODUCTION

It is the aim of the Council to provide the highest standards within its Cemetery Service to meet the needs of the bereaved and those who visit. It is therefore essential that Cemetery Regulations be in place to maintain the dignity and sanctity of our cemeteries, as well inform all cemetery users of the reasonable requirements applicable to them, to enable the Council to effectively manage the service.

The Cemetery Regulations include the statutory requirements contained within the Local Government Act 2000 and the Local Authorities Cemeteries Order 1977 and any other relevant legislation governing this service.

Caerphilly County Borough Council reserves the right to make any amendments, alterations or additions to the Cemetery Regulations as and when necessary.

The Council adopted the Charter for the Bereaved in 2002, the Charter, which is promoted by the Institute of Cemetery and Crematorium Management, is recognition of the Council's commitment to providing continual improvements to the bereaved.

The following cemeteries within the county borough of Caerphilly are covered by these regulations:-

- Rhymney Cemetery, Carno Street, Rhymney;
- Gwaelodybrithdir Cemetery, Brithdir, New Tredegar;
- Gelligaer Cemetery, Castle Hill, Gelligaer;
- Llanfabon Cemetery, Llanfabon Road, Nelson;
- Bedwellty Cemetery, Heol y Bedw-Hirion, Bedwellty, Blackwood;
- Abercarn Cemetery, Cemetery Road, Persondy, Abercarn;
- Danygraig Cemetery, Tir-y-Cwm Road, Risca;
- Risca Old Cemetery, Cromwell Road, Risca;
- Bedwas Cemetery, Pantglas Industrial Estate, Bedwas;
- Penyrheol Cemetery, Mill Road, Penyrheol, Caerphilly.

All enquiries regarding the Bereavement Service should be directed to the Bereavement Services Team at the following address:-

Pontllanfraith House,
Pontllanfraith,
Blackwood,
NP12 2YW.

Tel: 01495 235189

Email: www.bereavementservices@caerphilly.gov.uk

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Throughout these regulations: -

“The Council” means Caerphilly County Borough Council;

“The Cemetery” means any cemetery being provided and maintained by the council, including those at Rhymney, Gwaelodybrithdir, Gelligaer, Bedwellty, Llanfabon, Bedwas, Penyrheol, Abercarn, Risca and Danygraig;

“Authorised Officer” means any officer of the Council or its appointed representative for the purpose of these regulations;

“Grave” means a burial place formed in the ground by excavation and without any internal wall of brickwork or stonework or any other artificial lining;

“Brick grave” means a grave, the sides of which have been lined with walls;

“Vaults” means a chamber provided for the reception of human remains or cremated human remains together with access thereto;

“Burial” includes: -

- (a) the interment of human remains or cremated remains thereof;
- (b) the interment of the bodies of stillborn children or the cremated remains thereof;
- (c) the placing in a vault of human remains, cremated human remains or the bodies of still born children or the cremated remains thereof;
- (d) the interment of exhumed remains or cremated remains thereof.

1. The Authorities cemeteries will be open for pedestrian or vehicular access between the following times and dates as detailed below:

Winter Hours – From 1st October to 31st March:

Monday to Friday	8.00 a.m. to 5.00 p.m.
Saturday & Sunday	9.00 a.m. to 5.00 p.m.

Summer Hours – From 1st April to 30th September:

Monday to Friday	8.00 a.m. to 7.30 p.m.
Saturday & Sunday	9.00 a.m. to 7.30 p.m.

However, if vehicular access other than vehicles referred to in section twenty nine of these regulations is required outside these times, at least three days notice should be given to the authorised officer, at the Council Offices, Pontllanfraith. The cemetery will be closed on Christmas Day to vehicular access and power is reserved to close the cemetery to the public when necessary. The Council reserves the right

to amend the above times, as circumstances require. Public Notice will notify any amendments to these.

2. All persons admitted to the cemetery will be subject to these regulations and any person infringing these regulations will be removed from the cemetery.
3. The traditional layout of the cemeteries over time restricts freedom of movement between the grave spaces. This has more of an impact on the aging population. Access for wheelchair users and those with limited mobility is severely restricted or impossible on traditional sections. Lawn sections are accessible with the assistance of others or staff where available.
4. No dogs will be allowed in the cemetery with the exception of guide, learning and certain prescribed assistance dogs.
5. The hours during which burials shall take place are as follows: -

Monday to Thursday	9.00 a.m. to 3.00 p.m.
Friday	9.00 a.m. to 2.00 p.m.
Saturday	9.00 a.m. to 11.00 a.m.

The Council reserves the right to amend these times to suit operational requirements.

6. No interments shall take place on Sunday, Bank Holiday, Christmas Day or Good Friday except by the consent of the Council whereby it can be shown by the production of a medical certificate that the burial cannot, for public health reasons be delayed.
7. The Muslim requirement for burial soon after the death has led to the provision of a leaflet by the Welsh Government and the Welsh Local Government Association and endorsed by the Faith Communities Forum. The leaflet offers practical advice about the service and facilities a bereaved family can expect to find from Welsh burial authorities, a copy of this document can be downloaded from the council's website (www.caerphilly.gov.uk).

Where possible the provision of separate Muslim sections is offered to comply with the community's requirement for a particular orientation of the coffins.

8. The time stipulated for a funeral shall be that at which the procession is to arrive at the cemetery.
9. The fees and charges in respect of burials and ancillary services will be revised from time to time at the Council's discretion.

10. Subject to payment of the appropriate fee, the chapel at Gwaelodybrithdir Cemetery may be booked to hold a burial service prior to an interment at any of the Council's municipal cemeteries.
11. Applications for Interments must be submitted to the authorised officer at the Council Offices, Pontllanfraith at least two full working days before an interment (excluding the day of submission of the application) in an earthen grave and five working days if a bricked grave or vault is required. Responsibility for the full completion of the application lies with the Funeral Director and family of the deceased. All fees relating to the interment are to be paid in advance at the Council Offices, Pontllanfraith before the interment is confirmed.
12. No interment will be allowed unless the Application for Interment is submitted to the authorised officer at the Council Offices, Pontllanfraith. The Funeral Director must arrange, with a memorial mason who is BRAMM registered, for the safe removal and storage of any memorial placed on the grave space, prior to excavation for a subsequent interment in order to comply with health and safety requirements. The Funeral Director must then present to the authorised officer at the cemetery at the time of the burial, the Notice of Interment together with either the Coroner's Order of Disposal or Registrar's Certificate.
13. When a booking for an interment is made, no alteration of any details will be allowed unless notice of alteration is given in writing to the Authorised Officer at least 48 hours before the time booked for the interment.
14. The Council will not be responsible for any misunderstandings arising as a result of telephone instructions therefore all requests must be confirmed in writing.
15. Any alteration may have a cost implication and will be at the discretion of the Authorised Officer.
16. The allocation of a grave space, in all cases, shall be subject to the approval of the Council.
17. Every transfer of the Exclusive Right of Burial shall be made and registered by the Council and no other transfer will be recognised by the Council.
18. The Exclusive Right of Burial does not constitute any ownership of land. It is purely the right to have a burial in a selected grave space.
19. Where the current holder of the Exclusive Right of Burial is alive and wishes to transfer ownership to another person(s), a Form of Assignment will have to be completed. This document will be prepared by the Council free of charge on behalf of the grave owner.

20. Transfer of ownership of a grave may take place where the registered holder of the Exclusive Rights of Burial is deceased by submitting any of the the following documents to the Authorised Officer:-
 - A Will and Death Certificate;
 - Letters of Administration;
 - Completion of a Statutory Declaration, which must be witnessed by a Solicitor or a Commissioner for Oaths.
21. A plan of the cemetery showing the situation of each burial space and a register of the burials shall be kept at the Council Offices, Pontllanfraith and may be inspected during normal hours without charge.
22. All graves and vaults shall be excavated, opened and filled by the authorised staff. Indication must be given on the Application of Interment of the number of interments required within the grave. Grave depths shall be in accordance with standards laid down in the Local Authorities Cemetery Order 1977 and related subordinate legislation.
23. No body shall be received for interment except in a properly made and secured coffin. Cremated remains must be interred in an approved receptacle. The coffin/receptacle must bear a nameplate or other suitable form of identification, which must contain the name of the deceased. The nameplate will be observed by an appropriate member of the cemetery staff prior to the interment.
24. It is the responsibility of the Funeral Director or other person conducting the funeral to ensure that enough people are available to transfer the coffin to the graveside and for lowering into the grave space. The Council shall not take any responsibility what so ever for this process.
25. No body shall be buried in any bricked grave or vault unless separately entombed in an airtight manner, which is by proper-cemented stone or brickwork.
26. In all cases of unpurchased graves, coffins of wood only are to be used, and no underground brick or stonework will be allowed.
27. In all cases, the Funeral Director on the Application for Interment must state clearly the material used in the coffin/caskets construction. In certain instances metal containers are acceptable subject to prior notice.
28. All walls of bricked graves and/or vaults shall be at least 225 mm thick with a pillar in the middle of each side of the grave 1450 mm by 225 mm; any and every wall between two vaults shall be a party wall. All works shall be at the full rechargeable cost of the purchaser.

29. The hearse and mourners' cars only for each funeral will be permitted inside the cemetery gates.
30. Any damage caused to any boundary wall or the wall of any vault or bricked grave by making any new vault or grave shall be reinstated by the party causing the damage to the satisfaction of the Council.
31. On the occasion of a public funeral where there is a likelihood of damage being done to the cemetery by overcrowding, the Funeral Director shall notify the Council, the authorised officer of the Council shall have power to restrict access to the cemetery.
32. All wreaths (whether artificial or otherwise), cut flowers, plants of any description once placed or deposited in the cemetery must remain therein. These will not be permitted to be removed except for their deposit in the refuse and or compost bins provided for this purpose. In addition, any other litter must also be deposited only in these refuse bins.
33. From the date of the implementation of these regulations, no memorial, metal vase, railing or fencing, kerb, shrubs or trees, ornament or other structure shall be erected in the cemetery. The Council will give twenty-eight days notice to the holder of the Exclusive Right of Burial in the plot to remove such items. If this notice is not complied with, the Council may remove such unauthorised items, which will be stored safely in the cemetery for subsequent collection and re-instate the plot to a lawn type grave as specified in these regulations. The Council does not accept any liability for the damage or loss of such unauthorised items.
34. The Natural Burial Section (contained within Abercarn Cemetery) provides an alternative choice to a conventional burial. This section has a high ecological significance it is therefore necessary to ensure we preserve the natural grass sward and habitat within it. Due to the high ecological status of the land and also to ensure no habitat is lost, no memorials will be permitted. The area is intended to be seen as a living memorial itself. Graves will be single depth and will be marked by the Council using an electronic device. The pre-purchasing of adjacent plots will only be allowed at the point of arranging a funeral. Coffins must be made of natural biodegradable materials only. This can include cardboard, wood or wicker from a sustainable source. The standard chipboard or MDF coffins or the alike will not be permitted. The Council does not insist on the use of a coffin. Bereaved families may choose a wool or cotton shroud however; a dignified and practical apparatus must be used to transfer the deceased to the grave. No embalmed body will be permitted for interment within this section. The area will be mown on two occasions per annum, once at the beginning and once at the end of the cutting season, no other grass cutting what so ever will be permitted. To ensure we protect and maintain the natural ecological status of the area, planting of any kind will not be permitted, the use of herbicides is not permitted within this area. Coffin

nameplates and handles etc. must be biodegradable, metal or plastic will not be permitted.

35. Prior to the erection of any memorial or the placing of any additional inscription on an existing memorial, the authorised officer must approve an application duly signed by the holder of the right to construct and maintain a memorial and submitted by a Monumental Mason, who is a member of the British Register of Accredited Memorial Masons (BRAMM). The application must indicate the dimensions, material to be used and all inscriptions, designs and artwork or colours to be put thereon. The memorial must be installed to British Standard 8415 or any other industry standard, which subsequently supports the British Standard.
36. All fees relating to applications for the erection of a memorial or the placing of an additional inscription must be submitted with the application.
37. Any designs, drawings, photographs or alike must firstly be approved by the Authorised Officer prior to installation.
38. Prior to the erection of the memorial or after an additional inscription has been cut upon any memorial, a certificate of approval / permit must be obtained from the Authorised Officer and be produced to the cemetery staff at the appropriate appointment time before the headstone is reinstated.
39. Every memorial must bear the section and number of the grave over which it is to be erected; in addition, an asterisk should be clearly cut upon the memorial to indicate that NAMM fixings have been used. These will be cut clearly on the back at the expense of the person erecting the same. The Council does not undertake to maintain such memorial and this maintenance remains the responsibility of the owner.
40. The Council has an inspection programme of memorials. Any found to be unsafe and which pose an immediate danger to visitors of the cemetery, contractors working in the cemetery, or employees of the Council, may be made safe immediately and costs recovered, without prior notice given to the holder of the Exclusive Right of Burial in that plot. Contact will then be made as soon as possible with the holder of Exclusive Right of Burial advising them of the action taken and the nature of the problem.
41. Any memorial found to be unsafe but which does not pose an immediate danger, may be temporarily supported. The holder of the Exclusive Right of Burial in the grave will be contacted and informed to employ the services of a monumental mason and rectify the defects in the memorial. Strict time scales will be allocated for the repairs to be actioned. Failure to comply with these timescales will result in the Council carrying out the remedial works and the holder of Exclusive

Right of Burial in that grave space may be required to meet the Council's costs.

42. Except with the prior permission of the Council, no hewing or dressing of stone will be permitted within the cemetery or at its entrance; and all materials used in connection with the erection / removal of the headstones / kerbs shall be conveyed into and removed from the cemetery in such a manner as the authorised officer of the Council may direct. Any damage caused to the paths, roads, trees, buildings or any other structure as a result of these operations, shall be repaired at the expense of the party causing the damage.
43. No offensive wording or inscriptions shall be placed on any memorial in the cemetery.
44. The Council will, at its own expense, maintain the whole of the turfed area of the cemetery.
45. No trees, shrubs, plants or anything whatsoever will be permitted on the turfed area except cut flowers, fresh flowered wreaths or artificial displays. Flower vases will only be permitted as part of the memorial construction.
46. No person shall: -
 - Wilfully create any disturbance in a cemetery under the control of the Council;
 - Commit any nuisance in a cemetery under the control of the Council;
 - Wilfully interfere with any burial taking place in the cemetery;
 - Wilfully interfere with any grave or vault, any memorial, or any flowers or plants or any such matter; or
 - Play at any game or sport in a cemetery.
47. No person shall advertise any services or advertise for sale any item within the cemetery.
48. The use of video, cine and still photography is strictly prohibited without the prior permission of the Council, which must be obtained seven days in advance in writing from the authorised officer. The Council reserves the right to view and edit any video, cine or still photography.
49. The Council permits memorials, which are to be erected in its cemeteries to be constructed of marble, granite, slate, Portland stone or suitable marble compound and the dimensions must not exceed those, which are specified below. No other dimensions or materials what so ever will be permitted.
50. Dimensions for memorials at Penyrheol, Bedwas, Gelligaer, Bedwellty, Rhymney, Llanfabon, Gwaelodybrithdir, Abercarn, Risca and Danygraig Cemeteries shall be no greater than: -

Concrete pad (Below Ground)	2 1/2 inches thickness
Maximum height	3 ft
Maximum width	2 ft 6inches
Maximum thickness	4 inches
Minimum depth of concrete pad (i.e. front to back)	18 inches
Maximum length of concrete foundation bearer.	48 inches

Dimensions for memorials in the Gardens of Rest at Abercarn, Danygraig, Bedwas, Gwaelodybrithdir, Bedwellty, Gelligaer, Llanfabon, Penyrheol (New Garden of Rest), Rhymney, and Risca Cemeteries shall be no greater than stated below. These dimensions shall also apply to memorials constructed within the Children's areas at Bedwellty, Gwaelodybrithdir, Abercarn and Bedwas Cemeteries.

Height	2 ft 3 ins
Width	2 ft.
Thickness	3 ins
Base	600 mm x 300 mm
Maximum length of concrete foundation bearer.	3 ft

Dimensions for headstones in the Old Garden of Rest at Penyrheol Cemetery shall be no greater than: -

Height	1 ft
Width	1ft 6 ins
Thickness	3 ins
Base	3 ins

Dimensions for memorial tablets on Garden of Rest plots shall be no greater than: -

Height	5 inches sloping to 2 inches
Width	15 inches
Length	18 inches
Base Minimum Thickness	2 1/2 inches.

Dimensions for memorials within the new remembrance garden at Penyrheol shall be manufactured from black granite with gold lettering and be no greater than: -

Height	4 inches sloping to 2 inches
Width	18 inches
Length	18 inches
With flat top 6 inches to accommodate flower container(s)	

51. No memorial shall be erected upon a full grave space before twenty-six weeks (six months) of the date of interment.
52. No memorial shall be erected upon a garden of rest plot before six weeks of the date of interment, with the exception of plots within the Garden of Rest of Danygraig Cemetery. Memorials within this section may be installed immediately following an interment.
53. The Council reserves the right from time to time to revise these regulations.
54. These regulations replace all previous regulations affecting the general management, regulations and control of the cemetery and should be read in conjunction with the regulations set out in the Local Authorities Cemeteries Order 1977 or any amendment or re-enactment and by-laws made under the said Order shall be considered incorporated herewith.