

HAWKHURST PARISH COUNCIL  
ACTING AS  
THE BURIAL BOARD FOR HAWKHURST  
CEMETERY REGULATIONS

Please contact the Parish Office for information relating to the selection and purchase of graves in Hawkhurst Cemetery. Cemetery Charges are included at the end of this booklet.

When a grave is 'purchased' this refers to the purchase of an Exclusive Right of Burial within a grave space and *not* the purchase of the land itself. Control of the land and of the surface remains with the burial authority (in this case Hawkhurst Parish Council).

Burial and interment of cremated remains in Hawkhurst Cemetery will only be allowed if an Exclusive Right of Burial has been purchased either prior to or at the time of need.

This booklet also contains specific information for funeral directors and monumental masons. Please note that all burials and interments of ashes should be arranged through the services of a funeral director.

#### TERMS RELATING TO FEES:

(See separate sheet for current fees)

*Fees, payments and sums fixed and settled under Section 34 of the Burial Act, 1852, and approved by the Minister of Housing and Local Government.*

The fees, payments and sums set out apply where the person to be interred or in respect of whom the right is granted is, or immediately before his death was, an inhabitant or parishioner of the Parish of Hawkhurst, or, in the case of a still-born child, where the parent(s) are, or at the time of interment are, such inhabitants or parishioners.

In all other cases, the fees, payments and sums will be doubled, except that those set out in Parts 1 and 3 will not be doubled where the Exclusive Right of Burial in the grave in question was acquired prior to need at the single fee as set out in Part 2.

#### Part 1. Interments.

The fees indicated for sections 1, 2 and 3, do not include the digging of the grave. This should be organised by the Funeral Director.

1. For the interment in a grave in respect of which an Exclusive Right of Burial has not yet been granted:

- (i). of the body of a still-born child, or of a child whose age at the time of death did not exceed one month (no fee payable);
- (ii). of the body of a person whose age at the time of death exceeds one month.

2. For the interment in a grave in respect of which an Exclusive Right of Burial has been granted:

- (i). of the body of a still-born child, or of a child whose age at the time of death did not exceed one month (no fee payable);
- (ii). of the body of a person whose age at the time of death exceeds one month.

The fees indicated for the various sections of item 2 apply where interment is at a depth not exceeding 2.1m.

3. For the interment of cremated remains in a grave in respect of which an Exclusive Right of Burial has been granted.

4. In the Woodland Cemetery caskets and coffins must be constructed from non toxic biodegradable materials.
5. In the Woodland Cemetery only non toxic biodegradable embalming fluids may only be used.

#### Part 2. Exclusive Right of Burial in Earthen Graves.

1. The Exclusive Right of Burial:
  - (i) is for a period of 99 years:
  - (ii) is in an earthen grave 2.7m by 1.2m.

#### Part 3. Monuments, Gravestones, Tablets and Monumental Inscriptions.

Purchase of an Exclusive Right of Burial entitles the grantee (or their Excecutor/Administrator/Next of Kin) to erect a memorial. However before any memorial can be installed, or works undertaken to an existing memorial, an application from the memorial mason or funeral director must be submitted on the Parish Council Memorial Application form for approval by the Parish Office.

All memorial work carried out must be in accordance with the relevant Code of Working Practice of the National Association of Memorial Masons /BRAMM Blue Book and BS8415 and Hawkhurst Cemetery Regulations.

A headstone not exceeding 750mm in height (only one small moveable vase to be allowed) is permitted.

No roping, curbing, fencing, hedging, borders or enclosures of any kind are permitted.

In the Woodland Cemetery an approved memorial tree with an identity plaque measuring no more than 100mm x 75mm is permitted.

#### *Permitted trees to be planted as memorials in the Woodland Cemetery:*

<i>Ash</i>	<i>Lime</i>
<i>Beech</i>	<i>Oak</i>
<i>Flowering Cherry</i>	<i>Silver Birch</i>

The purchase of the burial plot in the Woodland Cemetery shall include the purchase and planting of an approved memorial tree.

The fees indicated for this Part include the first inscription on a small plaque. For each inscription after the first a fee is payable, obtainable from the Clerk.

*Chairman of Hawkhurst Parish Council*

Regulations of the Hawkhurst Parish Council  
Acting as the Burial Board for Hawkhurst, Kent.

**Formalities:**

1. Notice is to be given to the Clerk of the Board between the hours of 10:00 and 16:00, Monday to Friday at least two days prior to any interment; in every case exclusive of Sunday, Christmas Day and Good Friday, and Bank Holidays (emergencies excepted).
2. All Fees and Charges must be paid to the Clerk at the time any notice or order is given and before notice is accepted.
3. The Registrar's Certificate of the death (Commonly known as The Green Form), or the Coroner's Warrant (Form 101 - when an inquest has been held) must be delivered to the Parish Office prior to the interment of the body; and before the burial of any still-born child the requisite certificate (Form 18) must be delivered to the Parish Office. The name of the parish or district from which the body is removed and all other information required must be stated at the time of paying the Fees and Charges.  
In the case of cremated remains, the crematorium will issue a certificate stating that the death has been registered and that all forms and certificates relating to the cremation are held at the crematorium. A copy of this certificate or of the Certificate of Cremation must be delivered to the Parish Office prior to the interment of the ashes.
4. No burial can take place before 10:00 nor after sunset, nor on a Sunday, Christmas Day or Good Friday without special permission. The time fixed for the funeral is that at which the procession is to be on the ground. The time fixed must be punctually observed.

**Burials:**

5. Ordinary coffins of wood or other biodegradable material shall be used for the interment
6. Every grave shall be 7 feet deep from the surface level. The Board reserve the right to permit a further burial therein subject to rights of purchase.
7. In no case shall the upper part of any coffin be less than four feet below the ordinary level of the ground.
8. No urn or other receptacle containing cremation ashes can be interred the Exclusive Right of Burial has been purchased.
9. It may be possible to inter cremated remains in an existing grave, provided the person making the request is the rightful owner of the grant of the Exclusive Right of Burial
10. In no case shall the upper part of any urn containing cremated remains be less than two feet below the ordinary level of the ground.
11. No raised ground will be permitted to any grave, and it shall be the responsibility of the undertaker and the person ordering the opening of the grave to check the grave subsequently and render the surface level.

12. The undertaker and the person ordering the opening of the grave shall arrange for the grave, on being closed, to be turfed or returfed as may be necessary, and the Board's decision as to whether such work shall be necessary, or satisfactorily carried out, shall be final.
13. All surplus soil shall be removed by the undertaker and the person ordering the opening of the grave.
14. If any damage be caused by the bringing in or taking out of any materials, the person or persons by or in consequence of whose orders such materials are brought in or taken out will be required to make good such damage.

### **Burial of Ashes**

(Regulations covering Section E at Hawkhurst Cemetery).

15. Purchase of a recorded plot 450mm x 600mm to hold two caskets of ashes.
16. In no case shall the upper part of any urn containing cremated remains be less than two feet below the ordinary level of the ground.
17. A cremation tablet 450mm wide x 325mm deep may be laid in the centre of the plot and inscribed with names and dates.
18. To enable maintenance and access the planting of trees, shrubs or plants will not be allowed in Section E.
19. All other burial regulations in the Hawkhurst Cemetery Regulations will be strictly adhered to.
- 20.

### **Memorials:**

21. No stone of any description will be allowed to be taken from the Cemetery except by special order of the Board.
22. Ground anchor systems must be used in the erection of headstones and must be approved by the Parish Office.
23. Drawings to scale of every headstone with a statement of the proposed position on the grave space and the proposed material, and a copy of every inscription shall be submitted to the Board for their approval, and be deposited with the Clerk, and no headstone shall be allowed to be erected or placed in the Cemetery without such approval. The section, number and other distinguishing marks (if any) corresponding with the Interment Book must be cut at the foot of all headstones in not less than 1 inch letters so placed as to be always visible.
24. No headstone to be erected upon any grave the Exclusive Right of Burial in which has not been purchased.
25. All memorials are the sole responsibility of the registered owner including damage by vandalism, theft of memorials or vases, cracking or subsidence of footings. All monuments, tablets, enclosures, headstones and all places of burial shall be kept in good and stable condition by the owners of them, and, if not, the Board, shall be entitled to take possession of them and to remove or alter any such monuments, tablets, enclosures and headstones in any way

they may deem necessary or desirable for the order and safety of the burial ground.

26. Persons shall be allowed to place on any grave space floral decorations (BUT NOT TO PLANT FLOWERS OR SHRUBS OR PLACE ANY EXTRANEIOUS OBJECTS). The Board reserves the absolute right to remove anything they consider undesirable or unsightly. The board also reserves the right to remove any inscription attached to floral decorations which is in their opinion objectionable

### **Transfers:**

27. No owner of any Exclusive Right of Burial shall have the privilege of transferring the right of burial in the same to any person other than relations by blood or marriage without the consent of the Board, and all transfers must be made by the Board and duly registered at the expense of the applicant at a fee of £10 or such other fee as may be determined by the Board.

### **The Cemetery:**

28. A plan of the cemetery is available at the Parish Office.
29. The Cemetery will be open to the public on Sundays from 10 a.m. to sunset, and on week-days from 6th April to 11th October from 10 am to 8 pm, and weekdays from 11th October to 6th April from 10:00 to 16:00. The Board reserve to themselves the right of closing the Cemetery to the public at any time. Children under 10 years of age will not be allowed into the Cemetery except when in the charge of a responsible person. No dogs may be taken into the Cemetery with the exception of guide dogs .
30. All visitors attending a grave are asked to keep to the footpaths and driveways and generally respect the cemetery at all times. In particular, visitors are requested not to interfere with shrubs or flowers growing within the Cemetery.
31. Any contractor working in the cemetery must maintain a policy of public liability insurance with cover of a minimum of £5 million against all claims and actions.
32. The selection of the place of interment is, in all cases, whether of general interment or purchase, to be subject to the approval of the Board or an Officer appointed by them, but the wishes of the parties will be met as far as may be deemed practicable.

# HAWKHURST PARISH COUNCIL

## CEMETERY FEES FROM 1<sup>ST</sup> OCTOBER 2017

### PLOT FEES

<b>Single depth</b>	<b>£260</b>
<b>Woodland single depth (includes tree and marker plaque)</b>	<b>£310</b>
<b>Double depth</b>	<b>£320</b>
<b>Ashes</b>	<b>£70</b>
<b>Strewn Ashes (Woodland Cemetery)</b>	<b>£35</b>

*Plot purchase rates for non-parishioners are double the standard rate.  
Ownership of the plots reverts to the Parish Council after 100 years.*

### INTERMENT FEES

<b>Interment</b>	<b>£45</b>
<b>Inter Ashes</b>	<b>£40</b>

*Interment rates for non-parishioners are double the standard rate.*

### MONUMENT FEES

<b>Memorial</b>	<b>£70</b>
<b>Additional Inscription</b>	<b>£35</b>

*Only approved engraved markers and memorial trees are permitted in the Woodland Cemetery.*

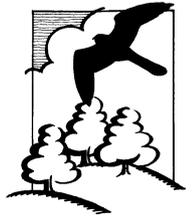
*Further information from:*

*The Parish Clerk  
Hawkhurst Parish Council  
The Office at The Moor  
Hawkhurst  
Kent  
TN18 4NT  
01580 752058  
[hawkhurstpc@btconnect.com](mailto:hawkhurstpc@btconnect.com)*

# PARISH COUNCIL OF HAWKHURST

Mr. Richard Griffiths, Clerk

OFFICE: The Office at The Moor , Hawkhurst Kent, TN18 4NT



Office Hours: Mon - Fri 1000-1200

Email: [hawkhurstpc@btconnect.com](mailto:hawkhurstpc@btconnect.com)

Telephone: 01580 752058

Facsimile: 01580 752058

## APPLICATION FORM FOR BURIAL IN THE CEMETERY

Name of Deceased .....

Address .....

.....

Date of Death ..... Age .....

Where Death Occurred .....

Date of Burial .....

New Grave Name of Purchaser .....

Address .....

Tel:.....email.....

Grave Details Block ..... Row ..... Plot ..... Single/Double  
Depth

Re-open Grave Name of last interment .....

Block ..... Row ..... Plot ..... Headstone Y/N

Minsiter Officiating .....

### INTERMENT OF ASHES: DATE: TIME:

New Grave Name of Purchaser .....

Address .....

Tel:.....email.....

Grave Details Block ..... Row ..... Plot ..... Single/Double  
Depth

Re-open Grave Name of last interment .....

Block ..... Row ..... Plot ..... Headstone Y/N

I confirm that the Rules and Regulations of Hawkhurst Cemetery have been given to me. YES/NO

**Signed** .....

**Name** .....

Owner of the Exclusive Right of Burial/Deceased's Executor/Administrator/Next of Kin  
(please delete as appropriate)

**Date** .....

COMPANY DETAILS

Company Name .....

Contact Person .....

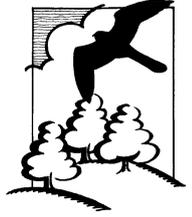
Company Address .....

.....

Company tel No .....email.....

Fees Paid .....

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Facsimile: 01580 752058

## APPLICATION FORM FOR A MEMORIAL/TABLET IN THE CEMETERY

### Name (s) of owner(s) of Exclusive Right of Burial

.....

.....

### **I/we am/are the Executor/Administrator/Next of Kin of the deceased**

(delete as appropriate)

### Address

.....

.....

Tel:.....email.....

...

**Please permit the works below to be carried out. I confirm that the Rules and Regulations of Hawkhurst Cemetery have been given to me.**

### Signed

.....

.....

### Date

.....

### Grave Details

Block ..... Row ..... Plot .....

### Full Name of Deceased

.....

- Place and maintain a memorial/Tablet Y/N
- Place and maintain an additional inscription on a memorial or tablet Y/N
- Other work Y/N

Please supply and image or drawing

ENCLOSED Y/N

Description of proposed work:

Materials to be used:

Ground Anchor system to be used:

Proposed Inscription:

**I confirm that the above works will be carried out in full accordance with the NAMM Code of Working Practice.**

**Company Name** .....

**Contact Person** .....

**Company Address** .....

.....

**Company tel No** ..... **email** .....

**Fees Paid** .....

**Signature of Memorial Mason** .....

**Name** .....

**Date** .....