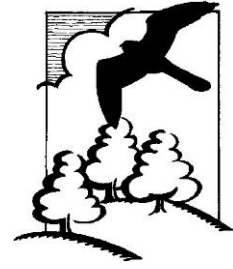


Hawkhurst Cemetery and Woodland Cemetery



These regulations apply to all burial grounds owned and managed by Hawkhurst Parish Council, the sites are listed below;

- Hawkhurst Traditional Cemetery
- Hawkhurst Woodland Cemetery

Please note that neither Hawkhurst Traditional Cemetery nor Hawkhurst Woodland Cemetery are consecrated land, however the land can be consecrated prior to a burial taking place. These regulations are in addition to the provisions of the Local Authorities Cemeteries Order 1977 and any other appropriate legislation or regulations currently in force. These regulations supersede all previous regulations produced by HPC

Contact Details

The Office at the Moor,
The Moor,
Hawkhurst,
Kent, TN18 4NT

Phone: 01580 752058

Email: burials@hawkhurst-pc.gov.uk

1. Admission to Cemeteries

- 1.1 Cemeteries are places of peace, quiet and reflection, they are also places of work. Visitors to the site are welcome, but please respect the special nature of the sites, the needs of other users, and the safety of those also using the site. People commemorating anniversaries are to respect the area, parties are not allowed to take place.
- 1.2 No games, sports, riding of bikes, skateboards, e scooters or similar are allowed at either site. The consumption of drugs or alcohol is strictly prohibited on both sites and dogs must be kept on a lead and under full control at all times.

2. General Regulations

- 2.1 All fees for interments or memorial works must be paid in full to Hawkhurst Parish Council (HPC) in advance.
- 2.2 HPC reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.
- 2.3 No person shall canvas or solicit business in the cemeteries.
- 2.4 All interments must be dealt with by a funeral director.

3. Graves

- 3.1 The selection of graves shall be allocated at the final discretion of HPC, a grave can be single or double depth, but this must be specified at the time of booking.

- 3.2 Every interment shall take place in a private grave; a private grave is a plot which has an Exclusive Right of Burial issued.
- 3.3 The Exclusive Right of Burial for a grave can be purchased for a maximum of two people for a period of 99 years, no refunds will be given if reserved graves are not used. The Grant of Exclusive Right of Burial needs to be kept in a safe place, as it is the only legal document you hold that confirms your entitlement to the interment and memorial rights.
- 3.4 After the purchaser of The Grant of Exclusive Right of Burial has passed away, the grant must be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977 if there are to be anymore interments in that grave or a memorial erected. This process can also be carried out during the purchaser's lifetime by means of a Form of Assignment and is a lot simpler, there will be an administration charge for the transfer of ownership.
- 3.5 Memorial will only be permitted on purchased graves; memorials must conform with the regulations in s11 of this document.
- 3.6 The types of graves¹ available are as follows;
- Traditional Grave
 - Cremated Remains Grave
 - Woodland Grave
 - Woodland Cremated Remains Graves.
- 3.7 Traditional graves can accommodate full memorials including kerbsets and can be placed over the length of the grave.
- 3.8 Woodland cemetery graves are marked by a single timber post with a plaque ordered by the Parish Office.
- 3.9 The funeral director you have employed will need to engage a gravedigger for both graves and cremated remains plots as this is a service HPC does not provide one, they too must be familiar with our regulations. No other gravedigger or person will be allowed to undertake excavation or back filling within the cemetery unless permission has been granted by the Parish Clerk. The depth of each grave will be determined by HPC².
- 3.10 All graves must be hand dug.
- 3.11 Following the interment, the grave will be re-turfed or top soil used as appropriate.
- 3.12 If a nearby grave has subsided as a result of actions taken by the gravedigger, the grave digger must fill in/cover with fresh top soil. Any damage to the surrounding cemetery as result of the actions of the grave digger must have been made good.
- 3.13 Ashes are only to be scattered in the area designated for the scattering of ashes otherwise they should be interred in a designated plot.
- 3.14 If a new grave next to an existing grave is being prepared, it may be necessary to temporarily pile the arisings and cover these with a tarpaulin. Please be assured this will only take place if absolutely necessary and that the grave will be cleaned and tidied and left in its usual condition as soon as the burial has taken place.

¹ Regulations relating to the scattering of ashes can be found in s3.11

² The Local Authorities Cemeteries Order 1977

4. Coffins

- 4.1 Coffins and urns for burial must be made from suitable biodegradable materials such as wood, wicker, bamboo, wool, or cardboard.
- 4.2 HPC will need to be notified if this is not possible, and specific arrangements will need to be agreed.

5. Booking of Burials or Interment of Ashes

- 5.1 Burials/interment of ashes are available to both residents and nonresidents however different charges apply. In order to qualify for the resident rate a Council Tax bill will need to be provided as proof.
- 5.2 A provisional booking for a funeral may be made by telephone to HPC by a funeral director.
- 5.3 A burial pack will need to be requested and completed in order to secure the booking.
- 5.4 The provisional booking should be followed up by the submission of the following;
 - Completed Burial Pack (supplied by HPC)
 - The green or white form provided by the Registrar of Births, Deaths, and Marriages or an Order of the Coroner
 - Payment of the appropriate fee(s) in full, all fees are listed in Appendix A

All of the above must be submitted at least three working days in advance of the intended date and time of the funeral, once received this will act as confirmation of the booking.

- 5.5 The exact size of a coffin lid or ashes container must be given in writing to HPC as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape.
- 5.6 As much information as possible must be given to HPC in advance, especially if there are any unusual details, for example a large number of mourners, a piper, or any other extraordinary details.
- 5.7 It is the responsibility of the person making the funeral arrangements to organise a minister or officiant for the funeral if one is required.
- 5.8 In the case of reopening a grave it is the responsibility of the funeral director to ensure that any memorial on the grave is removed by a BRAMM accredited stonemason at least three working days prior to the date and time of the funeral.
- 5.9 Purchase of exclusive right of burial in the traditional cemetery does not guarantee a specific plot. The next available plot will be allocated once deceased.
- 5.10 Purchase of exclusive right of burial in the woodland cemetery includes the reservation of a specific plot.

6. Interments

- 6.1 The deceased must be transported to the graveside in a coffin/casket, solid box, container, closed van or other suitable means. It is not permitted to transport an uncovered body into the cemetery.
- 6.2 Interments will only be permitted Monday to Thursday 10am to 2pm (excluding public

holidays).

- 6.3 The time appointed for an interment must be punctually observed, HPC reserves the right to delay a late arriving funeral in the event it impacts on another service.
- 6.4 Any floral tributes from the funeral will be placed on top of the grave following backfilling and are to be removed when finished blooming by the grave owner, if this is not done by the grave owner HPC reserves the right to conduct this removal.
- 6.5 HPC staff do not handle ashes, the placing of the ashes in the plot is the responsibility of the funeral director or the person making the funeral arrangements.

7. Scattering/Burial of Cremated Remains

- 7.1 With permission cremated remains may be scattered in certain parts of the cemetery. The unauthorised disposal of cremated remains is against HPC cemetery regulations and permission from the burial authority³ should always be sought.
- 7.2 A copy of the Certificate of Cremation must be submitted to the Parish Office along with the standard forms prior to the interment of ashes.
- 7.2 Ashes can be scattered in the designated area only.
- 7.3 When an ashes plot is requested the remains will be allocated the next available plot, however the Burial Authority will try to meet the family's wishes as far as practicable.
- 7.4 Ashes plots are 45x60cm and can hold up to two ashes caskets.
- 7.5 In no case shall the upper part of any urn containing cremated remains be less than 60cm below the ordinary level of the ground.
- 7.6 A cremation tablet W45xD32.5cm may be laid in the centre of the plot and inscribed with the name of the deceased and the deceased date of birth and date of death.
- 7.7 The planting of plants on ashes plots is prohibited due to the plot size.

8. Exhumations

It is unlawful to disturb any remains buried in the cemetery or woodland cemetery unless all legal requirements are complied with. For un-consecrated land, an exhumation license from the Ministry of Justice is required. In the case of consecrated land, a faculty from the Diocese of Canterbury must be obtained.

9. Childrens Section

- 9.1 HPC has a designated area for infant graves in which children up to the age of five may be buried or their cremated remains interred.
- 9.2 The selection of place of interment is subject to the approval of the Burial Authority, but the wishes of the family will be met as far practicable.

10. Woodland Cemetery

- 10.1 The Woodland Cemetery is dedicated to natural burials; this section of the cemetery is designed to look and feel like a natural woodland area.

³ The burial authority is Hawkhurst Parish Council

- 10.2 Burials are only carried out using biodegradable materials, this means that any wrapping or clothing must be made of natural fibres and the coffin must be made of nontoxic biodegradable materials.
- 10.3 The use of embalming fluid is not permitted, unless an environmentally safe, nontoxic biodegradable balm is used.
- 10.4 If the deceased had an infectious illness or any other condition that could result in the use of biodegradable materials not being used HPC must be notified. This could result in the deceased not being eligible for burial in the Woodland Cemetery.
- 10.5 As part of the burial package in the Woodland Cemetery HPC will provide and install a wooden marker post with a memorial plaque, this will be the only item allowed on the grave. HPC reserves the right to remove any additional plaque, decoration, planting, or that breaches these regulations without giving prior notice to the owner.
- 10.6 As part of the burial package in the woodland cemetery HPC can provide and plant a memorial tree adjacent to the plot. This will normally be undertaken between October and March. If the family of the deceased wish to hold a ceremony at the time of the tree planting this is their responsibility to organise.
- 10.7 Memorial trees are to be Native to Britain, these include the following;
- Flowering Cherry
 - Beech
 - Lime
 - Oak
 - Silver Birch

A full list of native species can be found at [UK Native Trees - Woodland Trust](#) the burial authority reserves the right to change the species of tree planted in order to ensure all trees thrive within the woodland.

11. Installation of Memorials

- 11.1 All memorials are to be erected to British Standard 8415 or any such new regulation introduced hereafter. Only stonemasons that are BRAMM accredited, and those memorials masons that hold a current BRAMM Fixer License, are permitted to undertake the work in cemeteries owned and managed by HPC.
- 11.2 Installation of memorials is only permitted on purchased graves.
- 11.3 The maximum dimension of the headstone is H75cmxW61cm, and the maximum dimension of a tablet is H45cmxW33cm.
- 11.4 The stonemason will be required to supply to the Parish Office a copy of their BRAMM accreditation together with their current public liability insurance prior to HPC issuing any permits.
- 11.5 Memorials must be constructed of materials suitable to the environment and period of grave lease. HPC reserves the right to reject an application for any memorial it deems unsuitable.
- 11.6 Full size memorials should only be erected once a period of twelve months has elapsed from the date of burial.
- 11.7 Tablets for cremated remains to be erected after a period of six months has elapsed.

- 11.8 Memorial stonemasons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. Any damage caused to other graves as a result of the work must be made good to the satisfaction of HPC.
- 11.9 Drawings to scale of a proposed memorial with a statement of the proposed position on the grave space and the proposed material, design, appearance, and a copy of the inscription shall be submitted to the Burial Authority and will be subject to approval by the HPC, no memorials are permitted to be erected in the cemetery without such approval. The appropriate forms can be requested from the Parish Office or by using the contact information in these regulations.
- 11.10 The application for permission to erect a memorial must be signed by the registered owners of the graves on which the memorial(s) are to be placed.
- 11.11 Memorials and materials must be carried into the cemetery in a manner that does not cause any damage to roads, walkways, or grass areas. All materials are to be carefully removed from vehicles and neatly piled or placed in or near where they are to be used.
- 11.12 All materials, rubble and rubbish must be removed from the cemetery grounds immediately following any work undertaken and where a removal of a memorial has been required prior to interment the area must be cleared within sufficient time for the funeral cortege to arrive.
- 11.13 All surplus materials, rubble and rubbish must be removed from the cemetery grounds immediately following any work undertaken and where a removal of a memorial has been required prior to an interment the area must be cleared within sufficient time for any funeral cortege arrival.
- 11.14 Ground anchor systems must be used in the erection of headstones and must be approved by the Parish Office, the structure must be anchored by an approved method and most suitable for the soil condition.
- 11.15 All headstones (including in the childrens section) must be in keeping with the traditional appearance of the cemetery. Only natural colours and traditional designs are allowed. No permission will be granted for a brightly coloured memorial, any that are not of traditional style, incorporate pictures or made of breakable materials (including glass) which are at risk of becoming a hazard if broken. For avoidance of doubt, all headstone designs are subject to approval by the Burial Authority.
- 11.16 Memorials in the Childrens Section of the cemetery must be a H61cmxW61cm.
- 11.17 In the Childrens Section, Small ornaments, and decorations such as toys, teddies, windmills, or a temporary fence. The Burial Authority does not allow large ornaments, toys, or any other artefacts such as cots, breakable, glass or sharp items.
- 11.18 All memorial works should take place between Monday – Friday, 8.30am and 3.30pm.
12. Memorial Safety
- 12.1 The Burial Authority will ensure that memorials are safe so the potential for injury to those visiting and working in the cemetery is reduced⁴.
- 12.2 The Council will undertake regular inspections in order to comply with regulation 12.1.

⁴ The Health and Safety at Work Act 1974

- 12.3 If a memorial is identified as at risk this may result in the memorial being laid flat or a protective band placed around the memorial to make the memorial temporarily safe. Areas where more than one is identified at risk may be cordoned off to prevent public access.
- 12.4 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 a good and stable condition by the owners of them. If not, the Burial Authority will be entitled to take possession of them, to remove or alter them in any way they may deem necessary for the order and safety of the cemetery. We reserve the right to charge for any appropriate works carried out by the Burial Authority.
- 12.5 Memorials remain in the ownership of the grantee of the Exclusive Right of Burial who is responsible for all future maintenance. In the event the grantee is deceased then the next of kin is responsible for all future maintenance.

CEMETERY FEES

APPENDIX A

	<i>Non-Resident</i>	<i>Resident</i>
<i>Exclusive Rights of Burial (Traditional Cemetery)</i>	<i>£1800.00</i>	<i>£900.00</i>
<i>Exclusive Rights of Burial (Woodland Cemetery)</i>	<i>£2500.00</i>	<i>£1500.00</i>
<i>Exclusive Rights of Burial of Ashes</i>	<i>£950.00</i>	<i>£550.00</i>
<i>Scattering of Ashes</i>	<i>£200.00</i>	<i>£125.00</i>
<i>Double Depth Supplement (Traditional Cemetery)</i>	<i>£800.00</i>	<i>£450.00</i>
<i>Double Depth Supplement (Woodland Cemetery)</i>	<i>£900.00</i>	<i>£500.00</i>

Fees listed below are charged at a flat rate to both residents and non-residents

<i>Transfer of Exclusive Rights of Burial</i>	<i>£150.00</i>
<i>Memorial Tree (Woodland Cemetery)</i>	<i>£300.00</i>
<i>Administration Charge¹</i>	<i>£250.00</i>

¹ *An administration charge will be added to all applications, if you are applying for a memorial or headstone then you will be charged this as a flat fee.*