

Burgess Hill Burial Ground

Town Council Offices - Telephone Number

Burgess Hill Town Council welcomes all visitors to the burial ground. Please respect the peace and dignity of the facility.

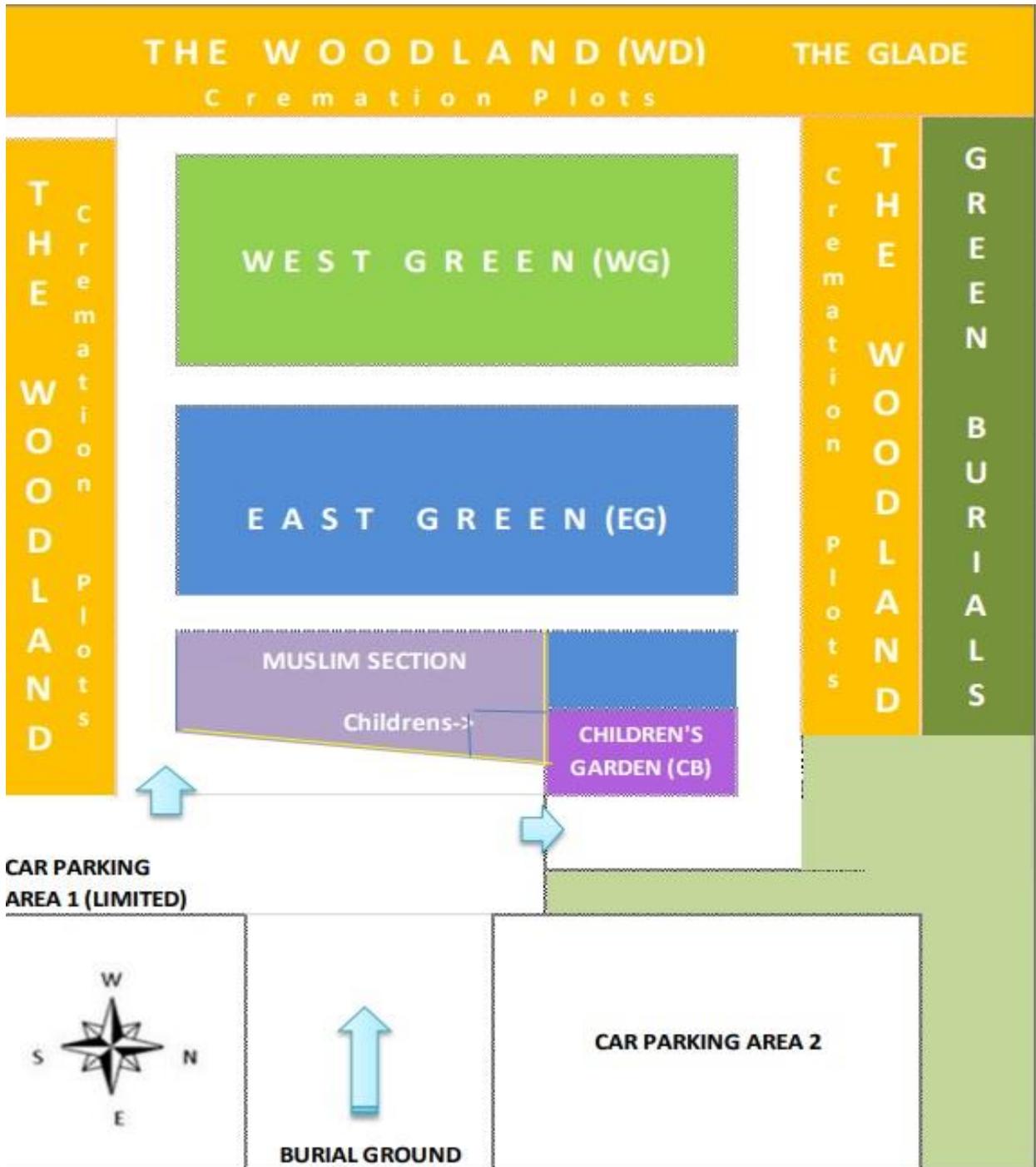
TABLE OF CONTENTS

Sections and pages

1.	Layout Plan	Page	2
2.	General Information	Page	3
3.	Burgess Hill Burial Ground site information	Page	4-5
4.	The Burial Process	Pate	6-7
5.	Memorials	Page	8-10
6.	Tributes – Floral and Other	Page	11
7.	Commemorative Woodland	Page	12
8.	Green Burial & Cremation arrangement	Page	13-14
9.	Fees & Charges	Page	15-16
10.	Social Fund	Page	17
11.	Arranging a Funeral, helpful advice	Page	18
12.	Organisations to help the bereaved	Page	19-20
13.	Glossary	Page	21
14.	Application Forms	Page	22-33
15.	Index	Page	34

Burgess Hill Town Council
96 Church Walk
Burgess Hill
West Sussex
RH15 9AS

1. Layout Plan



2. General Information

Burgess Hill Burial Ground was opened in June 2004. The site will provide burial space for the town for many years. It has been sympathetically designed to blend with and enhance its rural setting, including a commemorative woodland and a green burial area.

Burgess Hill Town Council is responsible for the management and maintenance of the Burial Ground and is keen to ensure that the needs of mourners and future visitors to the site are catered for as sympathetically as possible.

General Enquiries

All enquiries, in the first instance, can be made to the Burgess Hill Town Council offices at 96 Church Walk, Burgess Hill. Tel: 01444 247726, Fax: 01444 233707 or email: burialground@burgesshill.gov.uk Detailed plans and registers are kept in the council offices and information may be sought during normal office opening hours, 9.00am – 5.00pm, Monday to Friday.

Change of Address

It is very helpful when trying to contact the owner of a particular plot or memorial that current addresses are available to the Council. If you change address, please advise the Council without delay.

Animal Burials

The Burgess Hill Burial Ground has no facilities for animal burials.

Service Standards

Burgess Hill Town Council has formally adopted the Charter for the Bereaved and whilst we sincerely hope the service we provide proceeds in accordance with your wishes, if you are not entirely satisfied with the service you receive, please let us know and we will do our best to resolve the situation.

We also value any comments you may have which could assist us to improve our service in the future.

Planning Constraints

The Burgess Hill Burial Ground is subject to the planning constraints laid out by the Planning Inspectorate and Mid Sussex District Council. Ref: APP/D3830/A/02/1088239. For more information please see Section 5: Memorials.

Separate rules apply to green burials, outlined in Section 8.

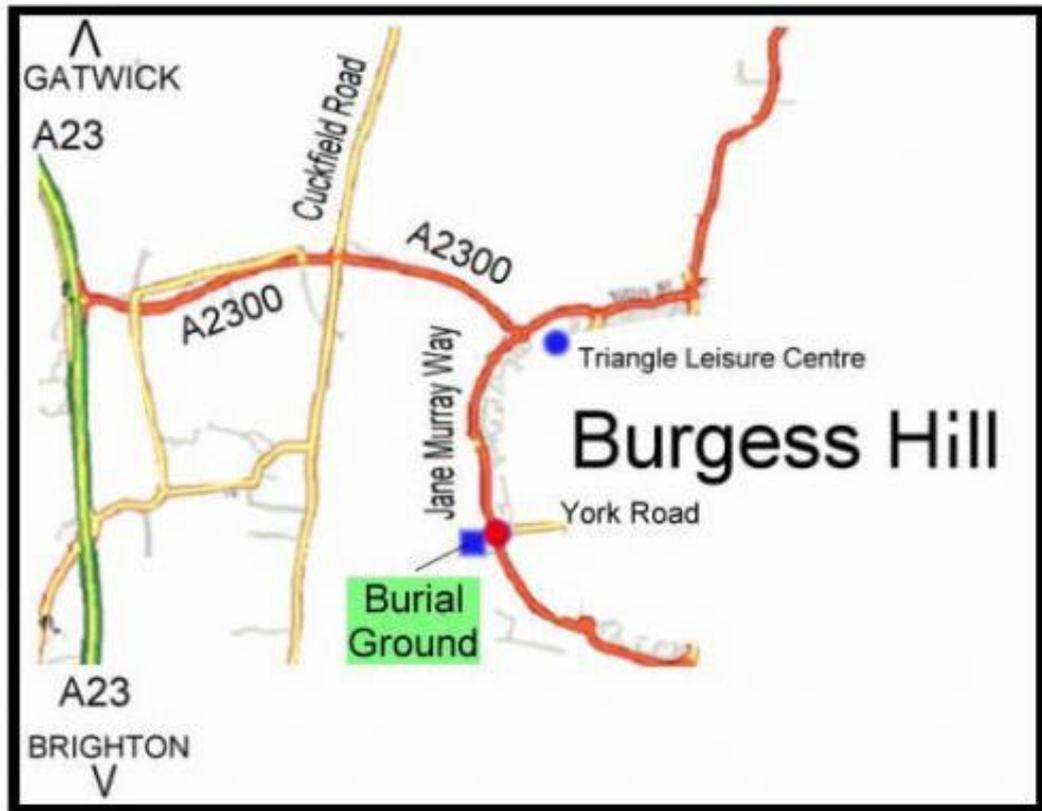
Disclaimer

It should be noted that all information within this document is correct at time of printing. Whilst every effort has been made to ensure the accuracy of this information the Council accepts no responsibility for errors which may occur and reserves the right to change or amend as necessary.

3. Burgess Hill Burial Ground site information

Location

The Burial Ground is situated on Jane Murray Way (A273) opposite York Road, Burgess Hill.



Opening Times

The Burial Ground will be open to the public daily on a dawn to dusk basis with access through the pedestrian walkway. The Council reserves the right to close the grounds and limit entry at any time.

Car Parking

During funeral arrangements, car parking (area 1 on plan) is to the left as you turn into the main gates. Drivers should park on the tarmac roads and not on the grass verges. Disabled parking facilities are provided. It may be necessary, at times, to ask drivers to move their vehicles if they are restricting the access of a funeral cortège. This car park is normally open from 9am to 4pm.

In addition, there is a 24 hour car park (area 2 on plan) located to the right as you turn in from the main road (Jane Murray Way), which can be used whilst visiting.

It may be necessary at times to limit the parking at the Burial Ground. The latest information on car park opening times can be found in the window display of the Help Point at Burgess Hill Town Council, 96 Church Walk, Burgess Hill, or by ringing 01444 247726.

Visitors are advised not to leave vehicles unsecured and all vehicles left at the Burial Ground site are parked at the owner's risk. Please note, the Burial Ground and car parks do not have lighting.

Toilets

There are no toilet facilities at the Burgess Hill Burial Ground.

Rubbish

Litter bins are situated around the Burial Ground and should be used to dispose of all rubbish except dog waste.

Dogs

Dogs must be kept under control and on a lead at all times. Owners are required to clear up after their dogs and place it in the dog litter container located on the right, as you enter through the burial ground entrance.

Watering

Water points are provided for visitors use. This water is not for drinking. Watering cans are provided and can be found at the taps. Please return the cans to the taps when you have finished with them. Please ensure that cans are left empty particularly in very cold weather when they can freeze and split. Please also note that at certain times water supplies may be turned off to avoid freezing. When watering, visitors are asked not to use pesticides or insecticides in the water.

Security

The Council cannot accept responsibility for the security of any memorial, plants, flowers or other items placed on or around graves.

Children

Families with children are most welcome to visit the Burial Ground. It is, however, important that children are kept under supervision at all times.

Code of Conduct

- It is important that all visitors have a peaceful visit so you are asked to be respectful of others at all times.
- All are welcome and we ask that children are supervised and dogs are kept on a lead and under control at all times.
- For your safety and that of the grounds maintenance staff you are asked not to place items that are breakable on graves such as glassware, china or ceramics. These items will be removed and placed on the cabinet by the composting area for you to collect.
- Please place your litter in the bins provided
- You are reminded that the Burial Ground and car park are for the use of legitimate visitors only

4. The Burial Process

Exclusive Right of Burial

The Exclusive Right of burial for a period of 50 years may be purchased (forms A & B), either at the time of submitting a notice for an interment or for future use. Burial spaces may be purchased by either residents* or non-residents of Burgess Hill and Hurstpierpoint, however, non-residents are subject to increased charges of 5 times the residential rate. Extensions (“top-ups”) to the original Exclusive Rights may also be purchased in blocks of 5 years.

In cases where a long term resident of Burgess Hill or Hurstpierpoint has been accommodated outside Burgess Hill in a residential care, nursing or family home due to health problems, the Town Council may, at its sole discretion, continue to apply the lower residential rate so long as it can be demonstrated* the deceased lived in Burgess Hill within the 12 months immediately prior to moving to the nursing facility.

* See below “Proof of residency for parishioners”.

The selection of a grave space shall be determined by Burgess Hill Town Council who will, where possible, take into consideration the purchasers’ wishes.

Interments (request to bury)

A *Notice of Interment* must be given on the Council’s printed form (one of forms C to G) and must be completed in full [forms A & B must also be completed if not done so beforehand]. Responsibility for any errors and omissions rests with the person submitting the Notice. Graves cannot be made deeper after the first interment.

The Notice of Interment must be received by the Council at least **three clear working days** before the date of interment; **failure to provide this period of notice may result in the burial not going ahead**. All charges and fees connected with the interment shall accompany the interment form and cheques should be made payable to “Burgess Hill Town Council”. Payments may also be made by card or cash at the Town Council’s offices. Charges for non-residents will be 5 times the interment rate.

Please note, for burial interments it may be necessary to temporarily mound soil onto adjoining graves. Protective boarding may be placed also on adjoining graves during burials.

Certificate for Burial or Cremation

The Certificate for Burial or Cremation, issued by the Registrar of Births and Deaths, must be delivered to the Council in advance of interment. **Burials and cremations cannot take place without such certificates.**

Proof of residency for parishioners

The Town Council is under an obligation to ensure the residency status of individual applications is correct so the appropriate charges are made. The Town Council will, therefore, need proof of residency from any individual or deceased’s representative that wishes the residential rate to apply. This proof will be required at the time of purchase of a plot and also at the time of burial.

The Town Council will require a copy of any of the following which must accompany either the application to purchase (form A) or the Notice of Interment (forms C-F): *driving licence, vehicle log book (V5C), utility bill, landline telephone bill, council tax bill, bank or building society statement or some other type of formal/statutory document* that shows the address of the applicant/deceased. Any such documentation (excluding driving licence and vehicle log book) must be less than 12 months old.

Should an individual or deceased’s representative not be able to provide proof of residency to Town Council Officers, a sworn statutory declaration will be required (via a Commissioner for Oaths/Solicitor) otherwise the non-parishioner rate will be applied.

Grave care immediately following burial

Backfilling of graves will not normally begin until mourners are making their way out of the Burial Ground. Graves are left slightly mounded to allow for settlement and flowers delivered at the time of the burial will be carefully placed on the grave by Burial Ground staff upon completion of backfilling.

Existing Earthen Graves

Where the interment involves re-opening an existing grave, it will be necessary for the person giving notice to produce the Deed of Grant of exclusive right of burial. Where the name on the deed is not the same as that of the person giving notice, a letter will also be required from the 'Deed Owner' authorising the prospective interment in that grave space.

Please note that in the case of second interments, the planted area will be removed along with the headstone and is the responsibility of the plot owner.

Grave care in advance of burial

In the event of poor ground conditions, for example, flooding or collapse, in the interests of health and safety it will sometimes be necessary to delay the interment of remains into a grave until after mourners have left the burial ground. Every effort will be made to notify funeral directors and families in advance, however, in the event that this is not possible, notification will be given on arrival at the burial ground.

Lost Deed of Grant or transfer to another person

Where the Deed of Grant has been lost or is being transferred to an alternative person, it will be necessary for the person giving notice to provide proof of their identity and if that person is not the 'Deed Owner', to provide a letter of authorisation from the 'Deed Owner'. Where the 'Deed Owner' is the deceased, authority for the interment is presumed by Section 10(6) of the Local Authorities Cemeteries Order 1977. In the latter case, the next-of-kin and other close relatives are advised to agree who should take the assignment (or transfer) of the Exclusive Right. A charge is payable for this service (please refer to section 9).

Hours of Interment – revised 13/06/2018

Opening Days	For Cremated Remains	For Coffin burial
Monday	12pm to 3pm	12pm to 2pm
Tuesday to Thursday	10am to 3pm	11am to 2pm
Friday	10am to 3pm	11am to 2pm
Saturdays	Subject to availability	Subject to availability
Sundays/Bank Holidays	Closed	Closed

(The Town Council may, at its sole discretion, vary these times)

Religious Arrangements / Arrangements with the Minister

The Burgess Hill Burial Ground is a non-consecrated site. Those persons having charge of the funeral and requiring their plot to be blessed are responsible for making the necessary arrangements. This should be agreed with the Council in advance. The Council undertakes no responsibility in this matter.

Funeral Corteges

All funeral cortèges whilst within the Burial Ground shall be subject to the direction of the funeral director. Musicians accompanying a funeral are welcome, however, to ensure disruption is not caused to other visitors, prior consent of the Council will need to be obtained.

Scattering of Ashes

The scattering of ashes is permitted in designated areas of the burial ground, known as 'The Glade' and 'The Woodlands' areas. Ashes may also be scattered on an owned grave space or around a tree. In all instances, prior permission must be sought from the Council.

5. Memorials

Cremation Plots

Memorials for cremated remains can have a maximum dimension of **46 cm x 46 cm (18 x 18 inches)** and must be made of natural stone. They must be laid flat and level with the ground surface.

For the Children's Garden, memorials for cremated remains may not exceed a maximum of **35cm x 35cm or (14 x 14 inches)** and must be made of natural stone. They must be laid flat and level with the ground surface.

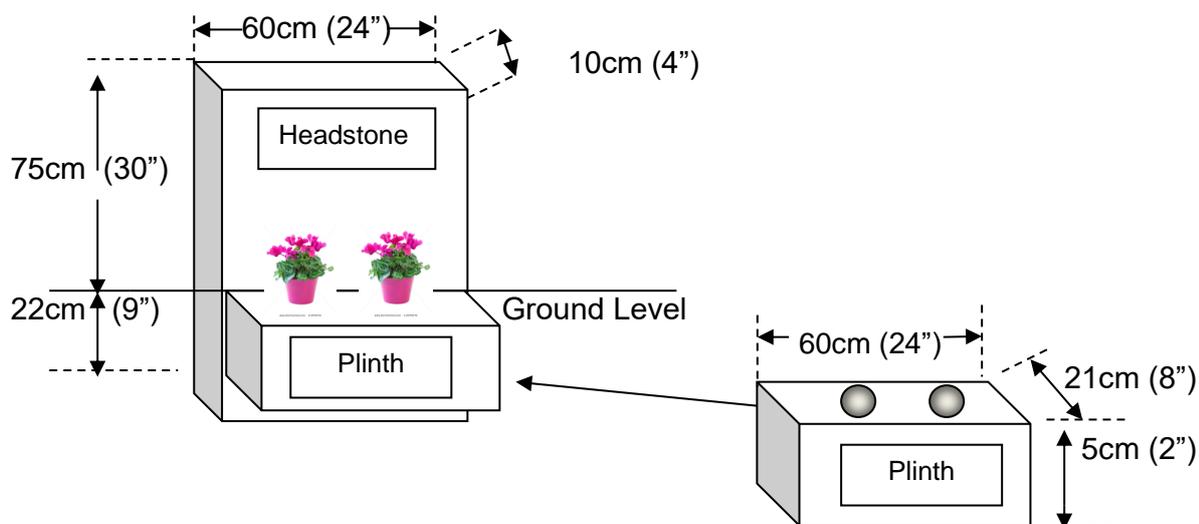
Full Burial Plots

The Burgess Hill Burial Ground is subject to the planning constraints laid out by the Planning Inspectorate and Mid Sussex District Council. Ref: APP/D3830/A/02/1088239. **Therefore, all headstones must be of monolith and/or ground anchor system design, made of natural stone and the maximum above ground dimensions should not exceed 75cm high x 60cm wide x 10cm deep (30 x 24 x 4 inches)** – see diagrams below.

For the Children's Garden, headstones must be of monolith and/or ground anchor system design and made of natural stone, the maximum dimensions must not exceed (from ground level) 60cm high, 35cm wide and 5cm deep or (24 x 14 x 2 inches).

The installation of memorials must adhere to the National Association of Memorial Masons guidelines.

Option 1



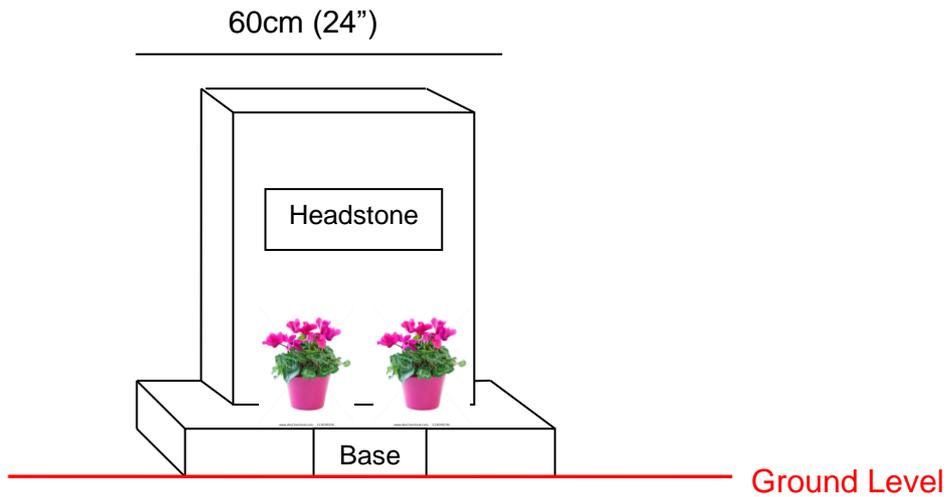
A free standing plinth, the top being level with the ground, of the same stone as the headstone may be placed in front if desired, this should be no greater than **60cm wide x 21cm deep x 5cm high (24 x 8 x 2 inches)**, and can accommodate up to two flower holders.

For the Children's Garden the plinth must be no greater than 35cm wide, 21cm deep and 5cm high or (14 x 8 x 2 inches).

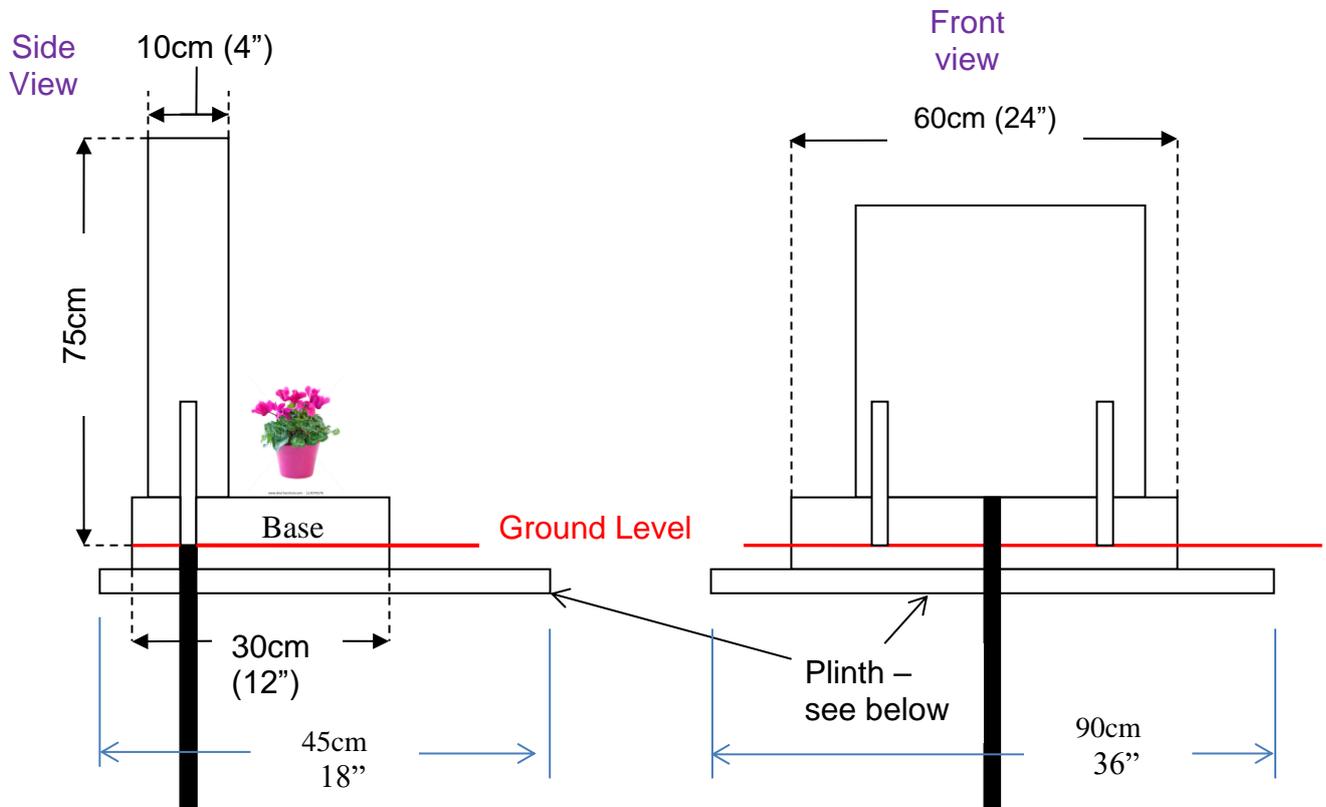
A plinth will take up the majority of the planted area so please bear this in mind when choosing a headstone.

As long as these parameters are complied with, the design of the headstone can be tailored to personal requirements (please see "Memorial Approval" below). Kerbs will not be permitted.

Option 2



Elevation Drawings showing dimensions and memorial support



The base should be installed as per the above diagrams, and of a size no greater than **60cm wide x 30cm deep x 7.5cm high (24 x 12 x 3 inches)**. As detailed in the diagrams above, 1 inch of the base will be below ground and resting on the plinth. The base can accommodate up to two flower holders.

For the Children's Garden the base must be no greater than 35cm wide, 30cm deep and 7.5cm high or (14 x 12 x 3 inches). 1 inch of the base will be below ground.

The base will take up the majority of the planted area so please bear this in mind when choosing a headstone. As long as these parameters are complied with, the design of the headstone can be tailored to personal requirements (please see "Memorial Approval" below). Kerbs will not be permitted.

Plinth – decorative plinths are now available, whereby the plinth itself remains visible as opposed to being covered with grass. This option is allowable as long as the size measurements are no greater than Width.900mm x Depth.450mm. The plinth must not be used to place tributes on, any such tributes will be removed by Town Council staff. **Please note, the Town Council will NOT be held responsible for any damage to the plinth, this is particularly relevant during mowing & strimming periods.**

Memorial Approval

No memorial shall be erected anywhere within the Burial Ground except over a grave for which the exclusive right of burial has been granted and with the written permission of the Council.

An application for permission to erect a memorial shall be made on the Council's form and should contain a dimensioned drawing or illustration of the proposed memorial and a copy of the inscription. This form should be submitted to the Council and be accompanied by the appropriate fee (please note no fee is payable in the case of children whose age at the time of death did not exceed 18 months). No memorial shall be permitted unless written permission from the Town Council has first been obtained. **The grave number must be engraved on the reverse of the memorial**, in a central position, prior to erecting the memorial. A copy of every additional inscription must be submitted to the Council for written consent before the work is commenced.

In giving approval for a memorial the Council will consider the safety of the design and whether it could cause offence.

Grave Aftercare and memorials

Newly dug graves will be top filled and turf will be laid in the spring or autumn following the interment (but not within twelve weeks of the burial date). Memorials should not be placed on a grave after an interment for the first six months.

Monumental Masons

Monumental Masons are able to give help and advice on the size and type of headstone. Once a suitable memorial has been chosen it will be submitted to the Council for approval. The monumental mason will require the grave number and deed number before the application can be sent.

Additional Inscriptions

Additional inscriptions to memorials can be made by contacting a memorial mason, who will submit the application to the Council for approval. The stonemason will require the grave number and the grant number before they can submit the application.

Temporary Wooden Markers

The Town Council, at its discretion, will allow a wooden marker to be placed on a grave for identification purposes following an interment. A wooden marker of no more than 20 by 20cm big (8 by 8 inches) is permitted for a period not exceeding six months. The Town Council reserves the right to remove wooden markers from the Burial Ground after this point. The Council will consider the safety of the design and whether it could cause offence.

Maintenance of Memorials

The owner of the Deed of Grant is responsible for ensuring the memorial is kept in a good state of repair and shall also be responsible for removing the memorial to give access for re-opening of the grave should the need arise. If the Council has to repair or make safe any memorial, through whatever reason, including but not limited to, lack of maintenance, inadequate installation or vandalism, then the Council may take steps to recover any costs incurred from the deed holder.

Removal of Memorials

From time to time it may be necessary for the Council to temporarily relocate a memorial to allow excavations of an adjacent grave. In this instance associated costs will be borne by the Council. The Council will try its utmost to contact the deed holder before such work commences, however, if this is not possible the work may be authorised without such contact being made.

6. Tributes – Floral and other

Planting of graves

Planting on graves is permitted subject to the planting being modest and within the designated areas:-

- **In front of a headstone** to a maximum area of 60cm wide x 30cm deep (24 x 12 inches).
- **To the rear of a cremation tablet** to a maximum area of 45cm wide x 15cm deep (18 x 6 inches).

Please note, planting at the rear or sides of headstones or to the sides of cremation tablets is not permitted due to the impact on other burial areas.

The maintenance of this area and immediately around the headstone or tablet is the responsibility of the owner. If planting becomes overgrown it will be removed by the Burial Ground staff. The planting of trees and large shrubs is not permitted. The Council reserves the right to remove any objects/landscaping that may prove a health and safety risk, cause offence to visitors or obscure, and interfere with adjoining plots.

Vases and other containers

Vases and plant containers may be placed on individual graves within the designated planted area. Due to health and safety considerations, such containers must not be of a breakable* nature and these will be removed by the Burial Ground staff and placed on the cabinet by the composting area for you to collect. **The Town Council will not be held responsible for any loss or damage to items left at the Burial Ground, this is particularly relevant during mowing and strimming periods.**

Other goods of a breakable nature or items that could cause problems for site maintenance such as stones or gravel (which could get caught in mowing appliances) are not permitted and will be removed from the grave site.

Breakable* - including but not limited to: glass, china, ceramic. Due to health & safety considerations, when assessing the fragility of items, the Council will always take a more cautious approach.

Free standing stone vases are permitted but must be located within the planted area in-front of the headstone or to the rear of a cremation tablet. A maximum of two free standing vases are permitted. These will take up the majority of the planted area.

Tributes - Floral

A modest level of floral tributes are welcome and should be placed at the head-end of the plot. Should the town council judge the level of tributes to be excessive, the town council reserves the right to re-position the tributes or remove them after a short period of grace. Wilted flowers will be removed by the burial ground staff.

Tributes - Other

Ornaments, toys and other tributes may be left on graves at the town council's absolute sole discretion and within the designated planted area only. The Town Council will assess such items and remove them should they be deemed offensive, disrupt the peace or not in keeping with a burial ground. Removed items will be placed in the cabinet by the composting area awaiting collection. After a period of one month, the items(s) will be donated to a charity or destroyed. The Council will not be held responsible for any loss or damage to items removed in implementing this policy. **If mourners are unsure as to whether their respective tributes are allowed, contact should be made beforehand with the Town Council.**

7. Commemorative Woodland

'The Woodland' area within the Burgess Hill Burial Ground offers a mixture of both natural and traditional memorials. Cremation plots with stone tributes line the paths, behind which are planted memorial trees, all of a species indigenous to the area.

The Woodland and neighbouring Glade sits in keeping with the surrounding countryside and provides a lasting habitat for the encouragement and protection of wildlife.

A choice of tree species, including Maple, Beech, Hazel, Birch and Alder can be purchased, please refer to section 9 for our current list of charges. The planting of trees will be carried out at the appropriate time of year, usually in the autumn, subject to weather conditions.

Area Maintenance

The Burial Ground has a traditional neat and tidy appearance.

Tree Applications

Trees are no longer available

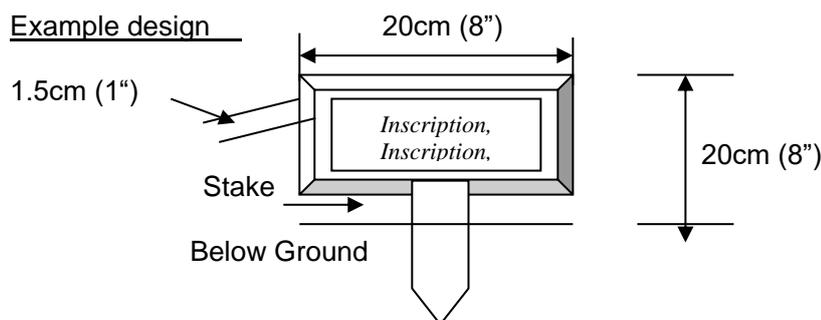
Dedication plaques and other tributes

Plaques: A single wooden dedication plaque may be placed directly at the foot of the reserved tree with an inscription panel, if required. The plaque must be securely fixed to the ground (not the tree) via a stake – please refer to the drawing below for the maximum dimensions.

An application for permission to erect a dedication plaque may be made to the Council (form I) and should contain a drawing and a text of the inscription. The form should be submitted to the Council and be accompanied by the appropriate fee. In giving approval for dedication plaques, the Council will consider the safety of the design and whether it could cause offence.

Please take into consideration that tree plaques are not available from the Town Council, you will need to source your own provider.

Example design



Tributes: other tributes such as pots and vases (of a non-breakable* nature) may also be left at the base of trees and owners are able also to plant their own bulbs** but shrubs are prohibited. Any items placed at the base of trees are to be **modest in size and are left entirely at the owners' risk and the Town Council will not be held responsible for missing or damaged items**, this is particularly relevant during maintenance periods when lawn mowers and strimmers are used.

The Town Council reserves the right to remove any items it believes are in breach of these rules.

*Breakable - including but not limited to: glass, china, ceramic. Due to health & safety considerations, when assessing the fragility of items, the Council will always take a more cautious approach.

****Bulbs** – due to wildlife and, sometimes, poor ground conditions, the Town Council will not be held responsible for the failure of bulbs to grow.

8. Green Burial & Cremation Arrangements

The 'Green Burials / Glade' area within the Burgess Hill Burial Ground provides an opportunity to enhance the environment whilst at the same time providing a living monument. The section will recreate traditional woodland in keeping with the surrounding area which will provide a lasting habitat for the encouragement and protection of wildlife. The Glade is located on the Northern side of the Burial Ground.

Area Maintenance

The Burial Ground has a traditional neat and tidy appearance but the Glade is managed more as a natural habitat with the aim to encourage wildlife and wild flowers.

Burial Plots & Containers

Each plot will consist of a centre square with 8 graves per square (please refer to "Planting" on page 14 for a diagram). Each grave can accommodate two full burials or up to 6 sets of ashes.

All burial containers must be made of a biodegradable material, which includes bamboo, wicker, willow, cardboard and natural material shrouds.

The following containers are not permitted: chipboard, MDF, hardwood, plastic and polystyrene. If you are in doubt as to the material you wish to use, please contact Burgess Hill Town Council on 01444 247726.

Cremation plots

Each plot can accommodate up to 3 sets of ashes. All containers must be made of biodegradable materials. (See above).

Grave Goods

Grave goods, burial clothing and personal effects should be biodegradable. Items such as spectacles, mobile phones and synthetic shoes are not permitted. Jewellery is permitted for burials, for cremations, please confirm with the Funeral Director.

Grave Aftercare

The Burgess Hill Burial Ground is a lawn burial ground. Newly dug graves will be top filled and laid to turf, generally, in the spring or autumn following the interment (but usually not within twelve weeks of the burial date). Memorials (headstones) should not be placed on a grave after an interment for the first six months to allow for the ground to settle.

Memorials

Vertical burial markers are permitted for Green burials and cremations. Markers are to be made of wood and must be no more than 33cm high, 24cm wide and 2.5cm deep or (13 x 9 ½ x 1 inches). These dimensions include the above the ground length of any fixing shaft or stake. As long as these parameters are complied with, the design of the marker can be tailored to personal requirements.

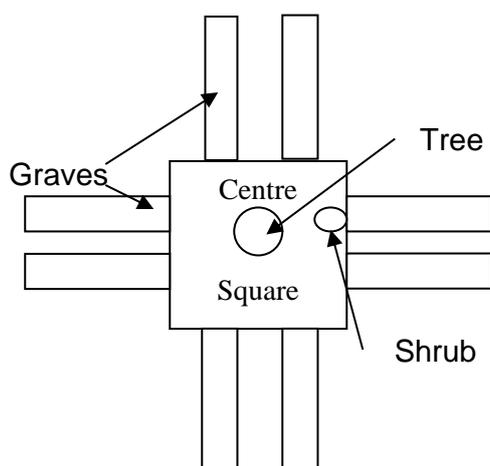
Each marker should include the following information: Plot Number, Name of Deceased, Birth and Death Date.

The burial marker must not be hidden and so must be in front of any foliage, and can be placed at the top end adjoining the square. In giving approval for burial markers, the Council will consider the safety of the design and whether it could cause offence.

Planting

For Burials

The Council will provide one tree to be planted in the centre of each square and, once the burial has taken place, owners are allowed to purchase and plant a modest shrub at the head end of their respective plot. The shrub must be planted in the ground (no pots) and will be the responsibility of the owner to maintain.



For Cremations

When ashes have been interred a shrub may be purchased from Burgess Hill Town Council. The area for planting is 25cm x 38cm (10 x 15 inches), and this area is positioned as you face North East towards the boundary.

Planting of shrubs will be carried out at the appropriate time of year. As a general rule shrubs are planted in the spring and autumn, subject to weather conditions.

TRIBUTES – Flowers & Containers

Flowers can be laid at the top end of the grave site (adjoining the square) but will be removed once wilted. Containers, vases, artificial flowers or other non-biodegradable products are not permitted on the grave site or around the trees in the centre square and the Council reserves the right to remove such items. Such items will be removed by the Burial Ground staff and placed in the cabinet by the composting area for you to collect. After a period of one month, the items(s) will be donated to a charity or destroyed. The Council will not be held responsible for any loss or damage to items removed in implementing this policy.

9. Fees and Charges

Burgess Hill Town Council - Telephone: 01444 247 726

Table of Fees, Payments and Sums, fixed by the Town Council acting as the Burial Authority for the Parish of Burgess Hill to apply from 1st April 2022.

The following fees are applicable for parishioners of Burgess Hill and Hurstpierpoint only.

Please see page 22 for help on which forms to complete.	<u>Interment Fees</u> For the burial of the body of:	<u>Exclusive Rights of Burial in Earthen Graves for a period of 50 years</u>
a) A stillborn child, or a person whose age at the time of death did not exceed 18 years.	Free to parishioners and non-parishioners except Non-parishioner with stillborn child not exceeding 24 weeks £280	Rules as left Exclusive rights of burial for a Cremation plot £286
b) A person whose age at the time of death exceeded 18 years.	Grave for One (5ft deep) £588 Grave for Two (7ft deep) £636 Shroud Burials • without shroud board - £632 • with shroud board – additional £67	Exclusive rights or burial for a coffin plot £656
c) Cremated remains plot (up to three container depth).	Single, £153 , Double, £164 Triple, £170	Exclusive rights or burial for a Cremation plot £286
d) Interment for an unknown persons	£393	Exclusive rights or burial for a coffin plot £318
- cremation	£40	Exclusive rights of burial for a Cremation plot £182
e) Reopening of a grave	£588	

Please note that the above prices are the same for the Green Burials / Cremations.

Except where stated above, the Exclusive Right of Burial fee and the Interment fee for those outside the parish of Burgess Hill and Hurstpierpoint (i.e. non-parishioners) will be five times those stated above.

Saturday burials are subject to availability and will incur a 50% increase on standard interment fees.

Fees & charges for Memorials

For the right to erect a headstone within the burial ground or on a grave in respect of which the exclusive Right of Burial has been granted.	£148 (Form H)
For the right to erect a tablet within the burial ground or on a grave in respect of which the exclusive Right of Burial has been granted.	£103 (Form H)
For the right to have additional inscription on an existing memorial.	£54 (Form H)
For the right to have a tree dedication plaque.	£52 (Form I)
Trees are no longer available	
Plot maintenance charge - grass cutting and weeding around headstone/tablet and cleaning. (This is a voluntary charge where plot owners can contract the services of the Town Council to maintain plots on behalf of the respective individual).	£144 per annum
* Not applicable for children whose age at the time of death did not exceed 18 years	

Please note, the Town Council may change the specification of available trees without notice.

For Green Burial and Cremation Plots

For the right to erect a wooden marker.	£52 (Form H)
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Loss or Transfer of exclusive rights of burial

Loss or transfer of Deed of Grant. (Fee not applicable if the Deed of Grant Holder has died)	£52 (Form K)
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Payments can be made by bank transfer to **Burgess Hill Town Council**
Sort code: 60-04-11, Account Number: 57030774. Please put your name and grave numbers in the reference field e.g. **BILLWD032.**

OR

By credit/debit card, cheques (made payable to "Burgess Hill Town Council") or cash (in person at the Town Council offices).

10. Social Fund

If you're on a low income and need help to pay for a funeral you're arranging, you may be able to get a Funeral Payment from the Social Fund. You might have to repay some or all of it from the estate of the person who died.

Who is eligible?

You may be able to get a Funeral Payment but it depends on the benefits you're getting, your relationship with the person who died and any other money, other than your personal savings, that may be available to help with the cost of the funeral.

Benefits and tax credits

You may be eligible for a Funeral Payment from the Social Fund if you or your partner are getting any of the following benefits or tax credits:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- Pension Credit
- Housing Benefit
- Council Tax Benefit (or the Council Tax payer where you live gets a Second Adult Rebate because you are on a low income)
- Working Tax Credit which includes a disability or severe disability element
- Child Tax Credit at a rate higher than the family element

The term 'partner' is used here to mean:

- a person you are married to, or person you live with as if you are married to them
- a civil partner, or person you live with as if you are civil partners

In addition, it must be reasonable for you to have taken responsibility for the funeral expenses.

A Funeral Payment will cover the costs of a simple, respectful, low cost funeral, normally within the UK. This will include the charges of the burial authority or crematorium, certain necessary travel expenses and some other funeral expenses.

This payment may be subject to reduction in certain circumstances.

For further information and making a claim, contact your social security office and ask for form SF200 and SB16 *A guide to the Social Fund*, or online www.direct.gov.uk and enter *funeral payments* in the search button.

11. Arranging a Funeral – Some helpful advice

Most people choose to entrust their funeral arrangements to a professional funeral director.

Choosing a Funeral Director

1. Ask for a detailed description of costs and a price list when getting a quote.
2. When asking for a telephone quote, ask for it to be sent to you in writing as well.
3. Try and get quotes from more than one company.
4. Check whether the Funeral Director is qualified and holds the diploma in funeral directing (Dip.Fd.) or a certificate in funeral practice (Cert.F.P).
5. If you have doubts, find out whether they are a member of any of the trade associations: National Association of Funeral Directors (NAFD), The Society of Allied and Independent Funeral Directors (SAIF), The Funeral Standards Council (FSC).

What Does a Basic Funeral Consist of?

NAFD and SAIF state that a 'simple, basic funeral' should comprise of;

1. Making all necessary funeral arrangements and providing professional advice.
2. Removal of the deceased to a suitable resting place.
3. Provision of a simple, veneered coffin and conveyance by hearse direct to a local cemetery or crematorium.
4. Providing the funeral director and all necessary staff.
5. All necessary disbursements.

Planning a Funeral Service

Some Useful Facts

1. There is no legal requirement to have any kind of funeral ceremony at all.
2. There are no legal statutes governing what form any ceremony should take.
3. You are not required to use a clergyman.
4. The funeral service does not have to be in a licensed building (unless you want an Anglican service in England).
5. You are not required to use a coffin (but may be required to use one by local bylaws if using an official cemetery or crematorium).

If you would prefer a Green, Alternative or DIY Burial more advice can be sought from your funeral director or from the Natural Death Centre Tel: 020 7359 8391 or from A B Welfare and Wildlife Trust Tel: 01423 530900 / 868121

Accuracy: Whilst every effort is made to ensure accuracy, Burgess Hill Town Council cannot in any circumstances accept responsibility for errors, omissions or advice given in this publication.

12. Organisations to help the bereaved

Charities and Counselling Services

Age UK	Telephone 0800 055 6112 www.ageuk.org.uk	Fact sheets and info on all aspects of death and bereavement
Asian Family Counselling Service	Telephone 020 8571 3933 www.asianfamilycounselling.org.uk	Provides support and advice to the bereaved.
British Association for Counselling & Psychotherapy	Telephone 01455 883300 https://www.bacp.co.uk/search/Register	Provides details of counselling organisations and services
Bereavement Register	Telephone 020 7089 6403 www.the-bereavement-register.org.uk	Supplies name of recently deceased to mail order companies to halt unwanted mail
British Humanist Association	Telephone 020 7324 3060 www.humanism.org.uk	Info on non-religious funerals.
Child Bereavement Charity	Telephone 0800 02 888 40 https://childbereavementuk.org/	Provides support and counselling for bereaved families
Cancer BACKUP / Macmillan Cancer Support	Telephone 0808 808 0000 www.macmillan.org.uk	Provides information and support to people affected by cancer.
Catholic Church Centre	catholicfaith.org.uk	Information on your local Roman Catholic church and parish priest.
A Church Near You (Church of England)	www.achurchnearyou.com	Information on the nearest C of E churches in your location and their facilities.
Citizens Advice Bureau	Telephone 03444 111 444 www.citizensadvice.org.uk	Advice about death, bereavement and financial matters
Evangelical Alliance	www.eauk.org	Information on the nearest Evangelical or Baptist churches in your location.
Islamic Finder	www.islamicfinder.org	Islamic information which can be personalised to your location including finding your nearest mosque.
Kooth	www.kooth.com	Information and support for children and young people.
The Lullaby Trust (previously known as FSID) supporting bereaved families who have lost a baby or toddler.	Telephone 0808 802 6868 www.lullabytrust.org.uk	Provides support and advice to bereaved families
Jewish Visiting	Telephone 020 8343 6238 www.jvisit.org.uk	Support for Jewish patients in hospital.

Miscarriage Association	Telephone 01924 200799 www.miscarriageassociation.org.uk	Information and support for those faced with pregnancy loss.
National Association of Memorial Masons	Telephone 01788 542264 www.namm.org.uk/public-information/nearest-memorial-mason/	Provides a list of members and a code of practice
National Association of Funeral Directors	Telephone 0121 711 1343 www.nafd.org.uk	Provides information and advice on Funeral Directors and funerals.
National Society of Allied and Independent Funeral Directors	Telephone 0345 230 6777 saif.org.uk/funeral-advice/	Provide information and advice on Funeral Directors
Natural Death Centre (The)	Telephone 01962 712690 www.naturaldeath.org.uk	Charity providing help and advice on 'green burials' and D-I-Y Funerals.
NHS Organ Donor Register	Telephone 01223 893636 www.organdonation.nhs.uk	Information, general enquiries and support for donor and recipient families.
Roadpeace	Telephone 0845 4500 355 www.roadpeace.org	National charity for road traffic victims and their families.
Stillbirth and Neonatal Death Society	Telephone 0808 164 3332 www.sands.org.uk	Provides support and information for bereaved parents, family and friends.
Samaritans	Telephone 116 123 www.samaritans.org	Available at any hour to befriend people facing a personal crisis, including bereavement
Unitarian Churches	Telephone 020 7240 2384 www.unitarian.org.uk	Provides ministers and lay officials able to conduct personalised funerals without dogma
The United Synagogue	Telephone 020 8950 7767 www.theus.org.uk/burial	Information and support for bereaved Jewish families.

Charities to help with pets:

People's Dispensary for Sick Animals (PDSA)	www.pdsa.org.uk/taking-care-of-your-pet/looking-after-your-pet/all-pets/how-to-cope-with-the-loss-of-a-pet	Advice on how to cope with the loss of a pet.
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All information within this section is correct at time of printing. It is by no means exhaustive and other advice and counselling services are available.

If you have any information which could be added to this section, your recommendations would be welcomed.

13. Glossary of Terms

“The Council” means Burgess Hill Town Council

“The Burial Ground” means Burgess Hill Burial Ground

“The Deed Owner” means the person who legally owns the plot, i.e. the name of the person that appears on the deed of ownership.

“Memorial” means any headstone placed or laid over or upon any grave space.

“The Clerk” means the Town Clerk or Chief Executive officer of the Town Council or any person for the time being authorised by the Town Council to act on their behalf.

“Parishioner” means those living within the parish of Burgess Hill and Hurstpierpoint only.

“Burial Ground Staff” means employees or the agent of Burgess Hill Town Council.

“Green” – also referred to as **“Environmentally Friendly”** – means an eco-friendly burial in a wood or meadow so as to create and protect wildlife habitat.

14. Application Forms

Purchase Application	Form A
Acceptance of Regulations	Form B
Notice of Interment (Traditional)	Form C
Notice of Interment of Cremated Remains (Traditional)	Form D
Notice of Interment (Green)	Form E
Notice of Interment of Cremated Remains (Green)	Form F
Notice of Scattering of Cremated Remains	Form G
Application & Consent of Owner to Erect and / or Inscribe a Memorial	Form H
Application & Permission to erect a Tree Dedication Plaque	Form I
Application to donate a Tree, NO LONGER AVAILABLE	
Application to transfer a deed or request a replacement for a lost deed	Form K

DECISION TABLE TO HELP YOU COMPLETE THE CORRECT FORMS

ARE YOU:	COMPLETE
Wanting to purchase in advance?	Forms A and B
Wanting to apply for an extension to the original 50 years?	Please contact the Town Council
Applying for an interment for the first time?	Forms A and B plus one of C to F.
In possession of the deed of grant and wish to apply for an interment?	Form C to F.
Wanting to scatter ashes within the Glade or on a plot you already own?	Form G.
Applying for a plot to scatter ashes only?	Forms A, B and G
Wanting to erect and/or have an inscription on a memorial?	Form H
Wanting to erect or change a tree dedication plaque?	Form I
Wanting to donate a tree? NO LONGER AVAILABLE	Form J
Wanting to transfer a Deed of Grant to another person or lost your original?	Form K
None of the above apply, please contact..	Burgess Hill Town Council, 96 Church Walk, 01444 247726 or email council@burgesshill.gov.uk

[Back to the Table of Content](#)

Burgess Hill Burial Ground

PURCHASE APPLICATION

Application to purchase a Cremation / Burial space
with exclusive rights of burial for 50 years

	Traditional	Green	Muslim
I wish to purchase a cremation space (please tick)	<input type="checkbox"/>	<input type="checkbox"/>	
I wish to purchase a burial coffin space (please tick)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unless agreed beforehand, the purchaser of the exclusive rights of burial will be recorded as the Deed of Grant holder.

Plot/Grave No:(if known)

Section:.....(if known)

Full Name and Address of Purchaser:
.....
.....

Post Code:

Telephone number:Email:

Signature: Date:

Have you attached proof of residency (see page 6)

Please nominate a representative to take over as the Deed of Grant holder for this plot on the occasion of your death:

Name:.....

Address:.....
.....
.....

Post Code:.....

Telephone number:..... Email.....

The selection of a grave space shall be determined by Burgess Hill Town Council who will, where possible, take into consideration the purchasers' wishes.

Burgess Hill Burial Ground

ACCEPTANCE OF REGULATIONS

The following notes are for your guidance and represent the policy of Burgess Hill Town Council. An undertaking to abide by the rules laid out by Burgess Hill Town Council in respect of the use of the Burial Ground is the condition under which permission is given for interments and the introduction of memorials.

1. The exclusive rights of burial are for 50 years.
2. The site is non-consecrated. Those persons having charge of the funeral and requiring their site to be blessed are responsible for making the necessary arrangements which should be agreed with the Council in advance.
3. Headstones must be made of natural stone and must not exceed 75cm high, 60cm wide and 10cm deep (30 x 24 x 4 inches). They must be of monolith or nettlebank (ground anchor) design.
4. Memorial tablets for cremated remains must be made of natural stone and will have a maximum dimension of 46 cm x 46 cm (18 x 18 inches).
5. The planting of graves within the designated area, in front of the headstone, to a maximum area of 60cm x 30cm (24 x 12 inches), and to the rear of a cremation tablet to a maximum of 45cm x 15cm (18 x 6 inches). If the headstone has a base then this will replace the planted area.

I confirm that I will be the deed holder and have received and/or read a copy of the Burgess Hill Regulations and Information Booklet and that I, and any transferee of the deed, accept and agree to abide by the terms and conditions detailed therein.

Full Name and Address of Purchaser:

.....
.....
.....

Email:

Signature:.....

Print:

Date:

For full Burial Regulations on our Information Booklet, please visit our website:
www.burgesshill.gov.uk/burial

NOTICE OF INTERMENT - (TRADITIONAL COFFIN / SHROUD)

The original Certificate of Burial must be included with this form.

<p>DECEASED DETAILS</p> <p>Full name of deceased:</p> <p>Place at time of death:</p> <p>Date of death: Age at death:</p> <p>Usual or former residence:</p> <p style="text-align: center;"><input type="checkbox"/> Have you attached proof of residency (see page 6)</p>

<p>BURIAL DETAILS</p> <p>Date and time of interment:.....</p> <p>Name of Minister/IMAM:.....</p> <p>Time and place of Service:</p> <p>Grave No: Section:</p> <p>Name of Undertaker/Burial Organiser:.....</p> <p> Telephone:.....</p>
--

<p><u>COFFIN BURIAL</u> <input type="checkbox"/></p> <p>Depth of Grave: Single (5ft)..... Double (7ft)..... Which Interment is this ? : 1st.....2nd.....</p> <p>Full Length of coffin with the lid <input style="width: 100px; border: 1px dashed black;" type="text"/> + 8 inches (20 cm) = <input style="width: 100px;" type="text"/></p> <p>Full Width of coffin with the lid <input style="width: 100px; border: 1px dashed black;" type="text"/> + 6 inches (15cm) = <input style="width: 100px;" type="text"/></p> <p>Number of Pall Bearers: Is webbing required?.....</p>
--

<p><u>SHROUD BURIAL</u> <input type="checkbox"/> Height of deceased:_____ Shoulder width of deceased: _____</p> <p>The Town Council will provide the burial board (for lowering into the grave at extra cost) and wooden slats to cover the deceased.</p>
--

<p>PURCHASER / DEED HOLDER DETAILS</p> <p>Name of Deed Holder / Nominated Representative:.....</p> <p>Relationship to Deceased:.....</p> <p>Address:.....</p> <p>Post Code..... Telephone:.....</p> <p>For burials in an existing grave space, please state the deed number:.....</p> <p><i>I have received and/or read a copy of the Rules and Regulations relating to interments at Burgess Hill Burial Ground and agree to abide by these.</i></p> <p>Signed: Deed Holder / Nominated Representative:.....</p>
--

Burgess Hill Burial Ground

NOTICE OF INTERMENT OF CREMATED REMAINS (TRADITIONAL)

The original Certificate of Cremation must be included with this form.

DECEASED DETAILS

Full name of deceased:

Place at time of death:

Date of death: Age at death:

Usual or former residence:

Have you attached proof of residency (see page 6)

BURIAL DETAILS

Date and time of interment:.....

Name of Minister:.....

Grave No: Section:Tree No:..... Casket Depth Required:
Single, Double,
Triple

Name and contact of Undertaker:

Tel:.....

PURCHASER / DEED HOLDER DETAILS

Name of Deed Holder /
Nominated Representative:

Relationship to Deceased:.....

Address:.....

Post Code..... Telephone:.....

For burials in an existing grave space, please state the deed number:.....

I have received and/or read a copy of the Rules and Regulations relating to interments at Burgess Hill Burial Ground and agree to abide by these.

Signed: Deed Holder / Nominated Representative:

Burgess Hill Burial Ground
NOTICE OF INTERMENT - (GREEN)

The original Certificate of Burial must be included with this form.

DECEASED DETAILS

Full name of deceased:

Place at time of death:

Date of death: Age at death:

Usual or former residence:

Have you attached proof of residency (see page 6)

BURIAL DETAILS

Date and time of interment:.....

Name of Minister:.....

Time and place of Service:

Depth of Grave: Single (5ft)..... Double (7ft)..... Which Interment is this?:
1st.....2nd.....

Grave No: Section: Green Burials and Cremations.

Coffin Material:.....

Full Length of coffin with the lid **+ 8 inches / 20 cm =**

Full Width of coffin with the lid **+ 6 inches / 15cm =**

Number of Pall Bearers: Is webbing required ?.....

Name and contact of Undertaker:

Tel:.....

PURCHASER / DEED HOLDER DETAILS

Name of Deed Holder /
Nominated Representative:

Relationship to Deceased:.....

Address:.....

Post Code..... Telephone:.....

For burials in an existing grave space, please state the deed number:.....

I have received and/or read a copy of the Rules and Regulations relating to interments at Burgess Hill Burial Ground and agree to abide by these.

Signed: Deed Holder / Nominated Representative:

Burgess Hill Burial Ground

NOTICE OF INTERMENT OF CREMATED REMAINS (GREEN)

The original Certificate of Cremation must be included with this form.

DECEASED DETAILS

Full name of deceased:

Place at time of death:

Date of death: Age at death:

Usual or former residence:

Have you attached proof of residency (see page 6)

BURIAL DETAILS

Date and time of interment:.....

Name of Minister:.....

.....

Grave No: Section: Green Cremations

Casket Depth Required:..... Casket material:.....

Name and contact of Undertaker:

Tel:.....

PURCHASER / DEED HOLDER DETAILS

Name of Deed Holder /
Nominated Representative:.....

Relationship to Deceased:.....

Address:.....

Post Code..... Telephone:.....

For burials in an existing grave space, please state the deed number:.....

I have received and/or read a copy of the Rules and Regulations relating to interments at Burgess Hill Burial Ground and agree to abide by these.

Signed: Deed Holder / Nominated Representative:

Burgess Hill Burial Ground

NOTICE OF SCATTERING OF CREMATED REMAINS

The original Certificate of Cremation must be included with this form.

DECEASED DETAILS

Full name of deceased:

Place at time of death:

Date of death: Age at death:

Usual or former residence:

SCATTERING DETAILS

Date and time of scattering:.....

Name of Minister:.....
(if applicable)

Location of scattering:
(To be agreed in advance with the Town Council)

Name and contact of Undertaker:
(if applicable)
..... Tel:.....

PURCHASER / DEED HOLDER DETAILS

Name of Deed Holder /
Nominated Representative:

Relationship to Deceased:.....

Address:.....

Post Code..... Telephone:.....

Email:

I have received and/or read a copy of the Rules and Regulations relating to interments at Burgess Hill Burial Ground and agree to abide by these.

Signed: Deed Holder / Nominated Representative:

Burgess Hill Burial Ground

APPLICATION AND CONSENT OF OWNER TO ERECT AND / OR INSCRIBE A MEMORIAL

This form should be sent to Burgess Hill Town Council with at least 7 days notice. Please note the memorial must be approved in writing by the Town Council before work commences.

I,being the present owner of the Exclusive Right of Burial of :

Grave No:..... Section: in the Burgess Hill Burial Ground, hereby make application to:

- (A) Erect a Memorial
- (B) Add an additional inscription
- (C) Erect a wooden marker (Green Burials only)

I understand that in accordance with the Town Council's regulations all Memorials of whatever description admitted into the Burial Ground or permitted to be erected thereon, shall be so erected and remain at my sole risk, and that the Council shall not be held responsible for any damage or breakage which may occur to the same through any cause whatsoever.

The installation of memorials must adhere to the National Association of Memorial Masons guidelines.

Name of Deed Holder /
Nominated Representative:

.....

Address:

.....

.....

Telephone:.....

Signature:.....

Date:

Email:

STONE MASON DETAILS

.....

.....

.....

DETAILS OF MEMORIAL

Type of Stone:.....

Type of Wood (Green Burials and Cremations only):

	<u>Fees</u>	<u>Payment</u>
Headstone		
Tablet		
Additional inscriptions after the first		
Wooden Marker (Green Burials and Cremations only)		

Insert here drawing of the Memorial showing form **and dimensions**:

Insert here proposed wording of inscription/s:

.....

.....

.....

.....

.....

- **Headstones: Plot number and initial of section must be included on the reverse side in the centre, for example WG123.**
- **Tablets: only the number of the plot needs to be included.**

This form, duly completed, must be forwarded to the Town Clerk, 96 Church Walk, Burgess Hill, West Sussex, RH15 9AS, together with the appropriate fee. Cheques should be made payable to Burgess Hill Town Council

1. A Permit approving the inscription and installation of the Memorial will be issued and it must be surrendered to the Council representative on site or, in his absence, an authorised Town Council employee, when work is commenced.
2. A minimum of 24 hours notice should be given to the Town Council of the intention to carry out any memorial work in the Burial Ground.
3. Completed work will be inspected by the Council, before the Stonemason / Contractor leaves the Burial Ground.
4. If work carried out is below the required standard, the cost of any necessary remedial work will be recharged to the Stonemason / Contractor concerned.



Burgess Hill Burial Ground

APPLICATION TO ERECT A TREE DEDICATION PLAQUE

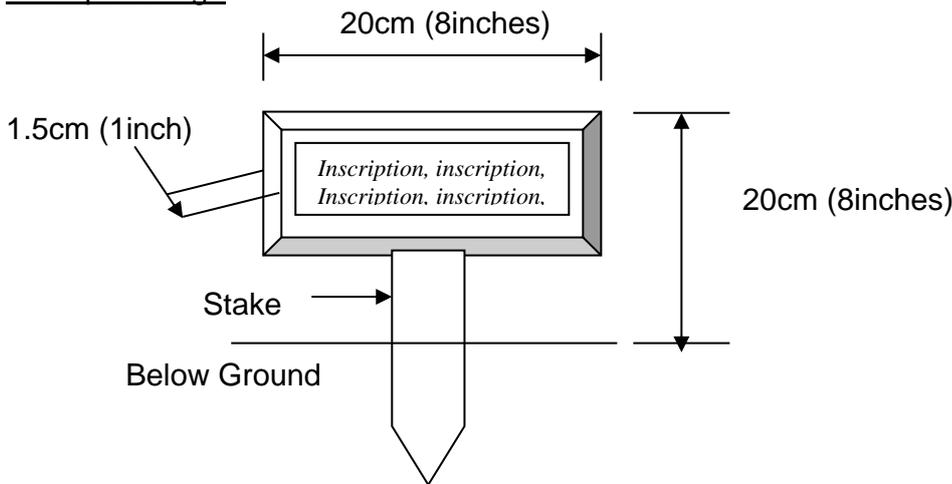
(This form should be sent to the Council with at least 7 days notice.)

I, being the present owner of tree, wish to have a dedication plaque inserted at the base of the tree.

I understand and agree the measurements will be in accordance with that detailed below and the marker itself will be made of wood and the inscription panel, if any, will be made of brass. In giving approval for a dedication plaque, the Council will consider the safety of the design and whether the plaque or the inscription could cause offence.

I also understand and agree the dedication plaque shall remain at my sole risk, and the Council will not be held responsible for any damage or breakage which may occur how-so-ever caused.

Example design



Name of Applicant:

Address:

.....

Email:

Inscription:

.....

.....

.....

Signature of Applicant:

Date:

Burgess Hill Burial Ground

**APPLICATION TO TRANSFER A DEED OF GRANT
OR TO APPLY FOR A REPLACEMENT DEED**

Please complete section A plus B or C

A) All Applicants

Name of the current Deed Holder:.....

Deed number:..... Plot Number:..... Section:.....

Name of New Deed Holder:

(ignore if applying for a replacement)

Name:..... Relationship to Deed holder:.....

Address:.....

.....Tel no.....Post Code:.....

Signed by New Deed Holder:.....

B) If the Deed of Grant holder has died

If the Town Council has not been previously informed of a nominated transferee, the Town Council will need to know the following:

- Did the deceased owner leave a valid will?
- Has a Grant of Probate or Letter of Administration been obtained?

Please call now Burgess Hill Town Council on 01444 247 726 and ask for Corporate Services.

C) If the Deed of Grant holder is living and/or the Deed has been lost

Please present the following to the Town Council's offices:

- the original Deed of Grant (if not lost)
- original proof of identity e.g. passport / driving licence (if your proof of identity does not include your current address, please also provide an original proof of address e.g. utility bill)

Signed by original deed holder:.....

If you are unable to comply with the above, or have any queries please telephone 01444 247726 to discuss how best to proceed.

**There may be a charge for this service,
please check with the Town Council**

15. INDEX

A

Additional Inscriptions · 10
Animal Burials · 3
Application Forms · 22–33
Arranging a Funeral – Some helpful advice · 18

B

Burgess Hill Burial Ground site information · 4
Burial Plots · 8
Burial Plots & Containers · 13

C

Car Parking · 4
Certificate for Burial or Cremation · 6
Change of Address · 3
Children · 5
Code of Conduct · 5
Cremation Plots · 8

D

Dedication plaques and other tributes · 12
Disclaimer · 3
Dogs · 5

E

Exclusive Right of Burial · 6
Existing Earthen Graves · 7

F

Fees and Charges · 15–16
For the Children's Garden · 8
Funeral Corteges · 7

G

General Enquiries · 3
Glossary of Terms · 21
Grave Aftercare and memorials · 10
Grave care immediately following burial · 7
Grave care in advance of burial · 7
Green Burial & Cremation Arrangements · 13-14

H

Hours of Interment · 7

I

Interments · 6

L

Layout Plan · 2
Lost Deed of Grant or transfer to another person · 7

M

Maintenance of Memorials · 10
Memorial Approval · 10
Memorials · 8-9
Monumental Masons · 10

O

Opening Times · 4
Organisations to help the bereaved · 19–20

P

Planning Constraints · 3
Planting · 14
Planting of graves · 11
Proof of residency for parishioners · 6

R

Religious Arrangements · 7
Removal of Memorials · 10
Rubbish · 5

S

Scattering of Ashes · 7
Security · 5
Service Standards · 3
Social Fund · 17

T

Temporary Wooden Markers · 10
The Burial Process · 6
Toilets · 5
Tributes – Floral and other · 11

V

Vases and other containers · 11

W

Watering · 5