



*Knowsley Council*

# Rules and Regulations for The Council's Cemeteries

**These Rules and Regulations are made by the Metropolitan Borough of Knowsley, acting as the burial authority, for the proper management, regulation and control of its cemeteries.**

## **Interpretation of Terms**

- a. 'Cemetery' means any Cemetery managed and controlled by The Council.
- b. 'Cemetery Sexton' means that person for the time being holding the office as appointed by The Council or the person who shall be acting for him, in his absence and who is based at the Cemetery.
- c. 'The Council' means The Council of the Metropolitan Borough of Knowsley.
- d. 'The Council Offices' shall, unless otherwise stated, be the offices of Knowsley Bereavement Services Office, Register Office, High Street, Prescott, L34 3LH, Knowsley, Merseyside.
- e. 'Public Grave' means a grave space wherein the Exclusive Right of Burial has not been granted.
- f. 'Private Grave' means any earthen grave, the Exclusive Right of Burial wherein has (subject to these Regulations) been granted by The Council.

## **Bereavement Services Office**

Knowsley Bereavement Services Office  
Knowsley Council  
Register Office  
High Street  
Prescot  
L34 3LH

Telephone Number 0151 443 5231

The office is open during office hours:

Monday to Friday                      9am-5pm

The office is closed on Saturdays, Sundays and Public Holidays.

# Interments

## Hours of Interment

The hours during which interments may take place are as follows:

Monday to Thursday	9.30am-3pm
Friday	9.30am-2pm

No interment can take place other than between these times, except with special permission of The Council.

For any interments booked outside these times an additional charge per hour or part of an hour will be levied.

Interment will not be allowed on Saturdays, Sundays, Christmas Day, Good Friday or Public Holidays.

## Where Burials are allowed

Burials will only be allowed in the ground laid out for burial as shown on the plan of the Cemetery.

## Selection of Grave Space

The selection of any grave space for either an immediate interment or a reserved grave shall be subject to the approval of The Council and shall be consistent with The Council's general plan for the Cemetery, although the wishes of applicants will be met so far as is practicable.

## Notice of Interment

All written Notices of Interment shall be delivered to the Bereavement Services office during normal office hours and at least two working days prior to the funeral (excluding Saturdays, Sundays, Christmas Day, Good Friday or Public Holidays).

All Notices of Interment must be given in writing on the printed forms supplied by The Council and the requirements must be clearly and completely stated.

A Notice of Interment must contain the following particulars:

- a. The forename and surname, last place of residence, age, date and place of death of person to be interred;
- b. The address of the place from which the body is to be removed;
- c. The day and hour of the intended interment;
- d. The Cemetery in which the interment is to take place and the grave number;
- e. The name and address of the minister who is to officiate;

And must be signed by the grave owner or his or her successor.

A notice sent by post will be accepted by The Council if accompanied by the proper fees, but The Council will not accept any responsibility for any remittance which may be lost in the post, or for any postal delay which may result in the prescribed length of notice not being given.

A notice will be deemed to have been given at the time when it is received by The Council officer in writing.

The Council will not accept responsibility for the accuracy of the details contained in the Notice of Interment.

Where the interment is to take place in a private grave, the Deed of Grant in respect thereof must be sent with the Notice of Interment and the written consent of the owner of the grave or his or her representative to the interment taking place. Should there be no Deed of Grant, a declaration form must be signed and returned to the Bereavement Services Office.

### **Notice of Burial or Scattering of Cremated Remains**

These Rules and Regulations shall apply to the intended burial or scattering of cremated remains in the Cemetery in the same way as they apply to burials.

### **Alterations of Arrangements**

When a Notice of Interment has been given, no alteration will be permitted except with regard to the time of the burial, in which case notice should be given to the Bereavement Services Office no later than 24 hours before the burial is due to take place.

### **Requirement for Written Instructions**

The Council will not accept any order given, verbally or by telephone, unless it is confirmed immediately in writing.

### **Rights of Burial**

All rights of burial are subject to the payment of all fees payable in respect of subsequent interments. All rights are subject to the regulations now in force, or which may hereafter be issued by HM Government or by The Council or other competent authority with regard to interments in burial grounds and/or cemeteries.

### **Exclusive Right of Burial**

In the purchase of an Exclusive Right of Burial in a grave space a Deed of Grant will be issued by the Cemetery Manager to the person by whom the Exclusive Right of Burial is purchased and such person shall be registered by The Council as the owner of the same. The Deed of Grant will grant the Exclusive Right of Burial in a grave space for the period of 99 years. Wherever possible the Deed of Grant should be produced whenever an interment takes place. No grave in which the Exclusive Right of Burial has been purchased shall be opened without the production of the Deed of Grant and the written consent of the owner or his or her representative. However, in cases where the Deed of Grant has been lost or misplaced or where the consent of the owner cannot conveniently be obtained, the grave will be opened on the application of any person whom the Cemetery Manager may consider entitled thereto, on such person making a Statutory Declaration and giving an indemnity to The Council. Forms in this request may be obtained from the Bereavement Services Office.

### **Rights of Ownership**

A transferred Rights of Ownership to a grave is only valid if it has been registered and agreed by the Bereavement Services Office. It is advisable that once the grave owner has been interred within the grave, arrangements be made for the transfer of ownership. No further burials, interments of cremated remains, additional inscriptions on memorials or installation of new memorials will be permitted until entitled ownership has been established.

In cases where the original purchaser is deceased, the new owner must demonstrate ownership of the grave by producing (a) A valid will, (b) Grant of Probate, (c) Letters of Administration or (d) if the others are missing, a completed Statutory Declaration witnessed by a Commissioner of Oaths e.g. Solicitor.

A fee is charged for accepting this documentation which must be paid at the time the form is presented to the Bereavement Services Office. The form will be retained at the office as a permanent record of the instruction to authorise the grave to be opened.

### **Table of Fees**

A Table of Fees and Charges payable to The Council for interments and other uses of the Cemetery can be obtained from the Registrars Office, via email or website.

## **Burial Procedures**

### **Digging of Graves**

No grave shall be dug or excavated except by persons appointed by The Council.

### **Arrival of Funerals at a Cemetery**

The time stated for a funeral to be at the Cemetery must be punctually observed so as to prevent inconvenience or the possibility of one funeral interfering with another. Any funeral arriving before the appointed time must wait until the time arranged. Any funeral arriving after the appointed time must act under the direction of the Cemetery Sexton as to when the burial may proceed. Late arrival could incur additional charges.

### **Disposal Certificate**

The Disposal Certificate given by the Registrar of Births and Deaths or an Order of the Coroner must be delivered to the Cemetery Manager before burial will be allowed to take place.

The manager may, if satisfied by a written declaration made on the official form by the person organising the burial, that the Certificate of the Registrar of Births and Deaths or an Order of the Coroner has been issued in respect of the deceased, permit the burial to proceed notwithstanding that the Certificate or Order has not been previously delivered to him.

In the case of a still-born child, the Certificate of the Registrar of Births and Deaths of the registration of the still-born or an Order of the Coroner must be delivered to the Cemetery Manager. The delivery to him of a written declaration will not be sufficient.

### **Ministers and Clergymen**

Burials may take place with or without a religious service. It is the responsibility of the party ordering the grave to arrange for a minister or other person authorised to officiate at the burial.

### **Character of Coffins**

Only wooden coffins may be used for the interment, unless any other material is authorised by the Cemetery Manager.

### **Cremated Remains**

The burial of cremated remains is allowed in grave spaces in the Cemetery.

### **Depth of Graves**

No body shall be buried in a grave in such a manner that any part of the coffin is less than three feet below the level of any ground adjoining the grave provided that The Council may, where they consider the soil to be of suitable character, permit a coffin made of perishable materials to be placed not less than two feet below the level of any ground adjoining the grave. The coffins in the grave must be separated by means of a layer of earth not less than six inches in thickness.

### **Number of Burials in a Grave**

A grave space subject to the Exclusive Right of Burial may normally be expected to allow one, two, or three interments. However, soil or ground conditions may occasionally dictate otherwise in which case a lesser number of interments will be authorised. The Council will not accept liability or responsibility in any way should the number of interments authorised for a grave space be less than the number proposed or intended by the owner.

### **Disturbance of Remains**

When any grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove from there any soil.

### **Number of Burials at Any One Time in Any Grave**

The Council shall not allow more than one body to be buried at any one time in a grave in the Cemetery without the permission of the Cemetery Manager.

### **Grave Re-instatement**

Whenever an interment has taken place the grave will continue to settle. During this time the grave will be levelled with top soil by The Council as and when required. The turf will be replaced upon levelling.

# Memorials

## Approval of Memorials

No memorial shall be erected or placed on any grave within the Cemetery or any inscription or subsequent or additional inscription made without The Council's written approval.

All applications must be made to The Council on the appropriate memorial application form.

This must indicate to The Council the exact dimensions of the memorial and the proposed inscription. Any subsequent inscription(s) must also be submitted for approval to The Council.

All memorial applications will incur a memorial fee payable to The Council.

Forms of application for approval of all memorial work may be obtained free of charge from the Bereavement Services Office and must include the name and address of the person for whom the work is to be undertaken. After approval, a permit will be issued by the Cemetery Manager and no memorial or inscription will be allowed to be erected or placed within the Cemetery until a permit has been issued in respect thereof. Any memorial erected or any work executed without such permission or which does not comply fully with the terms of the permit may be removed by The Council at its discretion at the expense of the owner.

The charge for interment in a public grave does not include any right or privilege other than a right of burial in a grave selected by the Cemetery Manager. No memorial of any kind will be allowed upon a public grave, and nothing shall be placed upon such a grave without the consent of the Cemetery Manager.

All memorial devices will be subject to the approval of the Cemetery Manager and particulars of any proposed memorial must be furnished to him/her. The particulars must give:

- a. A plan of the memorial containing all dimensions;
- b. The inscription to be inscribed on the material;
- c. The number as indicated in the plan of the Cemetery of the private grave on which the memorial is to be placed;
- d. The materials to be used in the execution of the work.

All stone memorials must be properly secured and for that purpose only a minimum of two non-ferrous alloy dowels and other fastenings of approved form and strength and of not less than ½ of an inch in thickness and 1 inch long shall be used to every foot of height in both the headstone and the base and the same shall be countersunk to the surface of the stone.

No memorial shall be altered or interfered with after it has been erected in the Cemetery according to the design submitted to and approved by the Cemetery Manager, nor shall any additional inscription be cut thereon without the permit of the Cemetery Manager first being obtained.

### **Size of Memorials**

All new memorials to be erected in the Cemetery must not exceed the following maximum sizes:

#### **Headstone**

<b>Height (including all plinths and concrete foundations)</b>	<b>3'3" (991 mm)</b>
<b>Width of memorial</b>	<b>2'8" (813 mm)</b>
<b>Depth of base (front to back)</b>	<b>1'4" (410 mm)</b>

The Council provides concrete plinths for the erection of a headstone.

The overall size of the plinth is 900mm. The graves are in rows back to back. Each grave space is entitled to 410mm (maximum) on the plinth for the erections of a memorial.

It should be acknowledged that all the above requirements must be conformed to. The Council will recall the stonemason to rectify any works as necessary.

### **Memorials at Owner's Risk**

All memorials of whatever description admitted into the Cemetery or permitted to be erected and remain in the Cemetery can be removed and replaced at the sole risk of the owner and The Council shall not be held responsible for any damage which may at any time occur or result from the same. Owners are encouraged to take out individual insurance of headstones.

### **Time of Permitting Masons to Work in the Cemetery**

The work of fixing or removing memorials must be carried out between the hours of 8am and 3pm on weekdays only.

### **Working on Memorials in the Cemetery**

All memorials must be completely worked before they are admitted to the Cemetery and no work of any kind other than fixing lettering and cleaning shall be allowed in the grounds of the Cemetery.

The stonemason will be responsible for leaving the grave area in a clean and tidy condition to the satisfaction of The Council after erection of the memorial and is responsible for any damage they may cause to any surrounding gravestone or other memorial.

### **Grave Number on Memorials**

It is a condition that any new memorial to be erected in the Cemetery must have the grave number (and section) clearly and conspicuously engraved upon the base. The Council reserves the right to remove, at the stonemason's expense, any newly erected memorial not so inscribed.

All memorials must have the stonemason's name clearly inscribed thereon in letters no larger than ¾" in height on the base.

### **Removal of Memorials**

No memorial shall be removed from any grave in the Cemetery without the permission of the owner or their representative and without The Council being informed as to the whereabouts of the memorial. Forms for the removal of memorials can be obtained from the Bereavement Services Office.

All memorial work must be carried out by an approved stone mason registered with Knowsley Bereavement Services.

## **General Rules and Regulations**

### **Lawned Section**

All new areas within Knowsley Cemetery are designated as lawned sections. Within these areas concrete plinths are provided by The Council for the erection of an approved memorial. It is an absolute requirement that no item shall be placed upon the actual grave space. Such items include bedding plants, glass vases, flower vases, marble fonts, wooden crosses, kerbing or any other item that may denote the grave boundary or restrict the maintenance of the area. If any such item is placed upon the grave it will be removed by The Council without notice.

### **Upkeep of Graves and Monuments**

All private graves and memorials shall be kept in good repair by the owner.

The Council shall have the power to remove any material, inscription or enclosure which they may deem objectionable and against the rules and regulations or which may have fallen into disrepair or decay.

The Council will not be responsible for any damage caused in the Cemetery by vandalism, gales, ordinary wear and tear, or any other circumstances beyond their control.

### **Floral Arrangements**

All floral arrangements will be removed two weeks after a funeral has taken place in order to keep the Cemetery in a tidy condition. No shrubs or plants must be planted on any grave space.

### **Hours of Admittance to the Public**

The Cemetery will be open to the public 365 days a year.

## **Offences**

Attention is drawn to The Local Authorities' Cemeteries Order 1977 and any amendments thereto.

This Order provides that no person shall:

- i. Willfully create any disturbance in a cemetery;
- ii. Commit any nuisance in a cemetery;
- iii. Willfully interfere with any burial taking place in a cemetery;
- iv. Willfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter;
- v. Play at any game or sport in a cemetery.

Every person who contravenes any of the prohibition specified above shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during the offence continues after conviction.

The amounts of these fines are subject to future variation.

## **Exclusion of Persons from the Cemetery**

All persons visiting the Cemetery must conform in all respects with these Rules and Regulations. The Cemetery Manager may at his discretion exclude from the Cemetery any member of the public or any person who infringes these Rules and Regulations in any way.

## **Unruly Behaviour**

No person shall in the Cemetery by any violent or indecent behaviour prevent, interrupt or delay the decent and solemn interment of any body. No person shall play at any game or sport or discharge any fire-arms, save at a military funeral, or create or commit a nuisance within the Cemetery. All persons visiting the Cemetery shall conduct themselves in a quiet, orderly and decorous manner. Any person who wilfully damages, defaces or destroys any property or causes any nuisance within the Cemetery will be liable to prosecution.

## **Advertisements**

No person shall be allowed to distribute business cards or advertisements within the Cemetery.

## **Control of Dogs**

A person shall not allow any dog belonging to them or in their charge to enter or remain in the Cemetery unless on a lead. All dogs are kept under strict control at all times.

## **Funerals for Large Assemblies**

If the burial is one at which a large number of persons (over 50) are expected to assemble, that fact must be notified to Bereavement Services Office at least one clear day before the funeral so that arrangements may be made accordingly.

### **Control Of Vehicles**

Subject to the provisions below, no vehicle of any nature must be driven at a speed greater than four miles an hour within the Cemetery. No vehicle is permitted to park or drive on any grassed areas within the Cemetery. The Cemetery Manager has the authority to prevent cars from entering the Cemetery during maintenance works. No animal shall be left within a vehicle for any reason whatsoever without a competent person in charge. Every driver or person in charge of any such vehicle or animal shall be under the control and obey the directions of the Cemetery Manager in all respects while within the Cemetery.

No person will be permitted to ride a bicycle, tricycle, auto-cycle or motor-cycle within the Cemetery.

### **Children**

Children under the age of 12 years will not be permitted in the Cemetery except under the care of a responsible person.

### **Litter**

No person shall drop, throw or otherwise deposit or leave in the Cemetery any waste paper or refuse of any kind, except in the receptacles provided for that purpose.

### **Soliciting Orders**

No mason or other person shall solicit orders in any manner or on any pretext whatsoever within the Cemetery.

No person within the employ of The Council shall solicit or undertake any private work within the Cemetery for reward or otherwise.

Any person whom the Cemetery Manager considers to be in breach of his regulation may, at the discretion of the Cemetery Manager, be excluded from the Cemetery.

### **Photographs**

The taking of photographs within the Cemetery shall be subject to the approval of the Cemetery Manager, who may demand production of the Deed of Grant of Exclusive Right of Burial or an indemnity in The Council's favour where it is proposed to photograph a private grave or memorial.

### **Demonstrations**

No demonstration of any kind shall be allowed within the Cemetery nor any religious service at the time of Interment, without the prior consent of The Council.

# Power to make alterations to the regulations

The Council reserves to itself the right from time to time to make alterations or additions to the specified rules, regulations, charges and fees.

## Extent of regulations

Various fees are chargeable in addition to those mentioned in these regulations. For particulars thereof reference should be made to The Council's Table of Fees.

The Regulations of Her Majesty's Secretary of State, under the Burial Acts, are applicable to the Cemetery and must be considered as incorporated herewith.

If there is any inconsistency between the Regulations of Her Majesty's Secretary of State (in particular the Local Authorities' Cemeteries Order 1977) and these Cemetery Rules and Regulations the effect of the former shall always take precedence in so far as any mandatory requirements are concerned.





For further information contact:  
Knowsley Bereavement Service Office  
Knowsley Council  
Register Office  
High Street Prescot Knowsley Merseyside L34 3LH  
Tel/Fax: **0151 443 5231**  
Opening hours:  
Monday - Friday, 9am - 5pm