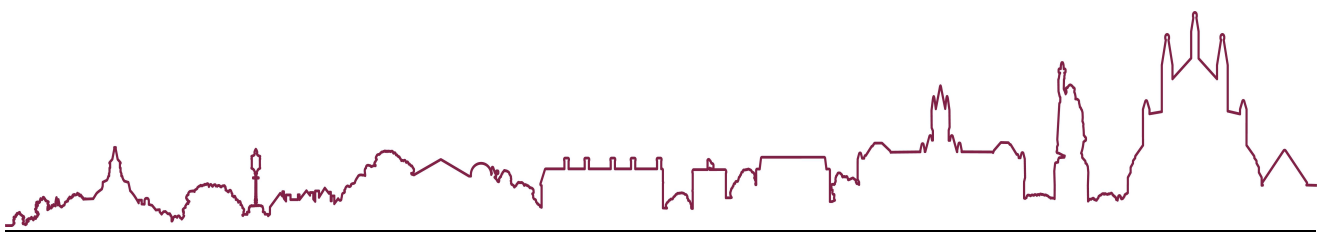


Winchester
City Council

CEMETERY DEPARTMENT

REGULATIONS FOR

MAGDALEN HILL AND WEST HILL CEMETERIES



INTRODUCTION

The cemeteries are managed in accordance with the Local Authorities' Cemeteries Order 1977 under which burial authorities are responsible for maintaining statutory burial registers and grave plans, establishing rules and regulations relating to the management of the cemeteries and the memorials permitted with them and setting fees for burials and memorials.

The regulations include the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 together with any other relevant legislation that governs this service. The following regulations have been made by Winchester City Council are supplemental to the provisions of the Local Authorities' Cemeteries Order 1977.

The Cemeteries are managed and operated in accordance with current legislation covering burial in England and Wales. These regulations are a necessary requirement for the management of Winchester City Council cemeteries. Every effort has been made to avoid restricting the rights and choices of the individual and the need to regulate for safe and tidy grounds.

With regard to regulation, the Charter for the Bereaved gives the following rights:

- You have the right to be given a list of regulations used by Winchester City Council (as set out in this document)
- You have the right to be given a written explanation why a particular regulation has been used to restrict or otherwise influence your rights. Where you to remain dissatisfied, you may utilise the Council's complaints procedure and the grievance procedure under the Charter for the Bereaved. Further information on these procedures is available on application.

The Council has adopted the Guiding Principles for Burial Services published by the Institute of Cemeteries and Crematorium Management (ICCM).

These regulations are made by Winchester City Council (hereinafter called 'The Council') acting as the burial authority for the Borough in exercise of the powers and duties conferred upon them by the *Local Government Act 1972, Article 3 of the Local Authorities' Cemeteries Order 1977*, and of all other powers and duties regarding the general management, regulation and control of the cemeteries provided by them.

The City Council owns two cemeteries within the district, Magdalen Hill Cemetery and West Hill Cemetery and these cemeteries are covered by these regulations and reserve the right to make any alterations or additions to the regulations, as necessary. The council's ruling on these regulations shall be final.

West Hill Cemetery, St James Lane, Winchester, SO22 4NX, is the oldest with the first burial taking place in 1840 and is 2.5 Hectares in size.

Magdalen Hill Cemetery Alresford Road, Winchester, SO21 1HE, here the first burial took place in 1916 with the total area for the original cemetery being 7.4 Hectares and the new extension having 3.2 Hectares. Within the extension of the cemetery, as well as the traditional areas for Church of England, Catholic and Free Church, we now have dedicated areas for different faiths and customs who wish to be buried at Magdalen Hill. These are for the Muslim, Ghurkha, and the Travelling Community.

For any help or advice regarding these regulations, please contact the Cemetery Manager or Burial Officer on 01962 848316.

OPENING HOURS

Council Hours 8.30 am until 5.00 pm Monday to Thursday
8.30 am until 4.30 pm Friday

The office is closed on Saturdays, Sundays, and Bank Holidays

Hours for Burial Monday to Friday only

9.00 am until 3 pm October & March
9.00 am until 2.30 pm November, December, January & February
9.00 am until 3.30 pm April through to September

The Cemeteries are open every day of the year to visitors at the following times:-

Hours for Admission of Visitors to Magdalen Hill Cemetery

8 am to 4 pm November through to February
8 am to 5 pm October & March
8 am to 7 pm April through to September

Hours for Admission of Visitors to West Hill Cemetery

Throughout the year (until further notice) every day of the year 7 am to 10 pm

City Office Cemetery Department
Postal Address City Offices
Colebrook Street
Winchester
SO23 9LJ

Telephone Number 01962 848316
Email burials@winchester.gov.uk

Please note there are no longer staff present at the cemeteries, all written queries to City Offices address or phone the number above

FUNERAL ARRANGEMENTS

Interments are permitted Monday to Friday and between the times below, excluding Christmas Day, Boxing Day, New Years Day, Good Friday, Bank and Public Holidays.

Interments can take place:

December to January	9.00am to 2.30pm
October and March	9.00am to 3.00pm
April to September	9.00am to 3.3pm
Christmas Eve	9.00am to 11.00am

Interments outside these times will be exceptional, at the discretion of the council, and special charges may apply in order to recover any additional administration or labour costs.

The time for an interment will be that at which the funeral cortege is to arrive at the cemetery.

NOTICE FOR INTERMENT

A telephone booking is required in the first instance for all faiths and interments, including the scattering of ashes. Full details of the interment, must be confirmed in writing, using the council's Notice of Interment form, which must be received by the cemetery department at the council, within a minimum of four working days prior to the interment. (Full step-by-step procedures for booking an interment, can be found on page 6 of this document).

The Notice of Interment Forms are with the Funeral Directors or upon request from the council.

The council will not accept responsibility whatsoever where verbal agreements, have not been confirmed in writing.

The submitted Notice of Interment must include full details of the deceased, the proposed interment date, type of coffin, exact dimensions of the coffin or ashes casket and the full name and address of the person requesting the interment.

One of the following Certificates must accompany the fee and the Notice of Interment Form:

Certificate for Burial
Coroner's Certificate
Cremation Certificate

For the interment of a stillborn, or a non-viable, the Certificate of the Registrar of Deaths or a Medical Certificate from the medical practitioner who was present at the birth is required.

Burials cannot take place without a Certificate for Disposal or the Coroners Order. Failure to provide the Certificate or Order will result in the delay of the burial. Once the certificate in question has been produced to the council, the burial take can take place.

BURIAL EXCAVATION PROCEDURE

When you arrive at the cemetery for the burial, the grave will have been prepared and excavated, with the edges dressed in artificial grass matting. Once all the mourners have left, the grounds maintenance staff will backfill the grave.

If it is traditional due to your faith to place amounts of soil on top of the coffin, we can arrange this for you with advance notice. We will provide a spade and organise the procedure. However, we cannot permit the prepared grave fully filled in by the family, for health & safety reasons.

MINISTERS AND CLERGY

It is the responsibility of the deceased's family or Funeral Director to arrange for a Minister or a non-faith ceremony at the graveside.

MAINTENANCE OF GRAVES AND CREMATED PLOTS

The council will maintain all graves and cremated plots, as part of its general management of the cemetery.

The council shall endeavour to reinstate all newly excavated graves within 12 months of an interment, subject to ground conditions and to the season of the year being appropriate for these works to be undertaken. This period is necessary to allow the natural subsidence of the earth used to fill the grave. The reinstatement shall include the levelling and seeding of the grave surface.

The council reserves the right to top up and turf/seed any grave, which is older than 12 months, which has sunk, and considered a health and safety risk up to 5 years, after this period, it will be the responsibility of the grave owner and there will be a fee for undertaking this. The council will ensure that each grave has minimal disruption during this procedure.

CONSTRUCTION OF COFFINS AND CASKETS

Every burial brought into the cemetery for interment shall be contained in a suitable coffin/casket. Only biodegradable materials and wood, for ashes casket and traditional coffins, is acceptable for an interment.

FEES AND CHARGES FOR INTERMENTS

Fees are payable in advance to the council except in the case of Funeral Directors and Monumental Masons who have an account with the council and are invoiced on a regular basis by the council.

The fee paid is for the burial and Burial Rights only, and not for the land where the plot is situated, this will remain under the council's ownership (See number 11 below, for further details).

The cemetery is available for burials to anyone, regardless of whether or not the deceased is a resident of the Winchester District.

A table of fees is available on our website and upon request and the council reserves the right to revise these fees and charges.

We have recently reviewed our fees, and the fee structure now has three levels of payment.

Level 1 - Residents within St Barnabas, St Paul, St Luke, St Bartholomew, St Michael, and St John.

Level 2 - Residents residing within the remaining Winchester District.

Level 3 - Residents within the wider District and beyond, for example: London, Eastleigh, and Southampton.

Following local government re-organisation in 1974, the then City Council merged with part of Winchester Rural District Council and the Droxford Rural District Council.

The former City Council area now comprises the Winchester's Six Saint Wards and the other areas have parish councils, including Olivers Battery.

The provision of cemeteries should be the responsibility of the parishes, should they wish to provide them. The parish council precept must meet the costs, not through the District Council Tax rate. In addition to this, services, which are provided, elsewhere in the district, by the parishes, the Winchester Town Wards, will pay a separate levy for these services.

The residents, in the Winchester Town area, and not by residents in parishes, including Olivers Battery, fund Magdalen Hill and West Hill Cemeteries.

There is a difference in the Council Tax payable in the Winchester Town Wards compared to those outside the area, and it is up to each parish to decide whether they provide their own cemetery, meeting the costs involved.

It is a normal practice for councils to charge double rates for burials from outside the District of the Burial Authority. Indeed, some councils use a triple rate charge.

AMERICAN CASKETS

Funeral Directors, interring in an American casket, will need to apply for a cost prior to sending in the interment form. The reason being that there will be an additional cost to prepare the grave, due to the unconventional size and shape of the casket.

PROCEDURE FOR ARRANGING BURIALS

If you are interring a coffin, you must go through a funeral director, and they will organise the burial for you.

The funeral director should telephone the office and check with the staff that the date and time the family wish is available. However, should you wish to inter ashes only, you can deal directly with the council or through a Funeral Director. This will be entirely your choice, depending on cost or family wishes.

Once a date and time has been booked, the funeral director will then send in the council's interment form and the green certificate for burial / white cremation certificate to the Burial Department at City Offices.

In the case of a family organising the interment of ashes themselves, the family will have to contact the council to arrange the date and time, and for the interment form. They will then need to send the form with the fee and the white cremation certificate to the Burial Department at City Offices or we accept emailed forms, with the originals brought and posted through the Lodge letterbox, on the day and payment over the phone.

We require the paperwork, booking of the interment and the fee, a minimum of 4 working days before the burial date excluding any Saturday, Sunday, or Bank Holiday. This rule shall not apply to interments required to take place immediately upon the production of a medical certificate stating that an early interment is necessary.

This is to give our contractors time to organise and prepare the grave. Sometimes the ground may be extremely hard, and a mechanical digger may be needed, or if it is raining, this could cause delays in preparing the ground. The council accepts that there will be the occasional exception when this is not possible.

Please note, within the new extension, the council staff will allocate the graves in strict rotation. We will not be offering a service to choose a plot.

Upon receipt of the paperwork, the staff will update our electronic records with all the deceased information and the person's details requesting the burial and will inform our contractors to prepare the grave. Any amendment to an application form interment once Winchester City Council has received the form must be in writing in the form of a letter or email. Otherwise, the council will not accept responsibility for the accuracy of the information given.

It is important to note, that the person who signs the interment form or is being interred, is the owner of the grave, therefore, if the owner is the deceased, any memorials or further interments in the grave, the ownership must be transferred first.

You may at any time, transfer ownership to someone else.

As the owner, you will receive a Burial Grant, giving you the rights to bury and place a memorial for 35 years. After 30 years, you will be contacted to see if you wish extend ownership of the grave, and there will be a fee for this. Please note that, you own the grave plot itself, but not the land, this remains in the ownership of the council.

However, please be assured that if no one renews the ownership, you and your loved ones will remain in the grave, but the memorial may be removed and stored.

The grave plots are approximately 7' x 3, and there must be a minimum of 1' between graves generally and 3 feet between some areas for ease of maintenance and walkways.

On the day, the grave will be ready and covered with grass matting to look as natural as can be possible for the occasion and a member of staff can be nearby if you wish. There is a box on the interment form to tick if you wish attendance of a member of staff, currently there is no fee for this.

If it is traditional due to your faith to place amounts of soil on top of the coffin, we can arrange this for you with advance notice. We will provide a spade and organise the procedure. However, we cannot permit the prepared grave fully filled in by the family, for health & safety reasons.

Once the mourners have left the cemetery, our contractors will backfill immediately the grave, and turf, or grass seed approximately six months later. This is to allow the ground to settle, as the graves tend to naturally sink, then the grave will be topped up with soil a few months after the burial and before the turfing or seeding can be carried out.

Retention of Tissue

The retention of tissue is in the case where the body has been buried, but certain parts of the body or tissue matter has been retained for legal reason such as an autopsy and now needs to be buried with the body.

CERTIFICATES REQUIRED

Certificate of Registry of Death both Burial and Cremation

The Certificate for Disposal issued by the Registrar of Births and Deaths, Certificate of Cremation for Disposal of Cremation Ashes or, in any case where a Coroner's inquest has been held, a Coroner's Order for Burial or a duplicate thereof must be delivered to the City Offices along with the interment forms 4 days prior to the interment taking place.

Lost Certificate of Registry of Death

No interment will take place unless the Registrar's Certificate for Disposal, Certificate of Cremation for Disposal of Cremation Ashes or Coroner's Order for Burial is produced. In circumstances where the Certificate or Order has been issued but lost or mislaid, the person having charge of the funeral must sign a declaration in accordance with the Births and Deaths Registration Act 1926 that a certificate has been issued before the interment may proceed or apply from the registrar a copy of the certificate.

Certificate for Stillborn Children

The Certificate of the Registrar of Deaths given in pursuance of the Births and Deaths Registration Act 1953 or the Order of the Coroner must in a like manner be produced in respect of every stillborn child brought for burial. If the birth does not come within the definition of 'stillborn' or 'still birth' as mentioned in the Still birth (Definition) Act 1992, a certificate from a registered Medical Practitioner or other responsible person attendant at the birth, stating that it took place before the twenty-fourth week of pregnancy must be produced.

CEMETERY REGULATIONS

Admission to the Cemeteries

Persons not being an officer or servant of the council or on behalf of the council shall enter or remain in the cemetery at any hour when it is closed to the public. Children under 12 years of age will not be admitted into the cemetery unless accompanied by, or under the care and supervision of a responsible adult, or with the express consent of the Manager.

Behaviour in the Cemeteries

All visitors to the Cemetery must behave in a respectful manner at all times and must not interfere with any burials taking place.

Any person found vandalising any part of the cemetery or desecrating any grave plot will be liable for prosecution by the Council under the provisions of The Local Authorities Cemeteries Order 1977.

Sitting, standing, or climbing upon or over any gravestone, headstone, tombstone, monument, gate, wall, fence, building within, or belonging to the Cemetery, is prohibited at all times.

Personal Liability

All persons entering the cemeteries do so at their own risk, and the council will not accept any liability for injuries or damage sustained for any reason whatsoever.

Memorabilia and shrubs in the old part of the cemetery

Please note that it is not permitted to place any memorial or memorabilia outside the perimeter of the grave plot, which is 7' x 3', any items that are found, the owner will be contacted to kindly remove them within a month. Failing to remove the items once requested to do so, Winchester City Council reserves the right to remove them and store them for a period of 3 months, after which they will be disposed of. Shrubs and any plants that are overgrown, the owner will be notified to cut down or remove. Failing to do so, the Winchester City Council reserves the right to clear the plants, and a charge will be placed on the grave plot.

Memorabilia and shrubs within the New Extension of the Cemetery

The new extension area of the cemetery will be kept as a lawn cemetery and therefore, memorabilia on the grave other than the official headstones and funeral flowers, or wreaths, will not be permitted within the new cemetery extension. Bunches of flowers to commemorate birthdays, Mother's Day, Christmas etc. will be allowed but must be removed when the flowers have died. Any items found on the grave plots, that do not comply, the owner will be contacted to kindly remove them within a month. Failing to remove the items once requested to do so, Winchester City Council reserves the right to remove them and store them for a period of 3 months, after which they will be disposed of, and a charge will be placed on the grave plot.

Shrubs, trees, etc., planted on the grave are not permitted and the council reserves the right to remove them at any time.

The Council will not accept liability for the safekeeping of any wreaths, flowers, plants or any other objects placed in the cemeteries nor for any damage caused to memorials or monuments by winds, storm, inclement weather, vandalism or other factors outside of its control, anywhere within the cemetery both old and new.

Flowers and Funeral Wreath

Please note any flowers that have died and not removed within 4 weeks, the staff will dispose of them. Wreaths will be disposed of within 14 days after interment; however, this depends upon how well the flowers have lasted.

Waste and Litter

No person shall drop, throw, or otherwise deposit and leave in the cemeteries any wastepaper or refuse of any kind except in the litter bins provided that are located all around the cemetery.

Playing of loud music

Playing of any musical instrument, tape cassette player, compact disc player, radio, record player or any device used to generate and/or amplify sound, is not allowed within the cemetery. The playing of musical instruments as part of the funeral service is permissible with the prior approval of the Cemetery Manager.

Instruments are also permissible in the case of a Military Funeral Service or Military Memorial Service, with the permission of the Cemetery Manager.

Smoking

There is a total smoking ban in the cemetery near to any place where mourners are gathering or where any funeral or religious services are taking place and visitors must dispose of cigarette ends in a proper manner.

Photographing of Memorials

Consent from the council, prior to taking photographs or copies of any memorial must be obtained.

Admission of Dogs

Dogs must at all times, be kept on a lead in the cemetery both old and new, and owners are required to be considerate of the bereaved and other cemetery users and clean up after their dog.

Vehicles

Vehicles must park in the car park provided. Additional parking is available opposite the main entrance. People are discouraged from driving/parking on the grass and the maximum speed limit is 5 miles per hour throughout the cemetery.

General Maintenance

All grass cutting, leaf clearing, and upkeep of trees, shrubs, flowerbeds and hedges, the council or their contractor will carry out these works, at a frequency, determined by the council and by weather conditions. The council reserves all rights to disconnect the water supply to avoid freezing during the winter and during the summer months when there is a drought.

Exclusion of Removal of Persons from Cemetery

The council may at any time, exclude or arrange to remove any person from the cemeteries for breach of the regulations.

Selecting Grave Spaces (Not applicable to West Hill Cemetery, Cremation Area or the New Extension)

Within the old section of Magdalen Hill Cemetery, you can choose for a fee, a grave space of your choice depending on availability, at the time of arranging a burial only. However, the cremation area and in the new extension, all graves and cremation plots, will be allocated by the cemetery staff, on a strict rotation basis only.

Pre-Purchasing of a Grave Space

As of 1st February 2016, it will no longer be possible to offer pre-purchased grave plots anywhere at Magdalen Hill Cemetery, Winchester.

The cost of providing new cemeteries and the difficulties associated with gaining planning permission are such that it is essential we accommodate as many future burials as we can within the extension area, hence the need to change our procedure.

Opening of Graves

The written consent of the owner, for all re-opening of graves and cremation plots for a burial, must be in writing. The council will not authorise any re-opening with the consent of the owner.

Scattering of Cremated Remains

A certificate of cremation and permission from the council is required, to scatter cremated remains over a grave space, along with the owner's permission. An interment form will be required and submitted to the Council, if you wish to record the scattering of the ashes, please note there is a fee for administration.

Exhumations

After all interments, the body or cremated remains may not be removed from a burial or cremation plot, without the permission from the Ministry of Justice or the Consistory Court of the Diocese of Winchester, in some cases both, for exhumation required by law. The owner of the grave or cremation plot must also give permission. Original documents will be required for this purpose.

Exhumation from Un-consecrated Ground

All exhumations from un-consecrated ground only require permission from the Ministry of Justice.

Exhumation from Consecrated Ground

For all exhumations from consecrated ground will require both, permissions from the Ministry of Justice and the Consistory Court of the Diocese of Winchester.

Licence Conditions

The Ministry of Justice may prescribe specific actions, during the exhumation process. Exhumations will always take place early in the morning and in some cases will require the attendance of a local Environmental Health Officer.

Fees and Charges for Exhumations

It will be the responsibility of the person requiring the exhumation to apply for the exhumation and pay all fees for all requirements and to ensure that logistically the exhumation is carried out with due regard for the health and safety of all those involved, public decency and respect for the deceased.

All burial and cremated remains exhumed, must adhere to *The Local Authorities' Cemeteries Order 1977*.

EXCLUSIVE RIGHT OF BURIAL

Simple Un-purchased Graves

Simple Un-purchased graves are available for those requiring a burial but have no means to pay for a funeral, due to individual circumstances. When it is desired that the interment shall take place in an un-purchased grave, the notice of interment must be signed by:

- A near relative of the deceased, and/or
- Accompanied by a form of consent in writing signed by a near relation, or
- Accompanied by consent in writing signed by a person acting on behalf of the relatives of the deceased authorising the interment in an un-purchased grave.

The cemetery manager will determine the position of all new un-purchased graves. Relatives of the deceased have no rights to the grave, and only a simple plaque with dimensions of 400mm x 400mm may be placed on the grave. From 1st April 2013, Winchester City Council will not permit further interments within the grave space, unless the grave is purchased. This ruling does not apply to any burials that have already taken place in a simple un-purchased grave before this date.

Grant of Exclusive Right of Burial

The Council will grant on such terms and subject to such conditions as they feel fitting and upon payment of the appropriate fee or fees to any person aged eighteen or over, for a period of 35 years, the Exclusive Right of Burial in any purchased grave space. The full name and address of the person(s) to be registered as the owner thereof shall be supplied.

Exclusive right of Burial

The purchase of an Exclusive Right of Burial entitles the deed holder(s) the sole right to determine who is buried in the grave and whether a memorial can be erected on the grave only. The land that the grave occupies belongs to the Council which means the owner of the grave does not own the land only the right to bury someone and place a memorial upon the grave and therefore requires permission before any interment can take place or a memorial is placed on the grave. The council cannot be held responsible if due to factors outside its control the full number of interments cannot be achieved.

Change of address

The owner of Exclusive Right of Burial is responsible for informing the council of any change of address.

Transferring the Exclusive Right of Burial

The ownership of Exclusive Rights is an important legal matter. Ownership of Exclusive Rights may only be transferred in one of the following ways:

- i) The owner of the Exclusive Right of Burial may assign the Right of Burial to another person. A Form of Assignment shall be submitted to the Council and the Grant of Exclusive Right of Burial must be produced for endorsement by the Council.
- ii) Following the death of the grantee, the Exclusive Right of Burial in any grave space, walled grave or vault must be transferred and re-registered before the grave can be further re-opened or any stone or monument erected thereon or any existing stone or monument repaired, altered, or removed.
- iii) Transfer of ownership (as referred to above) can take place on production of any of the following relevant original documentation to Winchester City Council:

Please Note There is only one transfer fee per grave, even if the ownership is to be in more than one name.

Grant of Probate - normally granted to the executor(s) appointed in the will of the deceased person once the Will has been proven in court. Only a copy of the original 'sealed' Grant will be acceptable by Winchester City Council i.e. it must bear the embossed seal of the Court.

Grant of Letters of Administration – when a deceased dies intestate (i.e. without making a valid Will) the next of kin (or some other person with a sufficient interest) can apply to the Court to be made Administrator of the Estate. As with Grant of Probate, a copy of the original document must be produced to Winchester City Council bearing the embossed seal of the Court.

Statutory Declaration – this is a written statement by the next of kin declaring that they are the legal next of kin and that there is no one else who has an interest in the deceased estate, to be completed and witnessed by a Magistrate or Commissioner for Oaths. Normally used where no other official documents have been issued or applied for.

GRAVE MANAGEMENT

Preparation of Graves

All graves will be excavated, filled, and dressed only by persons employed by the council or approved contractors of the council. In cases where it is traditional for the families to fill the graves, we will allow a pile of soil and provide spades to put some soil in the grave with prior notice. Due to Health & safety reasons, we cannot allow any one to backfill the grave other than the contractors and the family and mourners must keep well away whilst this being done.

Plot sizes

Full size grave plots are approximately 7' x 3' and cremation plots are approximately 3' x 2' 6" and there must be a minimum of 1 foot between grave plots generally, with 3 feet between graves in certain areas to allow ease for maintenance and walkways.

Interment of Graves

In all graves there must be at least three feet of earth between the surface of the ground and the top of the last coffin and no coffin shall be buried in a grave in which an interment has already taken place unless the coffin containing the body is separated from any other coffin already placed and remaining in the grave by means of a layer of earth not less than six inches in thickness. No interred human remains shall be disturbed or any soil which is an offence be removed.

Each individual body, whether an adult or child, must be brought to the cemetery in a separate coffin, except where:

- (i) A mother has died in childbirth, in which case both the mother and child may be interred in the same coffin or
- (ii) Twins or multiple twins have died in childbirth, in which case the children may be interred in the same coffin.

Construction of Coffins and Caskets

Every deceased brought into the cemetery for interment shall be contained in a suitable coffin/casket. Traditional wooden coffins or ecologically friendly coffins can only be used.

Coffin Dimensions

The exact dimensions of the coffin shall be entered on the Notice of Interment. If the dimensions alter, the cemetery must be informed in writing to the City Offices, at least two working days prior to the burial.

Identification

To every coffin/casket must be attached some permanent form of identification marker bearing the full name of the deceased and their date of death. In the case of a stillborn child, the name of the child or that of the parents, indelibly affixed to the coffin.

Death from Infectious Disease

Where the funeral is of a person who has died of an infectious disease, the Notice of Interment must contain a statement to this effect.

Registers

A Register of all Burials shall be kept by the Cemetery Manager of the Cemeteries Department at Winchester City Council, where searches may be made during office hours with prior arrangement.

GENERAL INFORMATION FOR MEMORIALS

Memorials

All memorials erected in the cemeteries must have with the written consent of the owner and the Council.

Stone Ledgers

The council permits stone ledgers in the old part of the cemetery; however, the council does not permit them within the new extension of the cemetery.

Kerb Stones

The Council permits kerbs stones in the old part of the cemetery; however, the Council does not permit them within the new extension of the cemetery.

Footstones

All footstones must be placed at the foot of the grave and not exceed 7" high by 2'x6" wide (to a maximum of 3'). A footstone will not incur an additional charge when applied for with a headstone. If, however, later, a footstone is purchased after the original headstone, an additional fee will be charged to the applicant.

Memorial Headstones

All memorial headstones must not exceed 1400mm x 1000mm x 600mm or (approximately 4'8" x 3'4" x 2') base depth including plinth and must be placed at the head of the grave.

Memorials-Special Cremation Plots

Memorials are restricted to ground level plaques size 400mm x 400mm (15"x15" approximately) and a small vase not exceeding 200mm x 200mm x 200mm (no vase plates permitted) which must be placed immediately above the head of a plaque. Where no plaque is laid down, any vase should be placed at the head of the plot and line with other vases, which have been placed above plaques.

Memorials – simple Graves (Un-purchased – Magdalen Hill Cemetery only)

Memorials are restricted to ground level plaques size 400mm x 400mm (15"x15" approximately) and can be raised by 50mm (2" approximately). No other items are permitted on grave.

New Baby Section

Memorials are restricted to ground level plaques size 400mm x 400mm (15"x15" approximately) and can be raised by 50mm (2" approximately). No other items are permitted on grave.

Right to Erect Memorials

Memorials can only be erected on graves in respect of which the Exclusive Right of Burial has been purchased. The right to erect a memorial rest with the Exclusive Right deed holder only. No work must be carried out before the council has granted permission and the appropriate fee has been paid.

Position of Memorial

The position for headstones, monument and memorials shall be subject to the approval of the Cemetery Manager or Cemetery Officer.

Staking or lying flat of Memorials

The council reserves the right to stake up or lay flat any memorial deemed unsafe under Health & Safety Regulations and will write to the owner on record. There will be charge placed on the grave, of which the owner must pay, prior to any further interments or memorials being permitted to take place.

Photographs

A small photograph will be allowed on a memorial.

Winchester City Council

Burials and Cemeteries Information Sheet

This document sets out details of the City Council's Cemeteries and outlines the procedures and options for burial.

Simple (un-purchased) Grave

A "Simple" or "un-purchased" grave allows the burial of a single coffin or cremation casket only. Burial is at a single depth (4'6" for a coffin, 2' for a cremation casket). No further burials in the plot are allowed. Memorials are not permitted on Simple Graves, although a plaque (400mm x 400mm) is allowed subject to application and payment of an additional fee.

The Simple Grave is the least expensive option for burial in the council's cemeteries. Fees depend on the age of the deceased and whether or the deceased resided within the Old Town boundary (see "Fees" below).

Exclusive Right of Burial

Right of Burial is the grant by the Council of burial rights in a specific plot or grave space. However, the cemetery and the graves within it remain in the ownership of the City Council.

Following receipt of an application form and the appropriate fee, the grant of Exclusive Rights of Burial is documented by the council issuing a "Grant" to the applicant. This should be retained as evidence of the burial rights.

Exclusive Rights of Burial allow burial of up to two coffins, and six cremation caskets, in a single plot, for a specific period (see "Duration of Exclusive Rights of Burial" below).

The following tables show the rights that can be purchased, and what entitlements are available under these rights.

Simple Grave for new Burials as of April 1st, 2013

Type of Grave	Burial of Coffin at 6'	Burial of second Coffin at 4'6"	Burial of up to six cremation caskets at 2'	Installation of a Memorial Headstone	Additional Inscription / Replacement Headstone
1. Simple (Un-purchased) Grave (single Depth 4'6")	No	One coffin only	No	No (Plaque only)	No

Exclusive Right of Burial Grave as of April 1st, 2013

Type of Grave	Burial of Coffin at 6'	Burial of second Coffin at 4'6"	Burial of up to six cremation caskets at 2'	Installation of Memorial Headstone	Additional Inscription / Replacement Headstone
2. Exclusive Right of Burial (Double depth 6')	Within 35 years of Grant	Within 35 years of Grant	Within 35 years of Grant	Within 35 years of Grant subject to obtaining a separate memorial grant	Within 35 years of Grant subject to obtaining a separate memorial grant
3. Exclusive Right of Burial (Single Depth 4'6")	No	One coffin only within 35 years of Grant	within 35 years of Grant	within 35 years of Grant subject to obtaining a separate memorial grant	within 35 years of Grant subject to obtaining a separate memorial grant

Memorials

Memorials (Headstones) can only be installed on graves, which have a Grant of an Exclusive Right of Burial.

As well as a Grant of an Exclusive Right of Burial, a Grant of Memorial Rights must also be issued by the council before the memorial is installed.

Fees for the Grant of Memorial Rights are for the council's permit and do not cover the cost of the memorial/headstone itself which must be constructed and installed by a BRAMM or NAMM qualified monument mason. The mason's costs must be paid direct to the mason, unless the mason has an account with the council, otherwise, it is not the responsibility of the council.

Duration of Exclusive Rights of Burial and Memorials

Burial and Memorial Rights are granted for a fixed period. Currently, the Council offers Grants for 35 years. During this period, memorials can be placed on the grave and burials can take place (as shown in the table above).

After the period has expired and unless the period has been extended (see above)

- No further burials by the owner of the rights can take place in the grave.
- The Council can remove any memorial or headstone on the grave.
- This will not affect the deceased in the grave, the deceased will remain in the ground

Extension of Exclusive Rights of Burial

The period of 35 years has been chosen to ensure that the Cemetery is managed in the most efficient way possible. The council will contact the owner towards the end of the 35-year period, to ask if they wish to extend the Rights. At present there are no fees for this, as the decision to change to 35 years was only introduced in 2012. However, the council is not obliged to extend the rights period but will consider the application in the light of its policy, and management considerations, which are relevant at that time.

MISCELLANEOUS REGULATIONS

Loss or Damage

All persons entering the cemeteries do so at their own risk and the council will not accept any liability for injuries or damage sustained for any reason whatsoever.

The council shall not be held responsible for the safekeeping of any wreaths, flowers, plants, or any other objects placed in the cemeteries nor for any damage caused to memorials or monuments by winds, storm, inclement weather, vandalism, or other factors outside of its control.

Alterations to all regulations and procedures

The council reserves the right from time to time to make any alterations or additions to these regulations and procedures, as necessary. The council's ruling on these regulations shall be final.

Revocation

Any rules or regulations previously in force in respect of the Cemeteries are hereby revoked.