

BEREAVEMENT SERVICES



Cemeteries and Crematorium Rules and Procedures

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RULES AND PROCEDURES 2004

1. Legislation

Ipswich Borough Council has produced this document as a guide to its policies practices and procedures in the cemeteries and crematoria, which it provides.

Much of the guide is based on the statutory provisions. Paragraphs, which come from these provisions, are marked with an asterisk. Where paragraphs come from the statutory provisions, the Council has tried to simplify language to make the provisions easier to understand, but of course the law will prevail.

Other paragraphs are not based on the detailed statutory provisions. Instead they set out how the Council will exercise its general power to manage the cemetery and crematorium. Everyone is expected to follow this policy and any rights of burial etc are sold subject to whatever policies and procedures, which are from time to time in force.

The legislation that some of the rules are based upon includes the following:

Cremation Acts 1902 and 1952

Open Spaces Act 1906, applied by the Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970

Births and Death Registration Act 1926

SR & O 1930/1016

The Local Government Act 1972

Health and Safety at Work etc Act 1974

The Local Authorities Cemeteries Order 1977 SI 1977/204

Public Health (Control of Disease) Act 1984

Registration of Births and Deaths Regulations 1987 SI 1987/2088

Environmental Protection Act 1990

2. Interpretation

In these rules and procedures the following expressions have the meanings hereby assigned to them.

‘Council’ means the Council of the Borough of Ipswich

‘Cemetery’ means any burial ground of cemetery for the time being, owned, provided, maintained or hereafter provided by the Council

‘Manager’ means the person for the time being appointed by the Council to be in charge of the cemeteries and crematorium, also means the person with responsibility when ‘cemeteries office or staff’ is mentioned

‘Crematorium’ means any building for the time being, owned, provided, maintained or hereafter provided by the Council for the purpose of completing cremations and associated services and shall include everything incidental or ancillary thereto

‘Memorial’ means an authorised monument placed at the head of a grave or upon a plot used for the burial of remains

‘Memorabilia’ any item left at or near the grave or niche that is not the authorised monument eg toys, chimes, photos etc.

‘Funeral Arranger’ means the person or business, ie funeral director, taking the lead role in arranging the funeral.

SECTION 1 - CEMETERIES

Notice of Burial

1. The Cemeteries office should be contacted to determine the availability of any time or date proposed for burial.
2. Instructions will be accepted by phone or fax in advance, however, instructions must be confirmed on the proper Notice of Burial **two** clear days before the date fixed for burial in line with 3 below.
3. Notice of Burial must be given **two** full working days before the date fixed for burial.
4. A written Notice of Burial shall be forwarded to the Cemeteries Office on the form provided by the Council. Responsibility for error on the form shall rest with the person giving notice.
5. Notice of Burial can be given directly to the Cemeteries Office during opening times, which are detailed on page 14 of this document, sent by ordinary post, or posted in the supplied box, located externally by the entrance gates, when the office is closed. Papers placed in this box must be contained within a sealed envelope and shall remain the responsibility of the deliverer until such time as removed from the box by an authorised member of the Cemeteries office staff.
6. The Council will not accept responsibility for any error or delay consequent to any Notice being sent by post.
7. The Notice of Burial must give the accurate and exact outside dimensions of the coffin to be used for burial, inclusive of handles and other ornamentation. Present standard coffin sizes for graves are 6' 11" (308cm) long x 2' 6" (75cm) wide. Proposals to use a coffin exceeding these sizes must be referred in the first instance to the cemeteries office for individual advice.*
8. Burial fees and charges become due on giving a Notice of Burial and such fees and charges may be varied from time to time by the Council. *

Burial

9. No burial may take place until a Registrar's Certificate for Disposal, or where an inquest has been held, a Coroner's Order for Burial, has been duly issued.*
10. The Certificate or Order should be received by the Cemeteries Office without delay and no later than two full working days prior to the burial. Where a Certificate or Order has been issued, but is not immediately available, then a declaration in the prescribed form must be completed before the burial may proceed. *
11. Burials normally may take place Monday to Friday between the hours of 9.00am - 3.00pm, if using the Old Cemetery church, or 3.30pm where the service is direct to grave, subject to seasonal change of working hours. Attempts will be made, where possible, to notify funeral arrangers of any such changes in advance.
12. The time arranged for the burial service is the time for when the funeral cortege should be at the appropriate cemetery.
13. The Council reserves the right to make some times unavailable to allow for staff training etc.
14. No burial will be permitted on Saturdays, Sundays or Public Holidays, other than which in the opinion of the Cemeteries Office is of extreme urgency for reasons of public health.
15. Funeral arrangers shall come under the direction of the cemeteries staff immediately on entering the cemetery grounds.
16. Funeral arrangers must provide sufficient bearers for carrying and lowering coffins into graves.
17. Under no circumstances may a vehicle carrying a coffin be left unattended within the cemetery grounds.
18. Funeral arrangers, for the purpose of health and safety requirements, must also arrange, where necessary, for memorials and associated fixings, plinths and landings to be removed from the cemetery to allow graves to be reopened.*
19. Responsibility for any memorial removed in error will remain with the funeral arranger at whose expense reinstatement will be carried out to the satisfaction of the grave owner.
20. Reinstatement of headstone memorials following interment is not permitted for a period of six months and it is recommended that nine months be allowed to pass. After this time the instruction of the grave owner to the funeral arranger or monumental mason may be carried out. Reinstatement of kerb sets and monuments following interment is not permitted for a period of twelve months.

Graves, including cremated remains plots

21. The selection of graves in the Old and New Cemeteries will be subject to the consent and approval of the Cemeteries Office.
22. Graves in the Lawn and Millennium cemetery will be selected in accordance with the Council's scheme for systematic burials.
23. Burials will take place in every grave space consecutively, if soil permits, until the whole area has been appropriated.
24. No body shall be buried in a grave unless contained in a coffin bearing a non-perishable nameplate, which gives details regarding the name of the deceased and date of death.*
25. All coffins presented for burial must be constructed of a perishable nature. The use of lead, zinc linings etc is strictly prohibited.*
26. All graves within the cemeteries will be excavated, without exception, by authorised staff or contractors of the Council. A grave may not be excavated to a depth greater than that instructed by the Cemeteries office.
27. All lawn style graves in the cemeteries will be levelled and turfed in full rows after a minimum of six months from the date of the last interment in that row or in part rows for areas of low usage.
28. Traditional style graves in the cemeteries may be levelled and turfed at the request and expense of the owner(s) of the grave unless the grave is that of a public burial.
29. The Council following the interment of the remains will cover cremated plots with stone chippings. Any other style of chippings or flora is not permitted and the Council has the right to remove any unauthorised covering.
30. No trees, shrubs, plants, flowers or memorabilia may be grown or placed on any grave in the lawn style cemeteries. However, as an interim measure to keep the grave tidy and pleasant looking, the placing of bedding plants will be permitted for the period between burial and the final turfing on the understanding these will be removed, and disposed of, by authorised Council staff or contractors, at the time of turfing if items have not been removed by the family within this time. Memorabilia exemptions are detailed in Reg 69. Fencing of any height or style is strictly prohibited. The Council reserves the right to remove any unauthorised item.*
31. No trees, shrubs, plants or flowers more than 2'6" high may be planted or grown, or placed, on any non-lawn garden grave. Unauthorised fencing, of any height or style, is strictly prohibited. The Council reserves the right to have such flora, fencing or memorabilia removed, cut, lopped or pruned. Memorabilia exemptions are detailed in Para 69.
32. No trees, shrubs, plants or flowers may be grown or placed on cremated remains plots, with the exception of flowers being placed in integral pots. Unauthorised fencing, of any height or style, is strictly prohibited. The Council reserves the right to have such flora, fencing or memorabilia removed, cut, lopped or pruned. Memorabilia exemptions are detailed in Para 69.

Vaults

33. No vaults, other than those already constructed, will be allowed in any cemetery and any existing vaults will continue to be the responsibility and liability of the owners.

Grants of Exclusive Rights of Burial

34. The Council may grant, subject to the payment of the appropriate fee, the Exclusive Right of Burial in respect of private graves.*
35. The ownership of the ground does not, at any time, pass from the control of the Council.*
36. By proper application, and payment of the appropriate fee, the Right to erect a memorial will be granted to the Rightful Owner.*
37. The grantee shall be given Grant for the Right of Burial, and provided with a Deed, the details of which will be recorded in a register held at the Cemeteries office.*
38. Before the reopening of a purchased grave the ownership for the Exclusive Right of Burial must be proven.*
39. Where the burial is not of the registered owner of the Right, the written consent to the opening of the grave must be made by the owner on the form provided by the Council.*

40. No body shall be buried, nor cremated remains scattered onto or buried in a purchased grave until the consent of the owner of the exclusive right of burial is obtained or a transfer of Rights has been registered, except for the burial of the grave owner in which instance no consent is required.*
41. The Grant for the Right of Burial shall be considered as the personal estate of the grantee and as such may be assigned in their lifetime, or bequeathed by Will. Every such assignment or Probate of Will etc should be produced to the Council, together with the appropriate fee, for the transfer to be duly registered.*
42. Irrespective of the Rights of Burial being granted in a grave space or the number of burials for which the Grant was obtained, no grave will be excavated or body buried therein, which would contravene Part 1 of the second schedule to the Local Authorities Cemeteries Order 1977, attached as Appendix 1*

Memorials – General

43. No form of memorial shall be erected or placed upon a grave, unless the Right of Burial has been purchased and proper application for permission to erect a memorial has been made by the registered owner and duly approved.*
44. A written application for permission to erect a memorial, at which time the appropriate fee is due, shall be given to the Cemeteries Office on the form provided by the Council and responsibility for error therein shall rest with the person completing the form.*
45. Such applications shall include a clear sketch or illustration of the memorial, showing foundations, dimensions, type of stone or material and method of fixing, together with a copy of the proposed inscription for approval by the Cemeteries Office.
46. The Council reserves the right to refuse to allow the placing of an inscription upon any memorial if, in the Council's opinion, such an inscription is libellous, inaccurate or likely to cause offence to any person or body of persons.
47. Any memorial erected without written approval of the Cemeteries Office will be classed as unauthorised, and will be subject to removal and storage until such time as a proper application is made and approved. A fee will be charged in respect of the removal and storage in addition to the appropriate erection fee.*
48. All masons must have at least one person on site that has been registered, or is in the process of being registered, as soon as the National Association of Monumental Masons (NAMM), can practicably register them, to the National Register of Associated Monumental Masons or any successor body, while such a register exists.*
49. All contractors, including masons and memorial cleaning businesses, carrying out any work to a memorial on any cemetery will be required to notify the Cemeteries Office of their arrival and sign the 'Contractors on site' visitors book held at the Cemetery Lane office, contractors are required to provide details of their name, company, proposed location of work along and any other relevant information requested.
50. No masonry, or business cleaning work, is permitted on Saturdays, Sundays or public holidays, other than that which in the opinion of the Cemeteries office is of extreme urgency for reasons of public safety.
51. All memorials will be inspected following their fixing by the person authorised by the Council. If any discrepancies to the original application, or incorrect positioning or siting, or unsuitable method of fixing are found then this shall be notified in writing to the mason completing the work and to the grave owner.*
52. The letter will specify what needs to be done to remedy the problem and any corrective and or remedial work must be completed to the satisfaction of the Council within 14 days of the written notification.
53. Failure to respond to any such request will result in a further notification to the grave owner advising of the Council's intention to remove and store the memorial awaiting the corrective or remedial works. Such removal and storage will be subject to the charging of appropriate fees, payment of which will be held to be the responsibility of the mason carrying out the installation, and not the grave owner for whom they have acted.*
54. The fees payable to the Council for the erection of memorials and the placing of inscriptions are set out in the Cemeteries and Crematorium Table of Fees and Charges and may be varied from time to time by the Council.*
55. All memorials when completed shall remain at the sole risk of the owner at all times. The Council accepts no responsibility for any damage that may occur to memorials.

56. On the back of the headstone, close to the base of each memorial the mason's name and number of the grave shall be clearly cut and painted in letters and numerals not exceeding 25mm (1") in height and an anchor symbol where a ground anchor has been fitted.
57. Each memorial shall have a foundation that conforms to the standard set by NAMM, this standard will be made available via the Cemeteries Office.*
58. All foundations, fixings and removal of memorials will be executed under the control of the Cemeteries Office and any damage caused to walls, fences, ground or planted areas in the course of any works executed by persons, other than employees of the Council, shall be repaired or renewed by such persons to the satisfaction of the cemeteries staff.
59. All rubbish, refuse, stone or other surplus and waste materials, including kerb foundations, arising from the erection, removal, repair, alteration or cleaning of any memorial must be removed from the cemetery by the mason or person who has carried out the work.
60. Mats, planks, boards or canvas must be used to preserve the grass or roads and paths from injury during such works.
61. No hewing or dressing of stone will be permitted within the cemetery.
62. Each memorial must be kept in good repair by, or for the owner, and at the expense of the owner.
63. Neglected or dangerous memorials may be removed, repositioned, marked, cordoned off, or laid flat by the Council if the owner, after being advised where practicable, fails to have the necessary repair works carried out. Any memorial so removed shall become the property of the Council to dispose of as they see fit.*
64. If the owner cannot be traced after reasonable enquiry the Council may instead serve notice by displaying the notice in a conspicuous place in the cemetery and publish a notice for two consecutive weeks in one or more newspapers circulation in their area. The notice will then have the effect as if it had been served on the owner, on the first date of its publication.*

Memorials – Type

65. All memorials must conform to, and be fixed in line with, or equivalent to, NAMM standards.*
66. Flower vases must be securely fixed to the base and form an integral part of the overall memorial.
67. Free standing flower vases are not permitted.
68. Cremation plots will be maintained by the Council's workforce. It must be noted that the presence of memorabilia may hinder the effectiveness of such maintenance as the Council workforce will not move and are not authorised to move any items of memorabilia that comply with the Council's Rules and Procedure document.
69. Erection fees are calculated on the size and type of memorial to be erected and are shown in the Cemetery and Crematorium Table of Fees and Charges which are subject to change from time to time.*

Memorabilia

70. Memorabilia must not exceed the height of the memorial. All memorabilia remains the responsibility of the person who placed it there and Ipswich Borough Council does not accept any responsibility for damage howsoever caused.
71. Memorabilia from one plot must not, in any way, interfere or encroach on to a neighbouring plot.
72. Memorabilia must not be placed in any public area or area that requires grounds maintenance or similar eg trees, bushes, rose gardens, lawns etc. The Council reserves the right to remove and dispose of any memorabilia placed in any public area without reference to the person who placed them.

SECTION 2 - CREMATORIUM

1. A preliminary booking for a cremation must be made in advance of the proposed service by telephone, or in person, to the Cemeteries Office during normal working hours and prior to the conditions set out in Para 73.
2. A 'Particulars for Cremation' form, provided by the Council, must confirm such preliminary bookings and be passed to the Cemeteries Office for each cremation, Responsibility for any error therein shall rest with the person who has completed this form, and any subsequent changes must be made in writing.
3. All statutory cremation forms, together with the Certificate of Disposal as issued by the Registrar of Births and Deaths, or the Coroners Order for Cremation, must be received by the Cemeteries Office no later than 8.30am on the day preceding the cremation date. Any subsequent changes must be made in writing.
4. No cremation shall be allowed to take place unless the death has been properly registered or certified, and the correct statutory forms have been submitted and duly authorised by the Medical Referee or their Deputy.*
5. As it is unlawful to cremate without the required authorisation the cremation will be postponed or cancelled subject to any necessary investigations required by the Medical Referee.*
6. Cremation fees and charges become due on giving a written 'Particulars for Cremation' form and the Council may vary such fees and charges from time to time.*
7. Service times are pre-scheduled in both the North and West Chapels and the time booked for the cremation is the time at which the funeral cortege should arrive at the designated chapel.
8. In the event of a cortege arriving too late for the pre-arranged service time, they will be required to wait until they can be accommodated, in either chapel, without interfering with the following service.
9. No cremation will be permitted on Saturdays, Sundays or public holidays, other than that which in the opinion of the Cemeteries Office is of extreme urgency for reasons of public health.
10. It is the responsibility of the relatives of the deceased, or their personal representatives, to make all necessary arrangements to secure the services of a Minister of Religion or civil person and organist, if required, for the cremation service.
11. Funeral arrangers shall provide sufficient bearers to convey the coffin reverently into the chapel.
12. Funeral arrangers are to supply any pre-recorded music, either on tape or disc at least 48 hours prior to the service, clearly marked with all relevant information. The funeral arranger should request for the discs and tapes to be checked for compatibility early enough prior to a service to allow the crematorium staff enough time to advise the funeral arranger of any problems.
13. Where possible a single piece of music only should be recorded on each disc or tape.
14. Should a fault occur during the service the Council accepts no responsibility for misplaying or damage.
15. Should a faulty disc or tape provided by the funeral arranger damage the chapel music system, in any way or for any reason, they will be liable to compensate the Council for the cost of repair or replacement.
16. Under no circumstances may a hearse carrying a coffin be left unattended at the crematorium.

Coffins

17. All coffins must bear adequate particulars as to the identity of the deceased person therein and must be accessible for inspection by the cemeteries staff.*
18. A coffin should not exceed the dimensions and weight as specified by the Cemeteries Office. The measurements are inclusive of handles and other ornamentation fitted to the coffin. The present dimensions are 220cm/86.5" [L] x 76cm/30" (W) x 68cm/26.75" (D) and 175kg/27.5 stone in weight including the coffin etc, but may be subject to change, in such an event changes will be confirmed in writing.*
19. Under no circumstance will a coffin exceeding the above sizes or weight be accepted at Ipswich Crematorium and responsibility for any such coffin and its subsequent cremation will remain with the funeral arranger.*

20. The crematorium chapels may be booked for a service only. This will be classed as a 'memorial service' in respect of fees and charges due.

Construction

21. The coffin must be made of wood or other suitable combustible material that will not emit dark smoke, give off toxic gases, or leave any retardant smears or residue after final reduction.*
22. No metal furnishings or fittings shall be used. In the event of a coffin arriving with such fittings the Council will refuse to allow the cremation or service to proceed until the funeral arranger has removed them.*
23. Hardwood plugs should be used wherever possible and only a minimum amount of nails or screws of a ferrous metal used in construction.
24. Crosspieces are not to be attached to the bottom of the coffin, but if it is required to strengthen the bottom of a coffin, wooden strips may be attached lengthwise.
25. No pitch, rubber, polystyrene, or non-ferrous metal may be used in the construction of the coffin.
26. The use of sawdust or cotton wool for lining should be avoided.

Cremation Process

27. Rings or other items of personal jewellery required to be kept, must be removed from the body before arrival at the crematorium. Under no circumstances, except for any lawful purpose, will the Council allow the re-opening of a coffin after the responsibility of the coffin has been passed to them, ie placed upon the catafalque within the chapel.
28. Such items, if not destroyed in the cremation process, will be buried or disposed of in accordance with the directions of the Cemeteries Office.
29. Interference with the coffin and its contents is strictly prohibited. A body shall not be removed from the crematorium after the committal service, except for any lawful purpose by order of the coroner or a senior police officer.
30. No person will be allowed to enter the crematory without permission of the cemeteries staff. Prior permission, of at least one cemeteries staff must be obtained where the representatives of the deceased person express a desire to witness the charging of a coffin into the cremator.
31. Permission will be for the viewing only of this process, within the transfer chamber, and at a distance as felt safe and appropriate by the person in charge of the cremation. Under no circumstances will the representatives be allowed to take part in the actual charging procedure.

Cremated Remains

32. Each individual set of cremated remains will be reduced and placed in a container to await the wishes of the applicant regarding its final disposal.
33. Cremated remains to be buried in an earthen grave or cremation plot must be contained in a casket of a perishable nature bearing the name of the deceased person therein.
34. Cremated remains required to be taken away for disposal elsewhere will only be released to the applicant for the cremation or other person as the applicant may authorise, in writing to the Cemeteries office, in either case proof of identity will be requested.*
35. The temporary deposit of cremated remains will be permitted, where specifically requested, for a period not exceeding three months, for which a charge will be made after the initial seven days.
36. In respect of any set of cremated remains left at the crematorium and not removed by the end of the three month period, two weeks notice will be given to the applicant for cremation, after which the cremated remains may be reverently and permanently scattered in the grounds allocated for that purpose.*

Floral tributes

37. Wreaths and floral tributes may be left at the crematorium in the space designated by the 'In Remembrance' card provided and placed by the crematorium staff.

38. The card and holder should not be removed or placed elsewhere without the express permission of a member of the crematorium staff.
39. At the expiry of one week, any tributes remaining will be removed and disposed of by the Council.
40. Responsibility for the removal of tribute cards remains with the relatives of the deceased or their representatives.
41. The Council will not accept responsibility for any tribute removed or otherwise damaged by persons not in the employment of the Council.
42. Funeral arrangers should make every attempt to clear the condolence area as soon as possible after a service, in order to accommodate mourners from the following service.

Temple of Remembrance

43. Entries written in the Book of Remembrance may only be completed by the persons authorised by the Council to do so.
44. The Council reserves the right to alter or refuse any entry it considers libellous or likely to cause offence to any person or body of persons.
45. All letter cutting on panels, tablets and niches will be carried out by the Council's stonemason or other person authorised by the Council.*
46. The position of any temple memorial will be agreed with the new owner and shall remain in the designated position as agreed and shown on plans held in the Cemeteries office.
47. Following the expiry of the lease period for any temple memorial the registered owner will be advised in writing of the costs of renewal, using details of the address held within the memorial registers.
48. If the registered owner cannot be traced after reasonable enquiry the Council may instead serve notice by displaying the notice in a conspicuous place within the Temple of Remembrance and/or in the local press and/or Council publications, for a period of six months from the date of the expiry.*
49. If the registered owner does not wish to renew, or if due notice has been served where a registered owner cannot be traced, all rights will cease and any inscription will be removed with the temple memorial being returned to stock for resale. With regards to niches, the ashes will be placed reverently within the Garden of Rest and the casket disposed of.*
50. Vases are supplied by the Council for the placing of fresh flowers within the Temple of Remembrance and must not be removed from the temple for external or other uses.
51. Private vases are permitted, if agreed to be suitable by the Cemeteries Office, although are used entirely at the owners risk. The Council does not accept any liability for loss or damage or any responsibility for the cleaning of private vases.
52. No wreaths or tributes, requiring water for survival, may be placed directly onto the Temple of Remembrance floor. The Council reserves the right to remove and dispose of any found, without reference to the person who has placed them.*
53. Seasonal tributes such as holly wreaths may be placed close to the Temple of Remembrance entrance so long as they are not causing a safety hazard to other visitors. The Council reserves the right to reposition any wreath felt to have been left in an unsuitable location.*
54. Under no circumstances are such seasonal tributes to be placed within the Temple of Remembrance and Cemeteries staff will remove any so placed.
55. Seasonal tributes and holly wreaths still in place during the first week in February will be collected and disposed of by the authorised contractors employed by the Council.

SECTION 3 - GENERAL

Conduct and Management

56. No person shall wilfully create any disturbance, commit any nuisance, interfere with any service, grave, vault, tombstone or within the cemeteries or crematorium land or buildings.*
57. Any person creating a nuisance, or disturbance or interfering with a burial or cremation service will be requested to leave the cemetery or crematorium by a member of the cemeteries staff or removed by a person authorised to do so, ie a police officer, following notification from the Cemeteries Office, and will be guilty of an offence.*
58. No person other than a council officer or person authorised by the Council to do so, shall enter or remain in any cemetery, at any hour when it is closed to the public.*
59. The Cemeteries Office may refuse the admission of any vehicle or animal, or may require the removal of any vehicle or animal from the cemeteries.
60. All persons admitted to the cemeteries must conduct themselves in a quiet, orderly manner and will be subject to the orders and control of the Cemeteries Office.
61. Dogs that are admitted must at all times be kept on a short lead and kept off graves. Dog owners or the person in charge of a dog must clear up all dog faeces deposited by the dog in their charge whilst in the cemetery. Failure to clear up will result in action being taken under the Dogs (Fouling of Land) Act 1996.*
62. The Council reserves the right of passage over all graves and to have any grave temporarily covered whilst carrying out excavations. Such coverings may comprise of a boxed platform, or similar, onto which excavated soil may be placed prior to a burial in an adjacent grave.
63. The Council reserves the right to have an excavated grave temporarily covered before and immediately following a burial service to ensure the safety of the funeral party and other visitors to the cemeteries.
64. Persons authorised by the Council will normally carry out the back filling of any grave. However, in the event that relatives and friends wishing to do so, permission must be sought from the Cemeteries Office and the back filling must be carried out under the direction of a member of cemeteries staff or other authorised person.
65. The Council reserves the right not to accept or rely on any written material or information that is supplied to the Cemeteries Office and is not clear and/or legible.

Fees and Charges

66. Fees and charges are set out in the Council's current Table of Fees and Charges and may be varied from time to time by the Council.*
67. A current copy of the Council's Fees and Charges, in respect of the cemeteries and crematorium, may be inspected at the Cemeteries Office during normal office hours.*

Paperwork

68. All applications for burial, cremation or memorial services must be submitted on forms headed with the name of, and supplied by Ipswich Borough Council.

The Council may at any time vary, alter or revoke any of the foregoing Rules and Procedures.

APPENDICES

APPENDIX 1 - EXTRACT FROM THE LOCAL AUTHORITIES CEMETERIES ORDER 1997

Schedule 2, Part 1 - Exercise of Rights

1. No burial shall take place, no cremated human remains shall be scattered and no tombstone or other memorial shall be placed in a Cemetery, and no additional inscription shall be made on a tombstone, or other memorial, without the permission of the officer appointed for that purpose by the burial authority.
2. 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 burial authority may, where they consider the soil to be of suitable character, permit a coffin made of perishable material to be placed not less than two feet (60.96 cm) below the level of any ground adjoining the grave.
3. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth no less than six inches (15.24 cm) thick.
4. When any grave is reopened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove therefrom any soil that is offensive.
5. Every walled grave or vault shall be properly constructed of suitable material.
6. Within 24 hours of any burial in a walled grave or vault, the coffin shall be:
 - a) embedded in concrete, and covered with a layer of concrete not less than six inches thick; or
 - b) enclosed in a separate cell or compartment of brick, slate stone flagging or precast concrete slab of a 1:2:4 mix, in any case not less than two inches thick, in such a manner as to prevent, as far as may be practicable, the escape of any noxious gas from the interior of the cell or compartment.
7. Any person to whose order a body is buried in a grave in respect of which an exclusive right of burial has been granted shall, as soon as is may be convenient after the subsidence of the earth has been completed, cause the surface of the grave to be covered with any tombstone or other memorial in respect of which a right has been granted by the burial authority or any predecessor of theirs, or with fresh turf, or, where the burial authority permit, with such flowering or other plants, or in such other manner, as may be permitted.

APPENDIX 2

1. Lawn Style Graves Lawn Style Graves (Lawn & Millennium Cemeteries)

Memorial kerbs, landings, flatstones, chippings and enclosures of any sort are strictly prohibited. No memorial will be allowed that is larger than the maximum measurements stated below.

Secondary bases must be calculated in the overall height of all memorials. All memorials must be securely fixed to their base using stainless steel dowels as per NAMM recommendations.

Adult Grave

Maximum height of headstone, 3 feet 6 inches. **Maximum width** 3 feet.

(Thickness of headstone – dependant on height/ type of stone - see NAMM recommendations)

Maximum size of base, 3 feet wide, 1 foot deep and 5 inches in thickness.

Childs/Babies Grave

Maximum height of headstone 2 feet 6 inches. **Maximum width** 2 feet.

(Thickness of headstone – dependant on height/ type of stone – see NAMM recommendations)

Maximum size of base, 2 feet wide, 1 foot deep and 5 inches in thickness.

Foundations

For memorials on **adult** and **children's** graves the foundation will be 3 feet wide by 3 inches thick and a minimum of 18 inches in depth.

For **babies** graves the foundation will be 2 feet 6 inches wide by 3 inches thick and a **minimum** of 18 inches deep.

2. Traditional Style Graves (Old, New & Millennium Cemeteries)

Headstones, crosses, landings, sloping tablets, chippings, kerbsets or other enclosures may be placed on traditional style graves. Monuments not exceeding 10 feet in height may be erected.

Adult/Child Grave

Maximum size of kerbset, 6 feet 3 inches in length, 2 feet 6 inches in width and a minimum of 3 inches thickness. Where a headstone forms an integral part of a kerb set this must be securely fixed and doweled to the landing using stainless steel dowels – as per NAMM recommendations.

Babies Grave

Maximum size of kerbset, 4 feet in length by 2 feet in width and a minimum of 3 inches thickness (2" thickness if integral memorial is under 24" in height).

Landing/Foundations

Maximum size for adult/child grave, 6 feet 9 inches in length, 3 feet in width and a minimum of 3 inches thickness. A suitable one-piece foundation must be used as per NAMM recommendations.

Maximum size for babies grave, 4 feet 2 inches in length, 2 feet 2 inches in width and a minimum of 3 inches thick.

For headstones/monuments over 6 feet high – applications inspected on an individual basis following consultation with NAMM.

3. Cremation Plots (Old, New & Millennium Cemeteries)

Maximum overall height of memorial, 20 inches. Width 15 inches.

(Thickness of headstone – dependant on height/type of stone – see NAMM recommendations)

Where there is a front and back row plot, the maximum height for a front row memorial is 12 inches and for a back row 20 inches.

Maximum size of base, 15 inches square 4 inches in thickness (minimum 2 inches thickness)

Foundation

18 inches square by 2 inches thickness.

4. General information

Book style memorials must be doweled on all parts using stainless steel dowels.

A suitable ground anchor system must be used for all memorials over 20 inches in height.

Any memorial removed for an additional inscription must be replaced using a ground anchor system and the correct foundation size.

Contact details

Ipswich Borough Council
Bereavement Services
The Cemetery Office, 10 Cemetery Lane
Ipswich Suffolk IP4 2TQ
t: 01473 433580
f: 01473 433588

Opening hours

Monday – Thursday* 8.30am – 4.45pm

Friday 8.30am – 4.30pm

*(Closed Wednesday mornings between 8.30 – 9.30 for staff training)