

# THORNEY PARISH COUNCIL (THORNEY BURIAL AUTHORITY) CEMETERY REGULATION AND FEES- FEBRUARY 2026

## 1 Legislation: Local Authorities Cemeteries Order 1977

### 1.1 Conduct within cemetery grounds

All persons shall conduct themselves in a decent, quiet and orderly manner and are advised of these provisions in the Local Authorities Cemeteries Order 1977.

- No person shall:
  - Wilfully create any disturbance in a cemetery
  - Commit any nuisance in a cemetery
  - Wilfully interfere with any burial taking place in a cemetery
  - Wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any such grave
  - Play at any game or sport or other activity in the cemetery

See [Article 18 of the Local Authorities Cemeteries Order 1977](#)

- Any person who commits any offence within Cemetery grounds will incur liability, upon conviction, to applicable penalties under relevant burial, criminal, civil and bye-laws. See [Article 19 of the Local Authorities Cemeteries Order 1977](#)
- No burial shall take place and no monument or memorial shall be placed in the Cemeteries without the prior consent of the Council. See [Article 10 of the Local Authorities Cemeteries Order 1977](#)
- The use of a camera, video or filming of any kind cannot be undertaken in the Council's Cemeteries without the prior consent of the Council and, where applicable, the holder of the deed of Exclusive Right of Burial<sup>1</sup>.

### 1.2 The exclusive right of burial

If a grave is purchased at the time of the interment, on payment of the appropriate fee and completion of the relevant form including the signature of the proposed owner, the right is granted for a period of 25 years and the Clerk shall provide the purchaser with a grave deed as proof of ownership. See [Article 10\(2\) of the Local Authorities Cemeteries Order 1977](#)

The Exclusive Right of Burial entitles the deed holder to determine who is buried in the grave and whether a memorial can be erected on the grave (subject to approval and payment of relevant fees). See [Article 10\(1\)\(C\) of the Local Authorities Cemeteries Order 1977](#)

Where the deed of exclusive right of burial is not available, the registered grave owner or executor shall indemnify the Council in writing against any future claim which may be brought against the Council for permitting the use of the grave. See [Article 10\(3\) of the Local Authorities Cemeteries Order 1977](#)

### 1.3 Removal of Flowers etc.

The Council reserves the right to remove from any grave space flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly and dispose of them in such manner as they deem fit, without notice to the grave owner. The Council is under no obligation to return said items and may dispose of them as determined. See [Article 10\(2\)\(a\)\(iv\) of the Local Authorities Cemeteries Order 1977](#).

### 1.4 Search of Records

For each and every request for a search to be made of the Burial Registers (other than by an appointed Funeral Director or Monumental Stonemason) a fee of £25:00 is payable in advance. See [Schedule 2 Part II Para 6, Local Authorities Cemeteries Order 1977](#)

## 2 Conduct within cemetery grounds

All persons entering the Cemetery or any person authorised by the Council will be subject to these regulations

All enquiries, complaints and requests by members of the public must be made to the Burial Authority, details above, and not to operatives in the Cemetery.

Dogs must be kept on a lead and owners are required to clear up any dog fouling. Dogs must be kept on the footpath and dogs are not allowed on the burial sections.

No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders from the same, within the cemetery.

No vehicle access, except those authorised by the burial authority. Maximum Vehicle speed is 5mph.

No person, not being an officer or servant of the burial authority or another person so authorised by, or on behalf of the burial authority, shall enter or remain in a cemetery at any hour when it is closed to the public.

A responsible adult must accompany children under 12 years of age.

Do not ride bicycles, skateboards or similar in the cemetery.

All visitors must keep to the footpaths or roads provided, except whilst visiting a grave and refrain from touching or interfering with trees, shrubs, plants or flowers.

The responsibility for providing sufficient bearers to carry the coffin from the hearse grave rests with the funeral director or person arranging the funeral. Any funeral director, including his/her staff and/or mourner who assist with the bearing or lowering of a coffin, does so at their own risk.

A body brought into the Cemetery for interment shall be contained in a suitable coffin or shroud.

All preparation of graves will be carried out by persons authorised by the Council.

After interment, no body or cremated remains may be removed from any grave without the production of an ecclesiastical faculty and/or Home Office licence for exhumation. The Council will require the original documents for this purpose.

No person shall drop, throw or otherwise deposit and leave in the cemetery any waste paper or refuse of any kind, except in the litter bins provided.

No person shall operate any sound reproducing equipment or play any musical instrument in the Cemetery without the prior consent of the Council.

No employee of the Council is to demand or receive any gratuity.

Cremated remains shall not be scattered or buried in the Cemetery grounds.

## 3 Access to the Cemetery

The Cemetery will be open for pedestrian access, seven days a week, from dawn until dusk.

The Cemetery will be open for interments seven days a week. (Excluding Christmas Day and Good Friday).

No operative or materials will be admitted to Thorney Cemetery before 7.30am or after 5.00pm, nor will they be permitted to work on Saturdays, Sundays or Bank Holidays, without prior permission from the Burial Authority.

## 4 General Conditions

The Parish Council which is the Burial Authority for the Cemetery reserves the right to alter or revise these Cemetery Regulations and Fees as they deem appropriate.

The council has the right of passage over all plots and may temporarily cover or remove a memorial, without notice, for any necessary purpose.

Thorney Cemetery is laid out and run as a lawn cemetery with all areas being kept under grass. To conform to the current requirement of the Parish Council, the only types of memorial permitted are a headstone or a vase block, to an approved pattern and size, which must be installed in the bed after nine months from the date of burial, and must be in line with adjacent graves.

The grass lawn area must be kept clear at all times to allow the Council to mow the grass.

No garden area is permitted within the ashes burial section. No planting whatsoever is permitted within the defined area of interment.

It is the grave owners responsibility for the preparation of any plot where a second interment is due to be conducted.

The maximum number of interments within a sanctum (stone vault) unit is 2

Fresh flowers which are placed within the area of interment and cannot be fitted in the container on the memorial will be removed.

The Council will not be responsible for any accident occasioned to headstones and vases by storm, wind, lightning or any other cause except by their own negligence.

Any person, Grave Digger, Funeral Director, Stonemason or other contractor, failing to comply with these regulations may be ejected from and prevented from re-entering the cemetery.

### 4.1 Plots.

#### 4.1.1 General

The holder of the exclusive right of burial is responsible for the upkeep of any memorial.

No Kerb stones, edgings or grave surrounds of any material will be allowed.

No wood, stone chippings or any material, other than grass, will be permitted on an earthen grave.

Only integrated vases are permitted on memorials and plaques.

Pet remains are not permitted anywhere in the cemetery.

### 4.2 Maximum size of coffins

#### Earthen Grave

Any Coffin greater than the maximum size of 1960mm(77in) x 610mm(24in) will incur a 25% additional cost for the additional space required.

#### Cremated Remains

The maximum size of caskets for cremated remains in the sanctum (stone vaults) are 254mm long x 165mm wide x 150mm high. Each vault will accept 2 caskets or containers.

### 4.3 Materials for coffins and caskets

The scattering of ashes is forbidden.

Coffins for burial must be made of perishable materials and must have the full name of the deceased on it. Burial without a coffin is allowed but the body must be wrapped. The wrapped body must be secured to a solid board so it can be lowered into the grave.

Eco coffins may be used for earthen grave interments.

Caskets for insertion in earth ground must be made of perishable materials and must have the full name of the deceased on it.

## 5 Purchase of graves

### 5.1 Rights of Purchase

Those wishing to purchase a grave space at the parishioner rate will require proof of residency within the Parish. All other reservations will be charged at the non-parishioner rate.

Any resident entering full time care outside of the Parish of Thorney, will be eligible for Cemetery Fees and Charges at parish rates for up to 5 years from the last date of residence.

Earthen grave and Ashes spaces will only be granted to Parishioners, except in special circumstances (those who have prior links to the Parish) Application must be made in writing and each case will be decided by the Parish Council.

Applications for reserved places must be made to the Burial Authority. The reservation of a grave space, the exercise of a right of burial or the erection of a memorial does not confer upon the relatives of the deceased, or upon any other person, any right of ownership of the land in which the burial is (or is to be) made. The reservation of a grave, does not reserve a grave number. Reservation of a grave number can be requested from the Clerk and will only be granted in exceptional circumstances.

Should a grave be purchased for a non-resident, who later becomes a resident: -

There will be no re-imbusement of the original fee to reflect the lower price for a resident.

If they are resident at time of death, then the interment fee will be that of a resident.

Should a grave be purchased at the 'Resident' rate, and the owner leaves the Parish: -

There will be no increased fee for the reservation of the plot but, the interment fee will be that of a non-resident.

All graves will be initially excavated to standard depths determined by the Council. The Council cannot be held responsible if, due to factors outside their control, the full number of interments in a grave cannot be achieved.

New graves will be allocated by the burial authority, with regard to economic use of existing spaces. Where this is not practicable, they will be allocated strictly in order within each section of the Cemetery.; However, in some circumstances a person may select a grave subject to Council approval.

In the case of a public grave, no individual owns the exclusive right of burial<sup>1</sup>. Therefore, no memorial, vase, cross, tablet, article or thing may be placed on the grave except for cut flowers.

### 5.2 The exclusive right of burial

No grave in respect of which the Council has granted an exclusive right of burial shall be opened without consent in writing of the grave owner, or an executor if the grave owner is to be buried.

The deed of exclusive right of burial shall be produced to the Council whenever the grave is to be re-opened.

No Grant of Exclusive Rights shall be re-sold other than to Thorney Parish Council.

### 5.3 Interments

Notice of burial must be given to the Burial Authority as early as possible and, in any event, not less than five working days' notice excluding weekends and Bank Holidays must be given for any proposed burial.

Full details, including a certificate for disposal issued by the Registrar of Births and Deaths, or a Coroner's Order for Burial must be given at the time of booking and written confirmation must be submitted not later than 10.00 a.m. on the last working day prior to interment. In the case of religious, ethnic and cultural groups, every effort will be made to meet the need for rapid arrangements for interment when requested, subject to available resources and appropriate legislation.

An accurate coffin size must be given at the time of application.

Any person procuring interment without the production of such certificate or order will be required to make a written declaration on the prescribed form in accordance with Section 1 of the Births and Deaths Registration Act 1926.

In the case of a non-viable foetus, the Medical Practitioner's or Midwife's certificate of delivery will be required.

The Council will not be responsible for clearing flowers or any other adornments prior to interment.

All graves are to be filled in immediately after the interment and the site left in a clean and tidy condition with a maximum overfill of 450mm and all surplus soil removed from site.

**There are times when there will be a requirement to excavate the grave at the side or the foot of your grave for an interment to take place. Boards may have to be placed over your grave and it may be difficult to visit the grave for a short period. The public need to be advised of this and assured that after the funeral the grave will be cleared and the area left neat and tidy.**

### 5.4 Exhumation of remains

In the event of the need to exhume a body or cremated remains from the cemetery, an application must first be made in writing to the council.

The applicant must apply to the Ministry of Justice for an exhumation licence, or in the case of a grave on consecrated Church of England ground, a Diocesan Faculty must be obtained.

Exhumations will be contracted out to suitably qualified specialists and the full costs plus an administration fee will be passed to the applicant for payment.

The applicant will be responsible for organising a Funeral Director and carriage for the remains to be transported to the final resting place.

In the event of the receiving cemetery being under the control of the Council, appropriate fees for the reburial will be applied.

## 6 Memorials

A memorial may only be erected in accordance with these regulations and upon payment of the appropriate fee.

The right to erect a memorial rests with the Exclusive Right of Burial deed holder, or their next of kin or executor and will last for the duration of the unexpired portion of the Grant of Exclusive Right of Burial<sup>1</sup>.

Application for the approval to place a new memorial in the Cemetery, alter or add to any inscription, or replace, add to or remove from the cemetery any memorial, must be submitted to the Council on the appropriate Memorial Application Form. Such notice must be submitted at least two (2) weeks in advance of the proposed date of erection.

The application should include:

- Grave number, which must be inscribed on any proposed memorial placed in the cemetery
- Name of deceased,
- Drawing of proposed memorial and its' specification, including type, colour and finish (i.e. Polished/honed, etc.) of stone,
- The material to be used and showing all dimension
- The text of any proposed inscription.
- Name, address and signature of person applying for permission - this should be the deed holder. If the deed holder is deceased, the applicant must state their relationship to the deceased owner. If the owner is still alive, but not making the application, he/she must provide a letter confirming and authorising the application
- Name, address and telephone number of the monumental mason

Memorials should be fixed according to BS 8415, which is supported by the current edition of the National Association of Memorial Masons Code of Working Practice, and erected by a mason with a current National Fixer Licence and Public Liability Insurance. A fixer licence must be from one of these organisations: The British Register of Accredited Memorial Masons (BRAMM) or The Register of Qualified Memorial Fixers (RQMF).

The approval of the Council for any such application will be confirmed. No work should be undertaken until the permit has been issued. Any such permit is issued on the understanding that the work undertaken will fully comply with the details specified within the application form and the requirements of these regulations. Unless a monument is to be removed from the cemetery a permit is not required by the grave deed holder for cleaning, up-righting and re-levelling of a memorial, repair of existing lettering or painting of existing inscriptions. However, the Burial Authority must be notified of the proposed actions prior to commencement.

All memorials shall be constructed of naturally quarried materials such as granite, marble, slate or other hard natural stone of durable and sound quality. Artificial stone or soft stone may not be used, even in the plinth that sits on the concrete foundation.

Any unauthorized memorial shall be removed at the expense of the grave owner or their personal representative. The council reserves the right to claim costs for the removal, storage and transportation.

Any memorial erected in the Cemetery remains the property and responsibility of the grave owner<sup>2</sup> or their personal representative and therefore, remains in the Cemetery at their sole risk. You are advised to take out suitable insurance for your memorial. All memorials must be kept in a good state of repair by the said owner<sup>2</sup> or personal representative.

Memorials are placed at the owner's risk. The Council is not responsible for loss or damage done to any grave space or memorial or injury to any person within the Cemetery, except where such damage is directly attributable to the negligence of the Council or their employees.

The Council may (without making compensation to the grave owner) reverse, re-fix, move, line up or otherwise alter the position or any memorial to which these regulations apply. The Council may, at any time without notice, remove or otherwise deal with any dangerous or unsafe memorials or any parts thereof, for which it may make a reasonable charge to the grave owner.

Any person, Grave Digger, Funeral Director, Stonemason or other contractor, failing to comply with these regulations may be ejected from and prevented from re-entering the cemetery.

## 6.1 Memorial Dimensions

### 6.1.1 Earthen Grave Area Memorials

Base: below and up to ground level. Length (across the width of the Grave) must not exceed 825mm (2 Feet 9 Inches). Depth must not be less than 100mm (4 Inches) in thickness. Width must not be less than 225mm (9 Inches) or more than 450mm (18 Inches).

Base: above ground (must be placed in line with the others in the row) Length (across the width of Grave) must not exceed 600mm (2 Feet) Depth must not exceed 100mm (4 Inches) Width must not exceed 300mm (12 Inches) or be less than 375mm (9 Inches).

Headstone dimensions must not exceed:

Maximum height 915 mm (3ft)

Maximum width 915 mm (3ft) [1830mm (6ft) double width plot]

Maximum depth 75(3in) mm

### 6.1.2 Cremated Remains Area Memorials

Only flat tablets on sanctum units provided by the Parish Council. See fee list.

## 6.2 Memorial Inscriptions and Vases

Plans and elevations of headstones are to be approved by the Council before location.

Intended inscriptions on headstones and plaques are to be approved by the Council before location.

Containers for flowers should be integral to the tablet. It is not permitted to place vases or other objects outside the extent of the tablet.

Provision may be made for one or two flower vases to be incorporated as an integral part of the memorial base.

The following is not permitted:

- No memorial, article or other thing shall be erected or placed on any grave without the written consent of the Council.
- No Kerb stones, edgings or grave surrounds will be allowed.
- No wood or stone chippings permitted on an earthen grave
- Photographs, candles, lights and other appendages must not be placed on graves.
- No bench, seat or other piece of furniture shall be placed without prior permission of Thorney Burial Authority and must NOT exceed 7ft (213 cm) long, 4ft (121cm) deep and 4ft (121cm) high.
- No bird tables, canopies, toys

**The Parish Council reserves the right to remove any objects introduced into the cemetery in contravention of these regulations or for which permission has not been obtained or which cause difficulty for Cemetery maintenance.**

## 7 Maintenance and planting

Grass cutting will be carried out by the Council at a frequency determined by weather conditions and by the Council..

Full length planting will not be permitted on any grave and the Council reserves the right to alter any planted grave which does not conform to these regulations without notice and at the expense of the grave owner

Trees and shrubbery are not permitted in any individual grave plot and will be removed without notice to the grave owner. The Council is under no obligation to return said items and may dispose of them as determined.

The Council may make a reasonable charge to the grave owner for the removal of any or the above.

The Council reserves the right to remove any item placed on or near a grave or within a tree without prior notice or right of appeal.

No railings shall be erected around any grave space, whether iron, UPVC or other material.

A temporary simple hardwood marker, not exceeding 1050 mm (3ft 6in) in height and 450mm (18in) in width may be placed at the head of the grave, in line with neighbouring memorials, with the written consent of the Council, for a maximum period of 12 months.

All memorials of whatever description must be completely worked before being brought into a Cemetery. The only work permitted within the confines of the Cemetery will be fixing the memorial in place.

All materials and equipment shall be conveyed in the Cemetery in such a manner as to prevent damage to walkways, paths, existing memorials, turfed areas or plants and all soil and waste shall be removed in a like manner. Mats, boards or canvas should be used and the site should be left tidy, to the satisfaction of the Council.

The removal and re-erection of a memorial to facilitate the re-opening of a private grave, or to level such a grave, shall be at the expense of the grave owner or their personal representative. All memorials must be re-erected to the current edition of the NAMM Code of Working Practice.

Any person, with the permission of the exclusive right of burial, removing a memorial to permit a further interment shall either remove the same from the Cemetery, after informing the Council, or place it in a position indicated by the Council. The memorial should be replaced as soon as possible after the interment.

Thorney Parish Council will periodically undertake levelling of graves and reseedling as deemed appropriate by the council.

Thorney Parish Council will undertake regular safety inspections of the cemetery. Where monuments are deemed to be unsafe, the grave owner<sup>1</sup> will be notified of the situation and requested to carry out suitable remedial works.

Current legislation allows the Council to make safe an immediately dangerous memorial without notification to the grave owner.

## 8 Cemetery Fees

### 8.1 Payment

Payments for burials and Interments: Fees are due in full within 3 (three) days of Burial or Interment. Any fees not paid within this time period will incur a 50% surcharge.

Payments for memorials: Fees are due in full, prior to commencement of any works.

### 8.2 Purchase of Graves

	Resident	Non-resident
<b>8.2.1 Earthen Grave Plot</b>	<b>£600</b>	<b>£1900</b>
<b>8.2.2 Cremated Remains Sanctum</b>	<b>£800</b>	<b>£1600</b>
<b>8.2.1 Earthen Grave Plot for Ashes</b>	<b>£800</b>	<b>£2100</b>

### 8.3 Burial Interment Fees.

In respect of which an exclusive right of burial <sup>1</sup> has been granted of the body of: -	A still born child or of a child whose age at the time of death did not exceed 12 years:		A person whose age at the time of death exceeded 12 years:	
	Resident	Non-resident	Resident	Non-resident
<b>8.3.1 For the burial in a grave:-</b>	No Charge	Permission and any fees payable subject to full council approval.	£300	£1200
<b>8.3.2 For the interment of cremated remains (per casket): -</b>	No Charge		£200	£800

### 8.4 Memorials

	Resident	Non-resident
<b>8.4.1 Headstone</b>	<b>£150</b>	<b>£300</b>
<b>8.4.2 Flat stone 12' x 12'</b>	<b>£150</b>	<b>£300</b>
<b>8.4.3 Vase</b>	<b>£55</b>	<b>£110</b>
<b>8.4.4 Additional Inscription</b>	<b>£100</b>	<b>£50</b>
<b>8.4.5 Wall Plaque</b>	<b>£175</b>	<b>£350</b>
<b>8.4.6 Inscription sanctum plaque</b>	<b>£120</b>	<b>£240</b>
<b>8.4.7 Replacement sanctum plaque</b>	<b>£120</b>	<b>£240</b>

### 8.6 Other fees

For each and every request for a search to be made of the Burial Registers (other than by an appointed Funeral Director or Monumental Stonemason) a fee of £45:00 is payable in advance.

Statutory declaration / transfer of grave rights £50

Interment cancellation (within 2 working days of due date) £75

## 9 Rules and Regulations for Funeral Directors, Grave Diggers and Stonemasons.

These rules and regulations are to be strictly observed by all Funeral Directors who employ Grave Diggers working in Thorney Cemetery and should be read in conjunction with the general cemetery rules and regulations. Any persons or companies found to be in contravention may be prohibited from working at the cemetery.

No grave can be dug in Thorney Cemetery without the Clerk, or a member of the council being present to ensure that the grave is in the correct location.

Funeral Directors are to provide their own grave diggers subject to approval by the Council and it is their responsibility to ensure that the grave diggers employed, or contracted, by them are familiar with the cemetery and abide by these Rules and Regulations. Funeral Directors must advise the council of the details of all Grave Diggers prior to the commencement of any work.

Under HASAW act 1974, Funeral Directors are responsible for ensuring that Grave Diggers work in a responsible and safe manner and observe all Health and Safety legislation and codes of practice in force at the time of the excavation. No full grave or cremation plot should be dug more than 48 hours before the interment, except by prior arrangement. All excavations must be shored up and if left unattended for any period of time boarded and appropriately guarded. Secure covers must be used if an excavation is left overnight.

Adequate arrangements must be in place to ensure the safety of the public and those attending the burial.

Funeral Directors, Grave Diggers, Stonemasons and any other contractor must supply a copy of their Public Liability Insurance, Health and Safety Policy & site-specific risk assessment and method statement to Thorney Parish Council prior to working at Thorney Cemetery.

Grave Diggers must follow the ICCM Code of Safe Working Practice for Cemeteries<sup>4</sup> and must ensure the safety of all staff, contractors and visitors to Thorney Cemetery as a result of their work.

Memorials should be fixed according to BS 8415, which is supported by the current edition of the National Association of Memorial Masons Code of Working Practice.

Stonemasons must hold a current National Fixer Licence and Public Liability Insurance. A fixer licence must be from one of these organisations: The British Register of Accredited Memorial Masons (BRAMM) or The Register of Qualified Memorial Fixers (RQMF).

Thorney Parish Council may undertake spot checks at any time.

Any person, Grave Digger, Funeral Director, Stonemason or other contractor, failing to comply with these regulations may be ejected from and prevented from re-entering the cemetery.

No person shall disturb any interred human remains or remove any soil which is found to be offensive.

Adequate arrangements must be put into place to ensure the safety of all persons during the burial service. This must be covered in the risk assessment.

Any damage caused by grave-digging machinery must be reported to the council immediately and remedied by the Grave Digger within 14 days.

The interment area and surrounding graves and headstones are to be left clean and tidy. All equipment to be removed and the paths cleared of any debris.

It is the responsibility of the Funeral Director to arrange for the excavation of the grave and removal of any existing memorials or kerbstones and the replacement of same after burial.

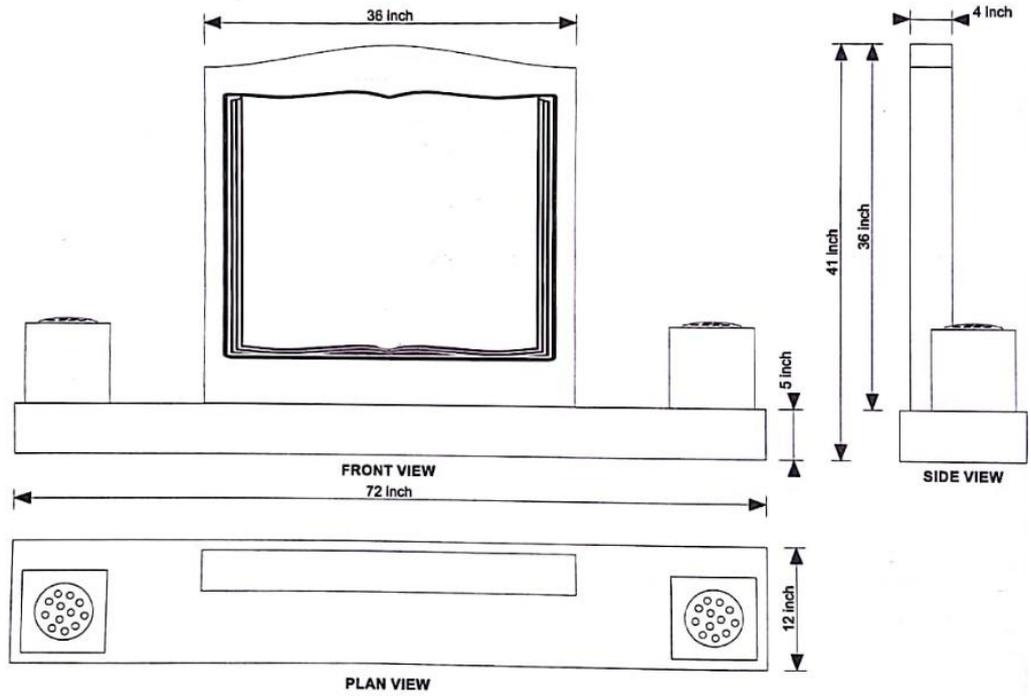
Persons working in the cemetery should report any unusual circumstances relating to digging and backfilling of the grave or the erection / moving of memorials, to their employer and Thorney Parish Council.

The Burial Authority must be informed of any injury, disease or dangerous occurrence that happens on their premises.

Any person, Grave Digger, Funeral Director, Stonemason or other contractor, failing to comply with these regulations may be ejected from and prevented from re-entering the cemetery.

No operative or materials will be admitted to Thorney Cemetery before 8.00am or after 4.00pm, nor will they be permitted to work on Saturdays, Sundays or Bank Holidays, without prior permission from the Burial Authority.

*Thorney Parish Council is empowered to alter or amend the aforementioned regulations at any time; to introduce further regulations as are considered necessary; to waive any of the regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these regulations.*



Double headstone

**DIMENSIONAL SKETCHES**

