



TERMS & CONDITIONS AND GENERAL GUIDELINES FOR THE MANAGEMENT AND CONTROL OF MILE END AND YEW TREE BRAKE CEMETERIES

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CEMETERY OPENING HOURS: Summer: 9.00 a.m. to 8.00 p.m. (BST)
Winter: 9.00 a.m. to 5.00 p.m. (GMT)

ESTABLISHED

The cemeteries were established under the Public Health (Interments) Act 1879 by the former West and East Dean Rural Councils and are now under the management and control of the Burial Authority, the Forest of Dean District Council.

BURIALS

Portions of ground have been consecrated for burials according to the rites of Church of England, Roman Catholic Church and Non-Conformist Churches.

NOTICE OF INTERMENT

The Notice of Interment form **must** be submitted by the Undertaker with **three clear working days** of notice before the proposed interment. The form should be sent to the Burial Records and Administrative Officer, Land Legal and Property Department, Forest of Dean District Council, High Street, Coleford, Gloucestershire GL16 8HG.

The Undertakers should contact the Cemetery Manager directly at the Cemetery to book date and time of funeral. For multiple burials, the Exclusive Right must be purchased at the first interment, and produced to the Cemetery Manager when arranging subsequent re-openings. The burial section and size of grave required shall be confirmed in writing giving three clear working days' notice prior to the proposed interment.

FEES, DATES AND HOURS OF INTERMENT

Invoices for fees and charges are issued as soon as possible after the funeral. For current rates see applicable table of charges which are available from the Cemetery Manager or Land Legal and Property Department. No interment can take place on Sundays, Christmas Day or Good Friday, **or on any statutory Bank Holidays**.

During British Summer Time no burial will be allowed before **10.00 a.m.** or after **1.00 p.m.** on weekdays, nor after **11.00 a.m.** on Saturdays. There will be an additional charge for burials taking place on a Saturday.

During Greenwich Mean Time no burial will be allowed before **10.00 a.m.** or after **1.00 p.m.** on weekdays, nor after **11.00 a.m.** on Saturdays. There will be an additional charge for burials taking place on a Saturday.

Due to working arrangements, interments resulting in the Cemetery Manager's staff working beyond

their normal working hours may result in additional payments at overtime rates

SITE OF GRAVE

The Burial Authority, the Forest of Dean District Council, must approve the selection of grave space. Enquiries should be made to the Cemetery Manager regarding such allocations.

DISPOSAL CERTIFICATE

The Registrar's Certificate for Disposal or the Coroner's Order for Burial must be given to the Burial Authority, the Forest of Dean District Council, or handed to the Cemetery Manager or Cemetery Attendant before interment takes place.

EXCLUSIVE RIGHT OF BURIAL

Application forms are obtainable from the Cemetery Manager, Undertakers and Council Offices. All applicants are advised to visit the Cemetery and liaise with the Cemetery Manager when selecting a plot, and he will allocate them a grave/ashes space number.

A purchaser or owner for the time being of the Exclusive Right of Burial in a grave space shall not dispose of such Right without consent of the Burial Authority, the Forest of Dean District Council, and every transfer of such Right shall be prepared by the Burial Authority, the Forest of Dean District Council, at the expense of the applicant.

Where a double depth grave is requested, Exclusive Right of Burial must be obtained.

(Note: It is not the grave space, which is purchased, but the Exclusive Right to Burial in that space)

UNPURCHASED GRAVES OPEN TO PURCHASE

No un-purchased grave shall be re-opened for another interment within two years of the burial of a person therein unless to bury another member of the family. Where the Exclusive Right of Burial in such earthen grave space has not been granted, such Right may be purchased at any time during two years from the date of the first interment.

A single depth grave cannot be re-opened except for the interment of cremated remains. The Exclusive Right of Burial **must** have been purchased.

CERTIFICATE OF GRANT

At every opening of a grave where an Exclusive Right of Burial has been purchased, either the Grant Certificate of such Exclusive Right or the written consent of the owner or his or her legal representative **must** be produced to the Burial Authority, the Forest of Dean District Council, when giving notice of interment to the Cemetery Manager when booking the funeral.

Where the Grant Certificate has been mislaid, a fee may be charged for searching office records to prove Exclusive Rights of Burial. Copies of lost certificates can be purchased by contacting the Bereavement Officer.

NON-RESIDENTS

Prescribed extra charges shall be payable where a person to be interred was not a resident of the Forest of Dean District Council administrative area, in accordance with fees and charges approved and published from time to time by the Burial Authority. A table of charges is available on request from the Cemetery Manager or the Bereavement Officer and is also available on our web site, www.fdean.gov.uk.

GRAVES

The size of the graves is 1950 mm x 675 mm (6'6" x 2') approx. and is dug by a person appointed by the Authority. No grave shall be excavated beyond a depth of 2400 mm (8 feet), and no coffin buried within 900 mm (3 feet) of ground level. If more than one body is interred in the same grave, then a minimum depth of 150 mm (6") of earth shall be left between coffins. When a re-opening of a grave is requested, the Grant Certificate of the Exclusive Right must be produced to the Cemetery Manager, prior to the event.

An additional charge will be made for graves exceeding the sizes given above.

It will sometimes be necessary to use a grave space for the placing of a box to hold soil removed when an adjacent grave is being prepared. This is common practice within grave excavation procedures. Any disruption should be kept to a minimum and the grave fully reinstated following the interment.

The cemetery at Mile End and sections C, E and M at Yew Tree Brake are laid as a lawn and the graves should be left as flat grass. Grave mounds, grave edging, footstones, kerbs or flat stones are not allowed in these sections. Similarly the planting of trees, shrubs plants and bushes is prohibited although relatives may apply to plant these memorial items elsewhere in the cemetery. The Cemetery Manager without notice will remove any items, materials or plants contravening these regulations.

The maintenance of the graves in the lawn sections is carried out by the Burial Authority, the Forest of Dean District Council, and this consists in the main of grass cutting, 'topping up' subsiding graves, removing dead flowers and generally keeping them neat and tidy.

Note: Following an interment the Burial Authority will carry out any 'topping up' of a grave that has settled (up to a period of six months after the interment). Further requests to 'top up' will be carried out on payment of a fee.

COFFINS

Wooden or biodegradable coffins only shall be used when the Exclusive Right of Burial in the grave space is not purchased.

APPLICATION TO ERECT A MEMORIAL, PLAQUE, VASE OR ADD AN INSCRIPTION TO A MEMORIAL etc.

The Exclusive Right of Burial **must** be purchased before a Memorial can be erected. The applicable form, giving correct attention to size, including the proposed wording, and sketch of Headstone, has to be submitted to the Burial Authority, the Forest of Dean District Council, for approval. Headstone sizes are as follows – maximum **762 mm** high, **610 mm** wide, (2'6" high, 2'0") wide, minimum **660 mm** high, **533 mm** wide (2'2" high, 1'9" wide) and can be **76 mm** or **102 mm** (3" or 4") thick. The Headstone base must be **762 mm x 305 mm x 102 mm** (2'6" x 12" x 4") thick. **All work must comply with the recommendations and Code of Practice of the British Register of Accredited Memorial Masons**

No Memorial can be erected without the formal application and written approval from the Burial Authority and Monumental Masons and others must advise the Cemetery Manager of their intention to erect the memorial in accordance with the Council's approval. **The installer of a memorial erected without permission and prior notification will be asked to remove such memorial immediately and carry out all reinstatement.** Forms stating the permissible types of Memorial can be obtained from the Cemetery Manager, or the Forest of Dean District Council offices.

No Memorial shall be constructed of brick, plaster, wood, Bath stone, Caen stone or other soft stone or artificial stone, zinc, iron or metal. **All headstones must be granite and marble only and have the section and grave no** Hand cut or Sandblasted and painted on rear of headstone in Arial font in 15mm high letters 20mm from base of stone and 20mm from left hand edge. The name of the sculptor may not be placed.

Memorials are to be kept in repair by the owner. There must be no identification marks or names of the mason. **Photo plaques are allowed at the discretion of the Burial Authority.**

Memorials can only be erected, repaired or removed during the working hours of the Cemetery Manager and his permission to carry out memorial work must be obtained prior to entering the cemetery.

STONE VASE OR TABLET

The Exclusive Right **must** be purchased, and the application form to erect or place a Memorial must be approved. Stone vases shall not exceed 200 mm (8") in height, lettering must be of a high standard, and they may only be placed at the base of the Headstone and are not allowed anywhere else on the grave. All flowers shall be placed in vases. Bell glasses, shells, glass and wire work of any kind is **not** allowed and will be removed by the Cemetery Manager.

Personal items such as teddy bears, ornaments, toy windmills and the like are placed entirely at the owners risk on memorials and the Burial Authority will not be responsible for any damage to or loss of such items. The Cemetery Manager will remove any of these items placed on the lawn or grave area.

All work must be by a contractor approved by the Forest of Dean District Council and to the recommendations and Code of Practice of the British Register of Accredited Memorial Masons

GARDEN OF REMEMBRANCE

Mile End Cemetery

This is the area where cremated remains are interred or scattered. There are two sections available for this purpose. The older of the two sections allow for the erection of tablets and vases and application to erect is through a stone mason approved by the Burial Authority.

The new section, E, is designated to Desk Vase Tablets and family 'rose' plots where application to supply and fix is made directly through the Forest of Dean District Council and also for the erection of tablets and vases with application made through a registered mason.

A family 'rose' plot allows up to six interments (dependent on form of interment). All other plots in the Garden of Remembrance allow a maximum of two interments.

Yew Tree Brake Cemetery

This is the area where cremated remains are either interred or scattered.

Memorial bronze plaques are used for commemorative purpose in the kerbed section of the Garden of Remembrance and desk vase tablets in the un-kerbed section. Application to supply and fix bronze memorial plaques and desk vase tablets is made directly through the Forest of Dean District Council.

If provision needs to be made to reserve a plaque space for a relative in the future, the adjacent space has to be reserved at the present time and reservation fee paid (which will include the Exclusive Right).

Note: The Exclusive Right of Burial must be purchased before pot based memorials can be erected.

GARDEN OF MEMORIES – GRANITE PLAQUES

This is an area in each cemetery reserved for the pouring of ashes in unmarked plots. No record will be kept of the exact location. There is no Exclusive Right of Burial in this section. The Woodland Garden of Memories at Yew Tree Brake is planted with wild flowers and grasses. Grass cutting of this area will therefore be limited.

Granite plaques may be erected in memory of the bereaved. Plaques may be either circular or rectangular in shape. It is not a requirement that the deceased remains are interred or strewn in this section when purchasing a granite plaque. Granite plaques are set into Forest stone and are supplied and fixed directly through the Forest of Dean District Council.

CREMATED REMAINS

The strewing/scattering of cremated remains is restricted to designated areas within the cemetery and may only take place with the approval of the Burial Authority.

CONDUCT OF VISITORS

Visitors are requested to keep to the footpaths at all times except when visiting a grave and to refrain from touching shrubs, plants and flowers. No smoking or alcohol is allowed in the cemetery.

ENTRY

No person shall be permitted to enter or leave the Cemetery except by the proper entrance gates.

CHILDREN

Children under 12 years of age will not be allowed within the Cemetery except under the care and supervision of a responsible person.

MOTOR VEHICLES/BICYCLES

All vehicles must park in the car park, unless in funeral processions, or to enable an invalid to visit the grave. All parking is at owner's risk. Bicycles must be left in a space near the gates at the owner's risk.

PERAMBULATORS, PUSHCHAIRS

Perambulators and pushchairs should whenever practicable be left on the footpaths.

DOGS

No dogs are allowed except guide dogs.

LITTER

Dead flowers, paper and other refuse must be deposited in the receptacle provided.

GRATUITIES

No person employed by the Burial Authority, the Forest of Dean District Council, is allowed to receive any gratuity.

WILDLIFE

The cemeteries are set in rural surroundings with squirrels, rabbits and other wildlife being occasional visitors. Floral tributes are placed at owner's risk.

WREATHS

Cemetery staff will remove funeral wreaths two weeks after date of interment.

Wreaths in the Garden of Memories should be placed in the space provided and not on the area where pouring has taken place.

Christmas wreaths will be removed during the last week of January. All Christmas items, which family/friends wish to keep, should be removed by this date.

REGULATIONS

The Regulations of Her Majesty's Secretary of State under the Burial Acts shall be deemed to be incorporated herewith. The Burial Authority, the Forest of Dean District Council, reserves the right from time to time to make alterations in the foregoing Rules, consistent with the Burial Acts.

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