



NEWPORT GENERAL CEMETERY

INFORMATION PACK

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Woodland Burials

- *separate Information pack*

FUNERAL BOOKING ARRANGEMENTS

Bereavement Services Officer – Mrs. Louise Tunks
Town Clerk – Mrs. Sheila Atkinson

Monday)	10 a.m - 3 p.m
Tuesday)	10 a.m - 3 p.m
Wednesday)	10 a.m - 3 p.m
Thursday)	10 a.m - 3 p.m
Friday)	10 a.m - 3 p.m.

Tele: 01952 814338

Email: enquiries@newportshropshire-tc.gov.uk

BURIAL / INTERMENT HOURS

These will be accepted between 10.00 a.m. and 3.00 p.m.
Monday to Friday, Bank Holidays excluded.

Only one funeral can be scheduled at a time.

Weekend burials, *if accepted*, will attract a surcharge and will only be sanctioned in extreme cases.

CEMETERY FORMS

- 1. Application for Purchase of Grave Space for Burial (EROB) & Privacy Notice Consent Form**
- 2. Application for Purchase of Grave Space for Interment of Ashes (EROB) & Privacy Notice Consent Form**
- 3. Notice of Interment form – Burial**
- 4. Notice of Interment form – Ashes**
- 5. Statutory Declaration**
- 6. Notice of Interment form - Woodland – Burial**
- 7. Notice of Interment – Woodland – Ashes**
- 8. Application for Permission to Erect Monuments and Additional Inscriptions**
- 9. EROB Owner change of address form**
- 10. Scattering of Ashes & Privacy Notice of Consent form**
- 11. Memorial Bench**
- 12. List of approved Memorial Benches**

(All forms are available to download and print from our website on the Cemetery Page)

BILLING ARRANGEMENTS

With effect 1 April 2015 all invoices for burials/interments will be paid no later than the working day prior to the date of the burial/interment. All charges for pre-purchased Exclusive Rights and Memorial Permissions will be paid before Grants and Permissions will be issued.

CONTACTS

Newport (Shropshire) Town Council

The Guildhall
High Street
NEWPORT
Shropshire
TF10 7AR

Tele: **01952 814338**

Email: enquiries@newportshropshire-tc.gov.uk

Please contact the Bereavement Services Officer at the above, to make an appointment.

NEWPORT GENERAL CEMETERY

CEMETERY RULES

- 1. Appendix 1 – Newport General Cemetery Rules**
- 2. Appendix 2 – Guidance Notes for Relative**
(Please photocopy and hand out to families)
- 3. Appendix 3 – List of Approved Cemetery Trees**

RULES AND REGULATIONS

These rules and regulations apply to the General Cemetery situated in Audley Avenue, Newport, Shropshire.

The provisions of the Local Authorities Cemeteries Order 1977 are incorporated.

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1. OPENING TIME

The Cemetery will be open to the public at all times, but the Town Council reserve the right to vary this arrangement and any restriction on opening times will be shown on a notice board at the Cemetery entrance.

2. INTERMENTS

Notice of Interment and appropriate supporting documentation (e.g. certificate of burial) must be given to the Town Council on the prescribed form and no later than 2 working days prior to the interment. Responsibility for errors on the completed form will lie with the person giving notice.

Interments will normally be held between 10.00 -15.00 hrs Monday to Friday. Interments outside of normal hours, Saturdays, Bank or Public Holidays will be by special prior permission and subject to additional charges as detailed on the table of fees.

Interments for persons resident within the Parish of Newport at the time of death, will attract concession charge as detailed in the table of fees (normally evidenced by the electoral roll).

The Certificate of Burial must be handed to the Bereavement Services Officer prior to the interment.

3. EXCLUSIVE RIGHT OF BURIAL

Any person may purchase the exclusive right of burial for the period of 50 years. The Town Council will, on request, and on payment of the appropriate fee, enter into a Deed of Grant conferring on the grantee the exclusive right of burial in the grave space indicated and on terms as set out in the Deed Grant.

The owner of the exclusive right of burial will not have the right, (except by Will or Statutory Declaration) of transferring or otherwise parting with the right of burial in any such grave except with consent of the Town Council.

So far as it is practicable no grave in which the exclusive right of burial has been purchased will be re-opened without production of the Deed of Grant or written consent of the owner or his or her legal representative.

4. SELECTION OF GRAVE SPACE

The Town Council's decision shall be final as to the selection and allocation of a grave space. The Bereavement Services Officer will, however, be prepared to discuss with applicants the selection of available grave spaces.

5. UNPURCHASED GRAVES

Unpurchased graves have no rights of further burial and no memorial can be erected.

6. FUNERAL SERVICES

It is the responsibility of the applicant to ensure the agreed time of services etc. is complied with.

The maximum time limit for the use of the Chapel for the purpose of any one interment shall be 1 hour.

Any religious service shall be conducted by a Minister, provided by the person arranging the funeral whose name must be given to the Bereavement Services Officer at the time of giving notice.

7. COFFINS

Coffins must be soundly and properly constructed of material approved by the Town Council. A defective coffin will not be admitted to the Cemetery and if after its admission, a coffin is found to be defective, the Bereavement Services Officer may order its immediate removal. Special rules apply to the materials for use in Woodland Burials (see appropriate rules).

8. NEW BURIALS

All new burial ground is laid out as lawned graves except in the Woodland Area where special rules apply. Memorials will only be allowed in the border at the head of the grave. Underground brick or stonework will not be allowed in the designated lawn sections or in graves for which the right of burial has not been purchased.

9. CREMATED REMAINS

The Garden of Rest is for the interment of Cremated Remains and the Certificate of Cremation for the burial of Cremated Remains must be handed to the Bereavement Services Officer prior to the Interment. Cremated Remains should be placed directly into caskets, no plastic linings should be used. All forms for Garden of Rest applications should be completed in red ink.

Applications for interment in the Garden or rest should be made on the appropriate forms. Only one headstone design is allowed, see paragraph 10 b.

10. MEMORIALS

General

Written permission must be obtained from the Town Council before any memorial is erected or removed, or before any work is carried out to any memorial. A memorial may only be erected on a grave or cremated remains plot (including the Children's Lawn) where an Exclusive Rights of Burial has been purchased and only after at least one burial/interment of cremated remains has occurred. The reference number of the grave must be cut plainly on the foot of each memorial or monument above ground level in letters no less than 10mm in height.

Method of Application

Applications for approval must be submitted on the prescribed Town Council forms together with full costs to the address indicated on the forms. Fees will be refunded if approval is not granted. They are normally submitted by a monumental mason acting as agent on behalf of the purchaser. The agent should ensure that all details are completed and correct, otherwise forms will be returned.

Size and Design

a. Graves

Memorials on graves must not exceed 2' 10" in height above ground level and 2' 6" in width. The thickness must not be less than 3" and no more than 6". The Town Council reserve the right to refuse permission for the erection of any memorial on grounds of material and/or design. If the agent is in any doubt, it is advised that they contact the Town Council before disappointing the Purchaser.

b. Garden of Rest 1 & 2

All memorials in the Garden of Rest shall be constructed from black polished granite to the following specifications, which may not be varied.

Base Foundation Stone to be 24 "wide by 12" deep by 2" minimum thickness with the top surface set to normal ground level. The headstone plinth with integral vase hole shall be 16" wide by 10" high and 2" thick and may include a second vase hole which will attract an additional fee. A diagram is attached and only this design will be allowed with no variations.

Garden of rest 3

Same as above although the base foundation stone's to be 21" wide by 15" deep by 3" thickness, there is a base foundation provided on site to be used by the Stone mason, although a black polished granite base foundation may be used to the exact same measurements if wished.

c. Children's Lawn

There is a degree of flexibility for the designs of memorials in this section and Monumental Masons may wish to consult the Town Council before agreeing a design with the Purchaser.

Subsequent Interments

It is the responsibility of the permission holder, or the Funeral Director acting on their behalf, to arrange for the removal of any memorial necessitated by subsequent interments, and for its re-erection within 3 months of the interment.

Maintenance/Safety of Memorials

It is the sole responsibility of the purchaser for the period of the Memorial Permission to maintain in good repair, proper order and condition the memorial to which they hold title.

The Town Council under existing Health and Safety Legislation is required to conduct an annual safety inspection of all memorials within Newport General Cemetery. Any memorial not properly repaired and kept in proper order and condition and deemed unsafe, may after due notice to the owner be removed by the Town Council. If no such owner can be found, then after advertisement in the Shropshire Star, the Town Council shall deal with the memorial, as they deem fit.

Brick Graves/Vaults

Brick graves and vaults must be kept in perfect order and repair after completion of same. No burial in any brick grave or vault is permitted unless the coffin is separately entombed in an airtight manner by properly cemented stone or brickwork, which shall never be disturbed.

proposals for brick graves and vaults require consultation with the town council before any permission can be granted and subsequent interments allowed. the council reserves the right to refuse brick graves and vaults

Monumental Masons' Conduct

No hewing or dressing of stones will be permitted within the cemetery or its approaches. Mats, canvas or boards must be used to preserve the turf when erecting memorials. All monuments when commenced shall be proceeded from day to day until completed. When erecting or working on memorials, the persons engaged on such work will remove all waste materials and make good at their own expense damage occasioned by their activities in the Cemetery.

All Masons must abide by current Health and Safety Legislation and carry Public Liability Insurance sufficient against an accident and all Nationally Recognised Standards, resulting from their work.

The Town Council reserves the right to debar any Mason from working in the Cemetery if there have been serious breaches of these regulations.

THE TOWN COUNCIL ACCEPTS NO LIABILITY WHATSOEVER for the protection of memorials or for the making good of any damage thereto.

11. FLOWER/TREE PLANTING

Flowers may not be planted, except in the areas provided on any grave in a designated lawn section. Tree planting elsewhere in the Cemetery may be done with prior permission of the Town Council. A list of suitable trees is attached at Appendix 3.

The Town Council reserve the right to prune, cut down, top, lop, dig up and remove any trees, shrubs, plants or flowers within the Cemetery, which in their opinion may have become unsightly or overgrown, or in the interest of good husbandry.

All dead flowers and all litter shall be placed in the containers provided within the Cemetery.

12. DOGS

Dogs must be kept on a lead at all times.

13. CYCLING

Cycling will not be permitted in the Cemetery.

14. VEHICLES

No vehicle shall be driven on any paths other than the main drive. No vehicle shall be driven at a speed greater than 10 mph (15 kph).

The Bereavement Services Officer shall direct parking in the Cemetery from time to time.

Care should be taken not to park on grassed areas.

15. GENERAL

No person shall cut or interfere with any turf, shrubs or flowers within the Cemetery, or damage or deface any part of any building, lawn or garden.

The playing of radios and cassette players is strictly forbidden unless the Town Council has given prior permission.

Solar lights are not permitted in the Cemetery.

The only fixtures and fittings permitted in Newport General Cemetery are official memorials (i.e headstones), benches and memorial trees all of which require a formal application.

No person shall offer any gratuity to the Bereavement Services Officer or elected members of the Town Council.

No person shall distribute tracts, business cards or other advertisement, or solicit orders within the Cemetery.

16. EXCLUSIONS

The Town Council or Bereavement Services Officer may at any time exclude from the Cemetery any person who conducts himself or herself in a noisy or disorderly manner, or who is intoxicated or uses improper language or trespasses on or refuses to leave any part of the Cemetery.

17. ALTERATIONS TO CEMETERY RULES

The Town Council reserves the right from time to time to make alterations or amendments to the foregoing rules and regulations consistent with the Burial Acts or any other statutory provision.

18. PENALTIES

Any person contravening these regulations may at the discretion of the Town Council be prohibited from entering or working within the Cemetery in any manner whatsoever and for such a period as the Town Council may in each instance from time to time determine.

19. FEES

A current table of fees is enclosed within this Cemetery Information pack.

NEWPORT GENERAL CEMETERY

GUIDANCE NOTES FOR RELATIVES

(Extract from Cemetery Rules and Regulations 2000 Edition)

OPENING TIMES

Newport General Cemetery is currently open 24 hours a day, but the Town Council reserves the right to vary this arrangement following Public Notification.

EXCLUSIVE RIGHT OF BURIAL

Any person may purchase the exclusive right of burial for the period of 50 (fifty) years. The Town Council will, on request, and on payment of the appropriate charges, enter into a Deed of Grant conferring on the grantee the exclusive right of burial in the grave space indicated and on the terms as set out in the Deed Grant.

The owner of the exclusive right of burial shall not have the right (except by Will) of transferring or otherwise parting with the right of burial in any such grave except with the consent of Newport Town Council.

So far as it is practicable, no grave in which the exclusive right of burial has been purchased shall be re-opened without the production of the Deed of Grant or written consent of the owner or his or her legal representative.

The Town Council's decision shall be final as to the selection and allocation of a grave space. Bereavement Services Officer will however, be prepared to discuss with applicants the selection of available grave spaces.

THE GRAVE SPACE – PLANTING

Newport General Cemetery is a Lawned Cemetery. Memorials or planting will only be allowed in the border or the head of the grave. Underground brickwork or stonework delineating the grave space will not be allowed without the prior permission of the Town Council. Memorial planting elsewhere in the Cemetery may be done with prior permission from the Town Council.

Solar lights are not permitted in the Cemetery.

The only fixtures and fittings permitted in Newport General Cemetery are official memorials (i.e headstones), benches and memorial trees all of which require a formal application.

The Town Council reserve the right to prune, cut down, dig up and remove any planting within the Cemetery, which in their opinion, may have become unsightly or overgrown, or in the interest of good husbandry.

THE GRAVE SPACE – MEMORIALS - HEADSTONES

Written permission must be obtained from the Town Council before any memorial is erected or removed, or before any work is carried out to any memorial or any other part of the grave. A memorial may only be erected on a grave for which the rights of burial have been purchased and only after at least one burial has taken place. Application is usually made on your behalf by the Monumental Mason appointed to carry out the work.

Memorials must not exceed 2' 10" in height above ground level and 2' 6" in width. The thickness must not be less than 3" or not more than 6". All other rules pertaining to the material to be used and methods of erection are held by the local Monumental Masons, including the specific details for memorials within the Garden of Rest. The reference number of the grave must be cut plainly on the foot of each memorial or monument above ground level in letters no less than 10mm in height.

THE TOWN COUNCIL RESERVE THE RIGHT TO REFUSE PERMISSION FOR THE ERECTION OF ANY MEMORIAL

All memorials are to be kept in good repair and proper order and condition by the owners. Any memorial not so maintained may, after due notice, be removed by the Town Council. If no such owner or their representative can be found to whom such notice can be given, then after advertisement in the Shropshire Star the Town Council shall deal with the memorial as they deem fit.

The Town Council accepts no liability whatsoever for the protection maintenance of memorials or for the making good of any damage thereto.

GENERAL

All persons visiting the Cemetery should conduct themselves in a suitable manner.

Vehicles may not be driven on any paths other than the Main Drive and never more than 10 mph.

The Town Council reserve the right to exclude any person from the Cemetery who contravenes any of the Rules/Regulations as fully laid down in the Cemetery Rules and Regulations 2001, copies of which are held by Funeral Directors, Monumental Masons and local Clergy.

APPROVED TREES FOR NEWPORT CEMETERY

Schedule A

(sites throughout the Cemetery)

Field Maple	Acer Campestre
Downy Birch	Betula Pubescans
Holly	Any variety
Crab Apple	Golden Hornet John Downie
Wild Cherry	Prunus Avium (not Japanese variety)
Rowan	Any variety (fruits can be White, Yellow, Pink or Orange)

Schedule B

(limited number, special request needed)

Hornbeam	Festigate variety
Larch	
Scots Pine	
