

## **ARRANGING A FUNERAL IN THE COUNCIL'S CEMETERIES - GENERAL ADVICE**

### **Before any interment can take place in the Council's cemeteries the Exclusive Right of Burial must have been / be granted**

- In most cemeteries the Exclusive Right of Burial (Deed) may be granted for a Lawned Area or Garden Area of the Cemetery. The family must consider the choice of Lawned or Garden Area carefully before purchasing the Deed. Only a single, specified memorial is allowed in a Garden Area.
- A Deed can be granted at any time – but in any event must have already been / or be purchased at the time an application is made for the Interment of a Coffin or Casket of Ashes. There is a fee for the Deed.
- A Deed will be issued by Council – with a copy of the Council's current Cemetery Regulations and Guide to the Regulations, to ensure that the regulations in respect of the maintenance of a grave / any memorial erected etc are fully explained and understood.
- Anyone requesting an Exclusive Right of Burial may have sight of the Cemetery Plan to see where the Grave Space is located in the burial ground or casket ground.
- The person who has the Exclusive Right of Burial granted will be advised to place the Deed with their Solicitor or to keep it safe and let someone know of its whereabouts. They will also be asked to notify the Council if they change address or if the Deed has been bequeathed to someone else.

### **Application for Interment of Coffin or Casket of Ashes must be made at least 2 working days prior to the interment**

The Funeral Director will telephone the Council with a request for an interment **before** confirming any funeral arrangements with the bereaved family. Unless a special arrangement for regular invoicing has been agreed with the Funeral Director, the application form and the fee will then be posted or hand-delivered to the Town Hall at least 2 working days before the interment. [**Note:** 3 working days notice is required for an interment in a walled grave or vault].

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For general enquiries telephone 01629 761100 or visit [www.derbyshiredales.gov.uk](http://www.derbyshiredales.gov.uk)

Information communicated to the District Council may be disclosed to the public under the Freedom of Information Act 2000

- **[Note:** If the family wish to reserve an additional grave space(s) adjacent to this one, it will be done at this stage and with the approval of the Council depending on the availability of spaces at the cemetery – a request for the Exclusive Right of Burial will be completed and the appropriate fee paid. The Cemetery Plan will be marked accordingly and the appropriate records completed. The Deed(s) will be issued, as described above.]
- The instruction for the Grounds Maintenance Section to prepare the grave space will only be completed when the application form for interment has been received and the details checked.
- The Council's Registers (manual or electronic) will then be completed.
- The Funeral Director will give the 'Notice of Burial' (green form) to the Grounds Maintenance representative at the Cemetery, who will return it to the Town Hall, where one section will be completed and posted back to the Registrar without delay.
- The Council will contact the Funeral Director the day after the funeral to ask if everything was satisfactory – the details will be recorded.

**The Funeral Director may advise the bereaved family on having a memorial (headstone, etc) erected.**

- Before any memorial can be erected in the Cemetery, an application must be made for the Right to Erect a Long-Term Memorial. This is granted for a period of no longer than 30 years in the first instance but can be extended by 5 year periods, after that first period.
- Temporary Memorials (small stone tablets or wooden crosses) can only be erected for a maximum period of 6 months. A Temporary Memorial must be requested when applying for the Right to Erect a Long-Term Memorial.
- Once the Right to Erect a Long-Term Memorial has been granted, an application can be made to actually erect a memorial. Usually this would be done by the Memorial Mason on behalf of the family. However, if the memorial is no more than 200mm in height (eg a vase), it is not necessary for the family to employ a Mason. [Note: The family will still need the **Right to Erect**, before applying to erect a specific memorial].
- The application to erect a memorial will normally only be approved if the holder of the Exclusive Right of Burial and the Right to Erect a Long-Term Memorial for the Grave Space has given his / her permission.
- Any Memorial Mason employed by the family **must** be registered with the Council (see below). The Funeral Director will have an up-to-date list of the Masons who are registered.

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- The application to erect the memorial must be approved by the Council before the Mason carries out the work in the cemetery; the works must be in accordance with the current version of the National Association of Memorial Masons (NAMM) Code of Working Practice.

### **Quick Reference to Council's Registration Scheme for Memorial Masons**

- **A MASON WILL NEED TO MAKE APPLICATION TO REGISTER WITH THE COUNCIL.**
- Once approved, a Certificate of Registration will be issued.
- An Application for the **Right to Erect** a Long-Term Memorial must be made before any application is made to erect a Memorial / make additional inscription. There is a fee for this provision.
- Once the Right to Erect is granted, an Application to Erect a Memorial / make Additional Inscription must then be made. There is a fee for this provision also.
- Once approved, the Mason can carry out the works – after 2 full working days' notice is given to Council. A Declaration Form must be submitted as soon as the Memorial has been erected – this confirms that the memorial has been erected in accordance with the NAMM Code of Practice.
- The Mason will guarantee to maintain the safety and stability of any long-term memorial supplied for a period of 30 years.

### **Application for Memorial Plaque in Casket Ground / on Wall in Garden of Remembrance**

- The family can apply for a Memorial Plaque themselves, or through the Funeral Director.
- The plaques are ordered from a specialist Company and can take several months to supply. They are a standard size and style.
- If the plaque is for a space on the Wall in the Garden of Remembrance, the family can reserve additional space(s) at the time of the first application. As the spaces are allocated in order, it will not be possible to offer adjacent spaces at a later date.
- The plaques in the casket ground are fixed to a stone slab. The fee for the fixing and the stone slab is in addition to the cost of the plaque, plus VAT. The plaque is not charged for until it has been received – the family will be invoiced.