

## **BELMONT PARISH COUNCIL**

### **Cemetery, Burial and Memorial Information**

#### **Belmont Parish Cemetery, Broomside Lane, DH1 2QW**

Belmont Parish Council is the Burial Authority and is responsible for the running and maintenance of Belmont Cemetery. All land within the boundaries of Belmont Parish Council is in the ownership of Belmont Parish Council.

Belmont Parish residents who appear or are eligible to appear on the Register of Electors for Belmont, Carrville or Gilesgate Moor and their children living in the Parish may be interred in the Belmont Cemetery on payment of the appropriate fees as set out in the scale of charges. Anyone residing outside Belmont Parish who has a family connection may be interred in the Cemetery with the approval of the Chairman and Vice-Chairman of the Parish Council.

Only residents of Belmont Parish can pre-purchase grave spaces or ashes plots within the Parish Cemetery.

**Please note:** Belmont Parish Council reserve the right to close the cemetery during extreme weathers to protect residents, risk from falling trees, branches, miscellaneous objects etc and that the funeral directors will be informed of the cemetery closure should a funeral be on that day.

#### **1. Opening Times**

The Cemetery is open 9:00am to Dusk (7:00pm during the summer, 4pm in the winter).

#### **2. Cemetery Information Documents**

The following documents may be viewed free of charge by appointment at the Parish Office during office hours (9:30am to 11:30am Monday to Friday, Tel: 0191 386 0664).

Cemetery Plans showing the layout of grave spaces

Register of Burials

Register of Purchased Graves

Searches may be made and extracts taken but these may incur a charge.

#### **3. Cemetery and Memorial Fees**

Please contact the Parish Office for current fees.

For Persons residing outside Belmont Parish the Fees will be quadrupled.

**Belmont Parish Council  
Belmont Community Centre  
Sunderland Road  
Gilesgate Moor  
DH1 2LL  
Email: [belmontpc@btconnect.com](mailto:belmontpc@btconnect.com)  
Tel: 0191 386 0664**

#### **4. Purchases of Exclusive Right of Burial**

Grave spaces must be purchased by appointment at the Parish Office during office hours.

The purchaser will be issued with an Exclusive Right of Burial Certificate.

The purchase of the Exclusive Right of Burial for a grave space will be for a period of 99 years after which all rights shall revert to the Parish Council. However family members may apply to have the period extended.

The Exclusive Right of Burial may be transferred to another person, with formal notification and approval of the Parish Clerk the transfer will be entered into the Register of Purchased Graves.

#### **5. Cemetery Rules & Regulations**

The Council reserves the right to carry out any work necessary to ensure safety of the cemetery without prior notice and may make an appropriate charge to the Exclusive Right of Burial holder.

**(Cemetery Rules & Regulations - are available at the Parish Office and in the event of a burial it is essential they be viewed). Larger print available on request.**

### **BELMONT PARISH COUNCIL**

#### **Rules and Regulations – Belmont Cemetery**

Belmont Parish Council requires the observance of these Rules and Regulations to enable the Cemetery to be maintained to a high standard for the benefit of all persons using it.

#### **Cemetery**

1. Do not stand, sit or lean on any memorial or act in any manner, which would cause damage to property or offence to others.
2. Dogs must be kept on a lead at all times within the Cemetery.
3. Any person acting in an inappropriate manner or creating a disturbance or nuisance by interfering with a burial, any grave, headstone, memorial or flowers will be required to leave the cemetery immediately.
4. Scattering of ashes is not permitted in any part of the Cemetery.
5. No burial may take place without prior arrangement with the Parish Council.

#### **Grave Spaces**

The following are not permitted

1. Kerb stones, surrounds or foot-stones.
2. Excavation of grass to form a soil trench defining the perimeter of the grave or any extension of grave area.
3. Fencing around any grave space.
4. Planting of shrubs, plants or trees.
5. Mounds over graves or addition of compost.

6. Gravel and other ornamentation.
7. Compost not to be used on any Ashes or Burial Plot.

### **Grave turfing arrangements update**

1. Turfing of graves after a period of a year enables effective maintenance and management of the cemetery. This is Belmont Parish Councils preferred option however it is respected that this is not always preferred by families.
2. A minimum of 12 weeks prior to the proposed turfing, a letter will be sent from Belmont Parish Council to families informing them that the grave plot is due to be turfed. At this point, should the Exclusive Right Owner not wish to have the grave turfed Belmont Parish Council must receive this request in writing prior to the date outlined in the letter. **Please note** when a family opt out of turfing, they take full responsibility for the upkeep of the grave plot. Should Belmont Parish Council agree (Chair and Vice Chair of the Environment Committee) that the grave plot appears unkempt, a letter will be sent to families requesting that the grave plot is maintained. Belmont Parish Council reserve the right to turf any uncared-for grave plots should no contact be received from the decease's family with the timescale outlined on the letter.

**Please note** there are times when there will be a need to excavate the grave at the side or foot of the grave you have purchased or for which you have an Exclusive Right of Burial. Boards will be placed over the grave and it may be difficult for you to visit for a short period. Please be prepared for this eventuality and be assured that after the funeral, the grave will be cleared and the area left neat and tidy.

### **Memorials**

1. Memorials may be erected within the Parish Cemetery. A Memorial Application to the Parish Council is required to be submitted by a reputable memorial mason and it should be noted that there is a maximum size requirement? Permanent memorials may only be placed on graves by the holder of the Exclusive Right of Burial.
2. Memorials on full size graves are to be of the headstone type, not more than 1metre by 1 metre (3ft 3 inches) high by 1-metre-wide by 100 mm deep, set on a plinth and placed at the head of the grave. Measurements include all parts of the memorial above ground. Headstones shall be a maximum of 100 mm thick though thicker memorials may be permitted by arrangement where the design and stability of the memorial allows.
3. No memorial may be erected until six months after the burial.
4. Memorials on ashes plots are to be no more than 300 mm (1 ft)) high, 457 mm (1 ft 6 inches) wide and 457 mm (1 ft 6 inches) deep for the ashes internment area regarding restrictions for headstones/tablets.
5. The applicant must ensure permission has been granted before making any firm arrangement with the Stonemason.
6. It is essential that arrangements are made with Belmont Parish Council for the placement of headstones or other memorials. In circumstances where memorials have not been

sited in accordance with instruction given by Belmont Parish Council the Council reserves the right to arrange for re-siting.

7. Fixed memorial vases not exceeding 300mm x 200mm x 200mm (1ft x 8ins x 8ins)
8. Temporary wooden cross markers may be placed on a grave for a period of up to twelve months.
9. No more than three Memorial vases in line within the head of the grave, must not impede grass cutting.
10. Memorials erected within the cemetery should be kept in good order by and at the expense of the owners and their heirs.

### **Inscriptions**

1. All inscriptions must be approved by Belmont Parish Council.
2. Inscriptions should be simple, dignified and reverent.
3. There should be no inscription on the arms of a cross.
4. Trademarks and company names are not allowed on the face of any stone. Names may be added to the side or rear of the plinths.

### **Bases/ Plinths**

1. Bases over graves must not exceed the maximum permitted width and length of the memorial.
2. Bases over cremated remains must not exceed 450 mm (1ft 6 in) x 600mm (2ft). No fixed vase or other object may be placed on stones over cremated remains.
3. A memorial **must** stand on a plinth, which can be of the same material as the headstone, (with the exception of a monolithic design) provided that it is an integral part of the design and does not project more than 100 mm (4 inches), or 150 mm (6 inches) when a fixed vase is incorporated. The plinth must be fixed on a foundation setting, which is flush with the ground so that a mower may pass freely over it, the foundation setting must not extend beyond 150mm (6inches).

### **Materials**

1. Memorials made of concrete or perishable materials are not permitted.
2. The type and colour of the memorial must be in sympathy with the cemetery environment.

### **Tributes (Flowers, wreaths, ornaments)**

1. Wreaths, Remembrance Day poppies and traditional Christmas wreaths should be removed after three months.

2. Glass or earthenware containers are not permitted on any grave. The Parish Council reserves the right to remove any container, which contravenes this regulation.
3. Ornaments are placed at the owner's own risk.

### **Procedures**

1. An agreement should only be entered into with the Stonemason or Funeral Director after written authorisation of the Parish Council has been obtained.
2. Application for Burial must be made on the form provided by the Parish Council.
3. Where advice is required, please contact the Parish Office.

### **Memorial Masons/Stonemasons**

1. The Monumental Mason has a duty to manufacture, supply and erect a monument in accordance with the Memorial Mason's Fixing Regulations and the Regulations set out by Belmont Parish Council.
2. Memorials can only be erected in the Belmont Parish Cemetery by Memorial Masons who are approved by Belmont Parish Council.

### **Please note**

The Council reserves the right to carry out any work necessary to ensure safety of the cemetery without prior notice and may make an appropriate charge to the Exclusive Right of Burial holder.

If in the opinion of the Parish Council a memorial provides a risk of injury or damage to any person or property, the Council may take immediate action to eliminate that risk. Such actions may include (but is not limited to) the removal, laying down or supporting of the memorial and the sealing of the memorial area together with the erection of warning notices. This action may be taken without the notifying or obtaining the approval of the deed holder.

It is essential that those responsible for the erection of headstones or other memorials consult with the Parish Clerk to ensure that they are placed in the correct location. When headstones or memorials have been incorrectly placed the Parish Council reserves the right to arrange for their relocation in the correct position and for the associated costs to be recovered from the persons responsible for erecting the headstone or memorial incorrectly. The Parish Council may remove any unauthorised headstone or memorial at its discretion.

The Council has the right to remove unauthorised additions to graves spaces with due notification of the Exclusive Right of Burial holder at his or her last known address. Any expense necessarily incurred by the Council in doing so shall be chargeable to the Exclusive Right of Burial holder.

The Parish Council will endeavour to maintain the cemetery in good order whilst preserving a pleasant environment.

### **Authority**

These Regulations are made by the Belmont Parish Council as the Burial Authority and have been approved at their meeting held on Thursday 11th May 2023.

