



Winchester
City Council

CEMETERY RULES

AND

REGULATIONS FOR

MAGDALEN HILL AND WEST HILL CEMETERIES



INTRODUCTION

The cemeteries operate within with the Local Authorities' Cemeteries Order 1977 under which burial authorities are responsible for maintaining statutory burial registers and grave plans, establishing rules and regulations relating to the management of the cemeteries and the memorials permitted with them and setting fees for burials and memorials.

The regulations include the statutory requirements contained within the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 together with any other relevant legislation that governs this service. The following regulations have been made by Winchester City Council are supplemental to the provisions of the Local Authorities' Cemeteries Order 1977.

The Cemeteries also operate within current legislation, covering burials in England and Wales. These regulations are a necessary requirement for the management of Winchester City Council cemeteries. Every effort is been made to avoid restricting the rights and choices of the individual and the need to regulate for safe and tidy grounds.

With regard to regulation, the Charter for the Bereaved gives the following rights:

- You have the right to be given a list of regulations used by Winchester City Council (as set out in this document)
- You have the right to a written explanation when a particular regulation to restrict or otherwise influence your rights, have been applied. Were you to remain dissatisfied, you may utilise the Council's complaints procedure and the grievance procedure under the Charter for the Bereaved. Further information on these procedures is available on application.

The Council has adopted the Guiding Principles for Burial Services published by the Institute of Cemeteries and Crematorium Management (ICCM). Please see our web site for full guidance sheet.

These regulations are made by Winchester City Council (hereinafter called 'The Council') acting as the burial authority for the Borough in exercise of the powers and duties conferred upon them by the *Local Government Act 1972, Article 3 of the Local Authorities' Cemeteries Order 1977*, and of all other powers and duties regarding the general management, regulation and control of the cemeteries provided by them.

The City Council owns two cemeteries within the district, Magdalen Hill Cemetery and West Hill Cemetery and is safe guarded by these regulations and reserve the right to make any alterations, or additions to the regulations as necessary. The Council's ruling on these regulations shall be final.

West Hill Cemetery, St James Lane, Winchester, SO22 4NX, is the oldest with the first burial taking place in 1840 and the last in 1953 and is 2.5 Hectares in size.

Magdalen Hill Cemetery Alresford Road, Winchester, SO21 1HE, here the first burial took place in 1916 with the total area for the original cemetery being 7.4 Hectares and the new extension having 3.2 Hectares. Within the extension of the cemetery, as well as the traditional areas for Church of England, Catholic and Free Church, we now have dedicated areas in the Cemetery, for different faiths and customs, at Magdalen Hill. These are the Muslim, Ghurkha and the Travelling Community.

For any help or advice regarding these regulations, please contact the Cemetery Manager or Burial Officer on 01962 848316.

OPENING HOURS

Council Hours 8.30 am until 5.00 pm Monday to Thursday
8.30 am until 4.30 pm Friday

The office is closed on Saturdays, Sundays and Bank Holidays

Hours for Burials Monday to Friday only

9.00 am until 3.00 pm October & March
9.00 am until 2.30 pm November, December, January & February
9.00 am until 3.30 pm April through to September

The Cemeteries are open every day of the year to visitors at the following times:-

Hours for Admission of Visitors to Magdalen Hill Cemetery

8.00 am to 4.00 pm November through to February
8.00am to 5.00 pm October & March
8.00 am to 7.00 pm April through to September

Hours for Admission of Visitors to West Hill Cemetery

Throughout the year (until further notice) every day of the year 7.00 am to 10.00 pm

City Office Cemetery Department
Postal Address City Offices
Colebrook Street
Winchester
SO23 9LJ

Telephone Number 01962 848316
Email burials@winchester.gov.uk

Please note: there are no longer staff present at the Cemeteries, all written queries to City Offices address or phone the number above.

1. FUNERAL ARRANGEMENTS

Interments are permitted Monday to Friday and between the times the below, excluding Christmas Day, Boxing Day, New Years Day, Good Friday, Bank and Public Holidays.

Interments can take place:

December to January	9.00am to 2.30pm
October and March	9.00am to 3.00pm
April to September	9.00am to 3.30pm
Christmas Eve	9.00am to 11.00am

Interments outside these times will be exceptional, at the discretion of the Council, and special charges may apply in order to recover any additional administration or labour costs.

The time for an interment will be that at which the funeral cortege is to arrive at the Cemetery.

2. NOTICE FOR INTERMENT

A telephone booking is required in the first instance for all faiths and interments, including the scattering of ashes. Full details of the interment has to be confirmed in writing, using the Council's Notice of Interment form, which must be received by the Cemetery Department at the Council, within a minimum of four working days prior to the interment. (Full step-by-step procedures for booking an interment, can be found on page 12 number 14 of this document)

The Notice of Interment Forms are with the Funeral Directors or upon request from the Council.

The Council will not accept responsibility whatsoever where verbal agreements have not been confirmed in writing.

The submitted Notice of Interment must include full details of the deceased, the proposed interment date, type of coffin, exact dimensions of the coffin or ashes casket and the full name and address of the person requesting the interment.

One of the following Certificates must accompany the fee and the Notice of Interment Form:

Certificate for Burial
Coroner's Certificate
Cremation Certificate

For the interment of a stillborn, or a non-viable, the Certificate of the Registrar of Deaths or a Medical Certificate from the medical practitioner who was present at the birth is required.

Burials cannot take place without a Certificate for Disposal or the Coroners Order. Failure to provide the Certificate or Order will result in the delay of the burial. Once the certificate in question has been produced to the Council, the burial take can take place.

3. BURIAL EXCAVATION PROCEDURE

When you arrive at the cemetery for the burial, the grave will have been prepared and excavated, with the edges dressed with artificial grass matting. Once the all the mourners have left, the grounds maintenance staff will backfill the grave.

If it is traditional due to your faith to place amounts of soil on top of the coffin, we can arrange this for you with advance notice. We will provide a spade and organise the procedure. However, we cannot permit the prepared grave fully filled in by the family, for health & safety reasons.

4. MINISTERS AND CLERGY

It is the responsibility of the deceased's family or Funeral Director to arrange for a Minister or a non-faith ceremony at the graveside.

5. MAINTENANCE OF GRAVES AND CREMATED PLOTS

The Council will maintain all graves and cremated plots, as part of its general management of the Cemetery.

The Council shall endeavour to reinstate all newly excavated graves within 12 months of an interment, subject to ground conditions and to the season of the year being appropriate for these works to be undertaken. This period is necessary to allow the natural subsidence of the earth used to fill the grave. The reinstatement shall include the levelling and seeding of the grave surface.

The Council reserves the right to top up and turf/seed any grave, which is older than 12 months, which has sunk, and considered a health and safety risk. The Council will ensure that each grave has minimal disruption during this procedure.

6. CONSTRUCTION OF COFFINS AND CASKETS

Every body brought into the Cemetery for interment shall be contained in a suitable coffin/casket. Only biodegradable materials and wood, for ashes casket and traditional coffins, is acceptable for an interment.

7. FEES AND CHARGES FOR INTERMENTS

Fees are payable in advance to the Council except in the case of Funeral Directors and Monumental Masons who have an account with the council and are invoiced on a regular basis by the Council.

The fee paid is for the Burial Rights only, and not for the land where the plot is situated. (See number 10 below, for further details).

The Cemetery is available for burials to anyone, regardless of whether or not the deceased is a resident of the Winchester District.

A table of fees is available on our website and upon request and the Council reserves the right to revise these fees and charges.

We have recently reviewed our fees and the fee structure now has three levels of payment.

Level 1 - Residents within St Barnabas, St Paul, St Luke, St Bartholomew, St Michael and St John.

Level 2 - Residents residing within the remaining Winchester District.

Level 3 - Residents within the wider District and beyond, for example: London, Eastleigh and Southampton.

Following local government re-organisation in 1974, the then City Council merged with part of Winchester Rural District Council and the Droxford Rural District Council

The former City Council area now comprises the Winchester's Six Saint Wards and the other areas have parish councils, including Olivers Battery.

The provision of cemeteries should be the responsibility of the parishes, should they wish to provide them. The parish council precept, must meet the costs, not through the District Council Tax rate. In addition to this, services, which are provided, elsewhere in the District, by the parishes, the Winchester Town Wards, will pay a separate levy for these services.

The residents, in the Winchester Town area, and not by residents in parishes, including Olivers Battery, fund Magdalen Hill and West Hill Cemeteries.

There is a difference in the Council Tax payable in the Winchester Town Wards compared to those outside the area, and it is up to each parish to decide whether they provide their own cemetery, meeting the costs involved and many do.

It is a normal practice for councils to charge double rates for burials from outside the District of the Burial Authority. Indeed, some councils use a triple rate charge.

American Caskets

Funeral Directors, interring in an American casket, will need to apply for a cost prior to sending in the interment form. The reason being that there will be an additional cost to prepare the grave, due to the unconventional size and shape of the casket

8. CEMETERY REGULATIONS

Behaviour in the Cemeteries

All visitors to the Cemetery must behave in a respectful manner at all times and must not interfere with any burials taking place.

Any person found vandalising any part of the Cemetery or desecrating any grave plot will be liable for prosecution by the Council under the provisions of *The Local Authorities Cemeteries Order 1977*.

Sitting, standing or climbing upon or over any gravestone, headstone, tombstone, monument, gate, wall, fence, building within, or belonging to the Cemetery, is prohibited at all times.

Personal Liability

All persons entering the cemeteries do so at their own risk, and the Council will not accept any liability for injuries or damage sustained for any reason whatsoever.

Memorabilia and shrubs within the New Extension of the Cemetery

The New Extension area of the Cemetery will be kept a lawn cemetery and therefore, memorabilia on the grave other than the official memorials or flowers are not be permitted within the New Cemetery extension, any items that are found on the grave plots, the owner will be contacted to kindly remove them. Failing to remove the items once requested to do so, Winchester City Council reserves the right to remove them and store them for a period of 3 months, after which they will be disposed of.

Shrubs, trees, etc., planted on the grave are not permitted and the Council reserves the right to remove them at any time.

The Council will not accept liability for the safekeeping of any wreaths, flowers, plants or any other objects placed in the cemeteries nor for any damage caused to memorials or monuments by winds, storm, inclement weather, vandalism or other factors outside of its control, anywhere within the cemetery both old and new.

Flowers and Funeral Wreaths

Please note any flowers that have died and not removed within 4 weeks, the staff will dispose of them. Wreaths will generally be disposed of within 14 days after interment; however, this depends upon how well the flowers have lasted.

Waste and Litter

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

Playing of loud music

Playing of any musical instrument, tape cassette player, compact disc player, radio, record player or any device used to generate and/or amplify sound, is not allowed within the cemetery. The playing of musical instruments as part of the funeral service is permissible with the prior approval of the Cemetery Manager.

Instruments are also permissible in the case of a Military Funeral Service or Military Memorial Service, with the permission of the Cemetery Manager.

Smoking

There is a total smoking ban in the cemetery near to any place where mourners are gathering or where any funeral or religious services are taking place and visitors must dispose of cigarette ends in a proper manner.

Photographing of Memorials

Consent from the Council, prior to taking photographs or copies of any memorial must be obtained.

Admission of Dogs

Dogs must at all times, be kept on a lead in the cemetery and owners are required to be considerate of the bereaved and other Cemetery users and clean up after their dog.

Vehicles

Vehicles must park in the car park provided. Additional parking is available opposite the main entrance. People are discouraged from driving/parking on the grass and the maximum speed limit is 5 miles per hour throughout the Cemetery.

General Maintenance

All grass cutting, leaf clearing, and upkeep of trees, shrubs, flowerbeds and hedges, the Council or their contractor will carry out these works, at a frequency, determined by the Council and by weather conditions. The Council reserves all rights to disconnect the water supply to avoid freezing during the winter and during the summer months when there is a drought.

Exclusion or Removal of Persons from Cemetery

The Council may at any time, exclude or arrange to remove any person from the cemeteries for breach of the Regulations.

Selecting Grave Spaces (Not applicable to West Hill Cemetery, Cremation Area or the New Extension)

Within the old section of Magdalen Hill Cemetery, you can choose for a fee, a grave space of your choice depending on availability. However, the cremation area and in the new extension, all graves and cremation plots, will be allocated by the Cemetery staff, on a strict rotation basis only.

Pre-Purchasing of a Grave Space

As of 1st February 2016, it will no longer be possible to offer pre-purchased grave plots anywhere at Magdalen Hill Cemetery, Winchester.

The cost of providing new cemeteries and the difficulties associated with gaining planning permission are such that it is essential we accommodate as many future burials as we can within the extension area, hence the need to change our procedure.

Opening of Graves

The written consent of the owner, for all re-opening of graves and cremation plots, must be in writing. The Council, will not authorise any re-opening with the consent.

Scattering of Cremated Remains

A certificate of cremation and permission from the Council is required, to scatter cremated remains over a grave space, along with the owner's permission. An interment form will be required and submitted to the Council, if you wish to record the scattering of the ashes, please note: there is a fee for administration.

9. EXHUMATIONS

After all interments, the body or cremated remains may not be removed from a burial or cremation plot, without the permission from the Ministry of Justice or the Consistory Court of the Diocese of Winchester, in some cases both, for exhumation required by law. The owner of the grave or cremation plot must also give permission. Original documents will be required for this purpose

Exhumation from Un-consecrated Ground

All exhumations from un-consecrated ground only require permission from the Ministry of Justice.

Exhumation from Consecrated Ground

For all exhumations from consecrated ground will require both, permissions from the Ministry of Justice and the Consistory Court of the Diocese of Winchester.

Licence Conditions

The Ministry of Justice may prescribe specific actions, during the exhumation process. Exhumations will always take place very early in the morning and in most cases will require the attendance of a local Environmental Health Officer.

Fees and Charges for Exhumations

It will be the responsibility of the person requiring the exhumation to pay all fees for all requirements and to ensure that logistically the exhumation is carried out with due regard for the health and safety of all those involved, public decency and respect for the deceased.

All burial and cremated remains exhumed, must adhere to *The Local Authorities' Cemeteries Order 1977*.

10. EXCLUSIVE RIGHTS OF BURIAL

Simple Un-purchased Graves

Simple Un-purchased graves are available for those requiring a burial but have no means to pay for a funeral, due to individual circumstances. If this is the case, the interment shall take place in an un-purchased grave; one of the following must sign the Notice of Interment:

- A near relative of the deceased, and/or
- Accompanied by a form of consent in writing signed by a near relation, or
- Accompanied by consent in writing, and signed by a person acting on behalf of the relatives of the deceased, authorising the interment in an un-purchased grave.

- The Cemetery Manager will determine the position of all new un-purchased graves. Relatives of the deceased have no rights to the grave, and can only place a simple plaque with dimensions of 400mm x 400mm on the grave. From 1st April 2013, unless purchased, Winchester City Council will not permit further interments within the grave space. This ruling does not apply to any burials that have already taken place in a simple un-purchased grave before this date.

Exclusive Right of Burial

The Exclusive Right of Burial entitles the registered holder:

- To be interred in a grave space subject to space being available in the grave;
- To determine who is buried in the grave;
- To apply for the Right to erect a memorial on the grave, in accordance with the Regulations and subject to the approval of the Council;

The Council will grant on terms and conditions as they feel fitting, and upon payment of the appropriate fee or fees to any person aged eighteen or over, for a period of 35 years, the Exclusive Right of Burial in any purchased grave space. The full name and address of the person(s) to be the owner(s) must be supplied to the Council.

The purchase of an Exclusive Right of Burial entitles the deed holder(s) the sole right to bury in the grave plot, who they wish and can be erected a memorial, on the grave. The land that the grave occupies belongs to the Council, which means the owner of the grave does not own the land, only the right to bury someone and place a memorial upon the grave and therefore requires permission before any interment can take place or a memorial is placed on the grave. The Council is not responsible, if due to factors outside its control, the full number of interments cannot take place.

The Council will contact the owner towards the end of the 35-year period, to ask if they wish to extend the Rights. Currently, there are no fees for this, due to the decision to change to 35 years in 2012. However, the Council is not obliged to extend the rights period, but will consider the application in the light of its policy, and management considerations, which are relevant at that time.

All interments before 1977, the Exclusive Burial Rights are in Perpetuity and between 1977 and 2012, the Exclusive Burial Rights are for a period of 100 years.

Change of address or name

The owner of the Exclusive Right of Burial is responsible for informing the Council of any change of address or name.

Transferring the Exclusive Right of Burial

The ownership of Exclusive Rights is an important legal matter. Transfer of Ownership of Exclusive Rights, can be transferred, in one of the following ways:

- The owner of the Exclusive Right of Burial may assign the Right of Burial to another person, by filling in a Form of Assignment and submitting to the Council;
- Following the death of the owner the Exclusive Right of Burial in any grave space, walled grave or vault, must be transferred and re-registered, before the grave can be re-opened, or any stone or monument erected thereon or any existing stone or monument repaired, altered or removed;
- Transfer of ownership (as referred to above) can take place on production of any of the following relevant original documentation to Winchester City Council:

Please Note There is only one transfer fee per grave, even if the ownership is to be in more than one name.

Grant of Probate – This is normally granted to the executor(s) appointed in the will of the deceased person, once the Will, has been tested through the courts. Only a copy of the original ‘sealed’ Grant will be acceptable by Winchester City Council i.e. it must bear the embossed seal of the Court.

Grant of Letters of Administration – When a deceased has died intestate (i.e. without making a valid Will), the next of kin (or some other person with a sufficient interest) can apply to the Court, to be Administrator of the Estate. As with Grant of Probate, only a copy of the original document given to Winchester City Council bearing the embossed seal of the Court is accepted.

Statutory Declaration – This is a written statement declaring that they are the legal next of kin, and that there is no one else who has an interest in the deceased estate: to be completed and witnessed by a Magistrate of Commissioner for Oaths. Normally used where no other official documents have been issued or applied for.

11. GRAVE MANAGEMENT

Preparation of Graves

All graves are to be excavated, back-filled and dressed only by persons employed by the Council, or Council approved contractors.

Plot sizes

Full size grave plots are approximately 7’ x 3’, and cremation plots are approximately 3’ x 2’ 6”. There must be a minimum of 1 foot between grave plots generally, with 3 foot between graves in certain areas to allow ease for maintenance and walkways.

Muslim and Ghurkha Plots

Muslim plots will be dug at 117 degrees facing Mecca and will be approximately 7’ x 3’. There must be a minimum of 1 foot between grave plots generally, with 3 foot between graves in certain areas to allow ease for maintenance and walkways.

Ghurkha’s plots will be prepared in accordance to the rest of the cemetery.

Interment of Graves

All graves must have at least three feet of earth between the surface of the ground and the top of the last coffin. No coffin shall be buried in a grave in which an interment has already taken place unless the coffin is separated from any other coffin already placed and remaining in the grave by means of a layer of earth not less than six inches in thickness. No interred human remains shall be disturbed or any soil which is an offence be removed.

Each individual body, whether an adult or child, must be in a separate coffin when brought to the Cemetery, except where:

- Both the mother and child can be buried within the same coffin, when the mother has died in childbirth:
- Twins and multiple twins can be buried together within the same coffin, if they have died in childbirth.
- Ashes of the deceased husband/wife/partner etc. can be placed in the coffin, and be interred together.

Coffin Dimensions

Exact dimensions for the coffin and ashes caskets, must be clearly written, on the interment form. However, if the dimensions should alter for any reason, the applicant must notify the Cemetery Manager or Burial Officer in writing or by email to the City Offices, within a minimum of three working days prior to the burial.

Identification

To every coffin/casket must be attached some permanent form of identification marker bearing the full name of the deceased and their date of death. In the case of a stillborn child, the name of the child or that of the parents, indelibly affixed to the coffin.

Death from Infectious Disease

Where the funeral is of a person who has died of an infectious disease, the Notice of Interment must contain a statement to this effect.

Registers

All the deceased details post 2013, are electronically kept at Winchester City Council, by the Cemetery Department, and all details of the deceased prior to 2013 can be viewed in the old manual records, during office hours with prior arrangement.

12. MEMORIAL REGULATIONS

Memorials-Special Cremation Plots

All memorials must be erected by a National Association of Monumental Masons (N.A.M.M) or British Register of Accredited Memorial Masons (B.R.A.M.M) qualified Stonemason.

Memorials are restricted to ground level plaques size 400mm x 400mm (15"x15" approximately) and a small vase not exceeding 200mm x 200mm x 200mm (no vase plates permitted) which must be placed immediately above the head of a plaque. When there are no plaques, any Memorial Vase, must be placed at the head of the cremation plot, in line with other vases,

Memorials – simple Graves (Un-purchased – Magdalen Hill Cemetery only)

Memorials are restricted to ground level plaques size 400mm x 400mm x 50mm (15"x15"x2" approximately), all other types of memorabilia, are not permitted on the grave.

New Baby Section

Memorials are restricted to ground level plaques size 400mm x 400mm (15"x15" approximately) and can be raised by 50mm (2" approximately), all other types of memorabilia on the grave are not permitted.

Right to Erect Memorials

The Council will allow the purchasing of a Memorial, only if the Exclusive Right of Burial and a Grant of Memorial Rights, has been issued to the owner. The right to erect a memorial rests with the Exclusive Right of Burial holder. No work must be carried out before the Council has granted permission and the appropriate fee has been paid.

Fees for the Grant of Memorial Rights do not cover the cost of the memorial/headstone itself, which must be constructed and installed by a suitably qualified monument mason. The Stonemason's costs must be paid directly to the Stonemason, and are not the responsibility of the Council

Footstones

Footstones are permissible at the foot of the grave: but must not exceed 7" high by 2'x6" wide (to a maximum of 3'). A footstone will not incur an additional charge when applied for with the headstone. However, if requested at later date, there will be an additional fee charged to the applicant.

13. ON AND AROUND THE GRAVE

- The Council do not permit within the old or new extension of the cemetery, a ledger of any type on the grave.
- The Council will allow kerbstones, around the grave in the old areas of the Cemetery. However, **please note**, the Council will not permit kerbstones of any type within the new extension of the Cemetery.
- The Council will not authorise any soft wood or stone, such as Bath, Caen, in the construction of any memorial anywhere in the Cemetery.
- The Council will allow railings, fences, chains, glass wreaths or chippings in the old areas of the Cemetery. However, **please note**, the Council will not permit these in the new extension part of the Cemetery.

Position of Memorial

The position for headstones, monument and memorials shall be subject to the approval of the Cemetery Manager or his/her representative.

Memorials

Memorials are the sole responsibility of holder of the Exclusive Right of Burial and therefore responsible for the maintenance and up keep of the memorial, and are to ensure that they are maintained in a good and safe condition. The Council cannot accept any liability for repairing damaged or fallen memorials, or be responsible for any damage, theft or vandalism or any other circumstances beyond the control of the Council.

All memorials are subject to ongoing stability testing in accordance with the Council's policy in line with *Article 16.1 of The Local Authorities' s Cemeteries Order 1977* and Health and Safety Regulations, and the Council, reserves the right to remove or lay flat any headstone deemed to be unsafe, derelict or in an unsightly condition. However, prior notice will being given to the owner, before any action is taken.

Memorial Benches

The purchasing of a Memorial Bench, can be bought only through the Council, upon submission of payment and an application form, and is installed by Council Staff. The spaces chosen for the benches are from allotted areas marked on the Cemetery plan.

The fee for the Memorial Bench includes 10 years maintenance.

Photographs

A small photograph is permissible on a memorial.

14. PROCEDURE FOR ARRANGING BURIALS

If you are interring a coffin, you must go through a funeral director and they will organise the burial for you. The funeral director should telephone the office and check with the staff that the date and time the family wish is available.

However, should you wish to inter ashes only, you can deal directly with the Council or through a Funeral Director. This will be entirely your choice, depending on cost or family wishes.

Once a date and time has been booked, the funeral director will then send in the Council's interment form and the green certificate for burial / white cremation certificate to the Burial Department at City Offices. In the case of a family organising the interment of ashes themselves, they will need to contact the Council to arrange the date and for the interment form. They will then need to send the form with the fee and the white cremation certificate to the Burial Department at City Offices.

We require the paperwork and the booking of the interment, a minimum of 4 working days before the burial date. This is to give our contractors time to organise and prepare the grave. Sometimes the ground may be very hard and a mechanical digger maybe needed, or if it is raining, this could cause delays in preparing the ground. The Council accepts that maybe there will be the occasional exception, when this is not possible.

Please note, within the new extension, the Council staff in strict rotation will allocate the graves. We will not be offering a service to choose a plot.

Upon receipt of the paperwork, the staff will up date our electronic records with all the deceased information and the person's details requesting the burial and will inform our contractors to prepare the grave. Any amendment to an application for interment once Winchester City Council has received the form must be in writing in the form of a letter or email. Otherwise, the Council will not accept responsibility for the accuracy of the information given

It is important to note, that the person who signs the interment form is the owner of the grave, and therefore, the only person to allow the memorial or any further interments in the grave. You may at any time, transfer ownership to someone else.

As the owner, you will receive a joint Burial and Memorial Grant, giving you the rights to bury and place a memorial for 35 years. After 30 years, you will be contacted to see if you wish extend ownership of the grave, and there will be a fee for this.

However, please be assured that if you do not wish to renew the ownership, your loved ones will remain in the grave, but, the memorial may be removed and stored.

The grave plots are approximately 7' x 3, and there must be a minimum of 1' between graves generally and 3 feet between some areas for ease of maintenance and walkways.

On the day, the grave will be ready and covered with grass matting to look as natural as can be possible for the occasion and a member of staff is usually nearby for any problems that may occur.

If it is traditional due to your faith to place amounts of soil on top of the coffin, we can arrange this for you with advance notice. We will provide a spade and organise the procedure. However, we cannot permit the prepared grave fully filled in by the family, for health & safety reasons.

Once the mourners have left the cemetery, our contractors will backfill immediately the grave, and turfed, or grass seeded approximately six months later. This is to allow the ground to settle, as the graves tend to sink, then the grave must be topped up with soil a few months after the burial, before the turfing or seeding can be carried out.

15. Alterations to the Regulations

The Council reserves the right from time to time to make any alterations or additions to these regulations as necessary. The Council's ruling on these regulations shall be final.

Revocation

Any rules or regulations previously in force, in respect of the Cemeteries, are now withdrawn.