

**GRAVEYARD/BURIAL GROUND FEES & RULES**

Croes-y-Parc Chapel (CYPC) Graveyard is managed and maintained by the Croes-y- Parc Leadership Team (CYPCLT). All enquiries should be made to the Chapel Secretary\*, who is the person responsible for the administration of the Graveyard.

Note – These rules are in addition to any other appropriate statutes, regulations and guidance currently in force.

## **Schedule of Fees** (The fees will normally be waived where the interment relates to those mentioned in Graveyard Rules 1.2 below)

**EXCLUSIVE RIGHT OF BURIAL (EROB)\*\***

For a period of 100 years from date of purchase. May be purchased in advance, or at time of burial.

Grave Plot Single depth (1 burial)         £250

Grave Plot Double depth (2 burials)      £500

Ashes Plot 1/2 Plot (1 ashes)          £150

Child’s Grave or Ashes Plot (under 18 years)         nil

**INTERMENT/BURIAL OF COFFIN**

Does NOT include grave digging, undertaker charges, person officiating or chapel service.

Burial     £150

Burial of a child under 18         nil

Burial of a stillborn child         nil

**INTERMENT/BURIAL of ASHES**

Does NOT include grave digging, undertaker charges, person officiating or chapel service.

Interment of ashes          £150

Interment of ashes of a child under 18    nil

**MEMORIALS, HEADSTONES AND TABLETS**

Right to erect Grave Headstone not exceeding 1 metre in height    £150

Right to place Ashes Plot Tablet    £150

Right to place Flower Vase (in lieu of headstone or tablet)             £150

Right to place Memorial Tablet (no remains interred)      £150

Right to add Inscription to an existing Headstone or Tablet      £ 75

**ADMINISTRATION**

Search of Burial Register               £ 25

All fees are exempt from VAT - PRICES VALID 1ST APRIL 2020

## **Croes-y-Parc Chapel Graveyard Rules**

**1. GENERAL**

1.1 The fees for burial are set by the CYPLT and payable to CYPC. Payments are to be sent to the Chapel Secretary in advance of an interment or memorial works.

1.2 The deceased must normally have been a Member or connected to a Member of CYPC at the time of death, or the child of such Member provided the child is less than 18 years of age. Members of CYPC who may have left to go into care because of infirmity are considered Members at time of death.

1.3 The CYPCLT reserves the right to amend these rules and to deal with any circumstances not provided for in the rules as necessary.

**2. CONDITIONS OF ADMISSION TO THE CYPC GRAVEYARD**

2.1 The CYPC Graveyard is a place of peace and quiet reflection. Visitors must not stand, sit or lean on any memorial or otherwise act in such a way as to cause damage or disrespect to CYPC Graveyard facilities or property, or offence to CYPC Graveyard visitors.

2.2 Dogs must be kept on a lead at all times and dog owners are to ensure that their pets do not foul the graves or ashes plots. Dog owners are to remove any dog faeces immediately and after securing this in a plastic bag, are to deposit it in an appropriate receptacle offsite.

2.3 Except for being parked in the Car Park, no motorcycles, bicycles, skateboards or scooters are allowed in the CYPC Graveyard.

2.4 The whole of the grounds in the CYPC Graveyard, together with all growing trees and shrubs are the responsibility of CYPC.

**3. PURCHASING THE RIGHTS TO A BURIAL OR ASHES PLOT**

3.1 All requests to purchase the right to a burial or ashes plot should be directed in writing to the Chapel Secretary.

3.2 The exclusive right of burial (EROB) in a plot in the CYPC Graveyard may be purchased in advance or at the time of death by making an appropriate application and will allocated by the Church Secretary.

3.3 The fees for the exclusive right of burial are at the rates which are in force at the time of the purchase.

3.4 On payment of the prescribed fee, the purchaser of the exclusive right of burial will be given a Deed of Grant.

3.5The purchase of the exclusive right of burial shall be for a period of 100 years from the date of purchase.

3.6 The Deed of Grant must be produced to the Chapel Secretary with the Notice of Interment.

3.7 In the event of the owner being deceased and the Deed of Grant not being available, a statutory declaration must be made by their successor before burial can be authorised.

3.8 Where the burial is that of the last registered grave owner, and the family wish to continue the right to be buried in the same grave, the ownership must be transferred.

3.9 The grantee or his or her successors must inform the Chapel Secretary when the right of ownership has been transferred to another person.

**4. INTERMENTS**

4.1 All requests for burials should be directed to the Chapel Secretary and no interment shall take place without the prior written permission of the Chapel Secretary.

4.2 The Notice of Interment must be given to the Chapel Secretary at least 3 working days prior to the interment although a provisional booking may be made by email or telephone prior to completing the Notice of Interment.

4.3 A properly completed Notice of Interment must be submitted.  Responsibility for any errors or inaccuracies rests with the person giving the Notice.

4.4 Interments shall normally take place on Mondays to Fridays inclusive.

4.5 The original or a copy of the Registrar’s or Coroner’s Certificate for the disposal together with a Certificate of Cremation for Cremated Remains shall be submitted to the Chapel Secretary at least two working days prior to the interment. Where a copy is sent, the original shall be handed to the Chapel Secretary at the funeral or posted to the Chapel Secretary immediately following the interment.

4.6 It is the responsibility of the person making the funeral arrangements to ensure that any existing memorial on the grave is removed from it at least 72 hours before the interment.

4.7 For the burial of a stillborn child, the Certificate of the Registrar of Births and Deaths that he or she has registered the stillbirth or has received official notice of the stillbirth or a Coroner’s Order for Burial must be delivered to the Chapel Secretary at least two working days prior to the interment.

4.8 The fees for burials are at the rates which are in force at the time of interment.  The fees do not include charges for the undertaker, grave digger or person officiating at the burial.

4.9 Where the exclusive right of burial has not been purchased in advance, the EROB fee must be paid in addition to the interment fee at the time of burial.

**5. GRAVES**

5.1 The burial plot will be allocated by the Chapel Secretary.

5.2 The CYPC does not undertake the digging of graves or ashes plots. Responsibility for this task rests with the undertaker.  Grave diggers must adhere to the Code of Practice for Grave Digging.  No grave shall be dug in the burial ground without consultation with and consent of the Chapel Secretary.

5.3 The depths of graves shall be subject, from time to time, to the regulation, supervision and direction of CYPC; normally no grave will be allowed to be deepened after first interment.

5.4 In view of 5.3 above, it is advised that if the eventual intention is that the grave should hold more than one deceased, then an EROB for a double-depth plot should be purchased (in advance or at the time of the first death), and the grave should be dug to the appropriate depth for the interment of the first deceased.

5.5 Reinstatement includes the requirement that, after a period of six months to allow for settlement, all graves must then be levelled and grass reinstated with a minimum of 4 inches (10cm) of top soil.  In the absence of such reinstatement the CYPC will complete the work, without notice, and the cost shall be repaid to the CYPC by the undertakers.

**6. COFFINS, CASKETS AND URNS**

6.1 Coffins, caskets and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, cardboard, bamboo etc.  The CYPC also permits shroud burial.

**7. CREMATED REMAINS**

7.1 Cremated remains may be interred in designated “ashes” plots or in otherwise full graves subject to the provisions relating to the opening of such graves.

7.2 A maximum of 6 cremated remains may be added to a full-size grave containing previous burials.

7.3 The cremated remains plot will be allocated by the Chapel Secretary.

7.4 The exclusive right of burial may be purchased for plots for the interment of cremated remains.  The grant of the exclusive right shall be in accordance with Section 3 of these Regulations.

7.5 No burial of cremated remains shall take place without the prior written permission of the Chapel Secretary.

7.6 Cremated remains must be interred either in a biodegradable container or directly into a single, poured, definable location in the ground.

7.7 Cremated remains may not be scattered in the CYPC Graveyard without the written consent of the Chapel Secretary.

7.8 The Chapel Secretary is responsible for maintaining a diagrammatic record of casket or poured remains’ positions within a gravesite.

7.9 Section 4 of these Rules shall also apply to the interment of cremated remains.

7.10 Before digging an area on an existing grave, grave diggers must obtain from the Chapel Secretary the casket location chart to determine where previous remains have been buried. Grave diggers are to take care so as not to expose or disturb previous interments.

**8. MEMORIALS AND INSCRIPTIONS**

8.1 All memorials fixed in the CYPC Graveyard must comply with British Standard 8415 and the BRAMM Blue Book or any subsequent amendment or update to these.

8.2 The Chapel Secretary must be notified in writing of any memorial works prior to work commencing.

8.3 Headstones should normally be grey, black, pink stone or granite or black or grey marble. Headstones are not to exceed 1 metre / 3ft above ground level. Memorials, other than temporary grave markers, made of wood are not normally permitted otherwise than a temporary marker pending erection of a gravestone after burial.

8.4 One third of the height of the headstone must be underground for safety reasons.

8.5 Kerbstones, fences or other structures around graves are not normally permitted.

8.6 Ashes tablets should not normally exceed 40cm x 40cm (16” x 16”).

8.7 The CYPC reserves the right to approve proposed memorials and additional inscriptions to existing memorials.  A drawing of the memorial showing details of the dimensions and inscription must be submitted to the Chapel Secretary for approval.  The grave owner(s) must sign the form to give their permission for the proposed memorial works.

8.8 All memorials erected within the CYPC Graveyard shall be kept in good repair by and at the expense of the owner.

8.9 The CYPC has a duty to ensure memorials within the burial ground are safe, to ensure the safety of the public.  The CYPC reserves the right to remove any memorial which is allowed to fall into disrepair or becomes dangerous.

8.10 The CYPC may remove any memorials, which have been placed within the CYPC Graveyard without the required permission.

8.11 Memorial masons must leave the area in a tidy condition following any work carried out.  It is not possible for memorials to be stored in the CYPC Graveyard prior to installation.

8.12 The fee for the right to erect a memorial does not include charges for the manufacture, inscription or erection of the headstone or tablet.

**9.   MEMORIAL TABLETS NOT ASSOCIATED WITH GRAVES**

9.1 The CYPC will consider requests for a memorial tablet to be placed in the CYPC Graveyard where there has been no interment.  All requests should be directed to the Chapel Secretary.

9.2 Memorial tablets must lie flat on the ground, not exceed 40cm x 40cm (16”x16”) and be placed in a location allocated by the Chapel Secretary.

9.3 The CYPC reserves the right to approve the proposed memorial tablet, style and wording for the inscription.

**10.  MAINTENANCE OF PLOTS AND DISPOSAL OF RUBBISH**

10.1 no trees or shrubs shall be planted within the CYPC Graveyard without the written consent of the Chapel Secretary.

10.2 No dressing of the graves or headstones is permitted without the written consent of the Chapel Secretary when each application to do so will be considered on their own individual merit and may well be time limited. This includes scarves, ribbons, soft toys and other objects considered by the CYPC as being inappropriate.  The CYPC reserves the right to remove any inappropriate objects.

10.3 The CYPC reserves the right to prune, cut down or remove any overgrown plants placed on graves.

10.4 Floral tributes are to be removed before they deteriorate. Floral tributes that are considered to have deteriorated to an unsightly condition will be removed by the CYPC.

10.5 All waste, including dead flowers, plants, plant pots, vases or any other item, is to be removed and disposed of offsite.

**11. FEES**

11.1 The current fees can be found on the CYPC website (www.croesyparc.org) or by contacting the Chapel Secretary.

11.2 All fees for interments shall be paid in advance.

11.3 All fees for memorials shall be paid prior to their erection.

\*The Chapel Secretary can be contact at cypchapel@gmail.com or by calling 01446 760241.

**\*\***The "Exclusive Right Of Burial" [EROB] explained

The CYPC Graveyard is a "private" cemetery. In order for someone to be buried there, the cemetery owner (CYPC) must grant the Exclusive Right of Burial, either in advance or at the time of death. There will normally be a fee payable for this (see above for current schedule) unless covered by paragraph 1.2 above.

When a grave or grave plot in a private cemetery is described as “purchased” or “owned”, this refers to the purchasing of the Exclusive Right Of Burial in a grave space and not the purchase of the land itself.

This means that you do not own the land nor have any automatic right to place anything on that land, but only have the exclusive right, during the period stated in the Grant of Exclusive Right of Burial, to say who can be buried in the grave. Also, provided that you do not, during your lifetime, transfer the right to another person, and provided that the period stated on the Grant of Exclusive Right of Burial has not expired, you can choose to be buried in the grave yourself.