

**Cannock Cemetery - Cannock  
Cannock Chase Cemetery - Cannock  
Wolseley Road Cemetery - Rugeley  
Stile Cop Cemetery - Rugeley**

**Rules & Regulations**



# Cemetery Rules

In these Rules

## **'The Council'**

means the Cannock Chase District Council.

## **'Cemetery'**

means any one of the cemeteries, Closed or otherwise, which belong to, or have been provided or are maintained by the said Council.

## **'Grave'**

means a burial place formed in the ground by excavation and without any internal wall or brickwork or stonework or any other artificial lining (with the exception of Muslim burials).

## **'Vault'**

includes underground burial place of every description except graves.

## **'Private Grave'**

means a grave or vault in respect of which the Council, by Deed of Grant relating thereto, confers an exclusive right of burial therein.

## **Council Officer**

means the person with delegated authority to act on behalf of the Council to deal with Cemetery matters.

## **'Public Grave'**

means a grave in a position to be decided by the Proper Officer, situate in any portion of the Cemetery set aside for Public Graves.

## **'Resident'**

means a person who was at the time of his or her decease a resident in the Cannock Chase District as defined by electoral boundaries

## **'Deed of Grant'**

deed issued at the time of purchase which entitles the person named on the deed to have the exclusive right of burial in the grave named on the deed for a designated number of years.

## **'Interment'**

the act or ceremony of interring a body or cremated remains to a grave.

## **'Cemetery Team Leader'**

means the person appointed by the Council to carry out supervisory duties to oversee the cemetery operations.

# General Arrangement of Cemeteries

The area of cemeteries set aside for burials according to the faiths and customs of different religious denominations are indicated on cemetery plans kept at the Council Offices.

## 2. Public Graves

The areas set aside for Public Graves are indicated on the plans in the possession of the Council Officer. It is not practicable to provide for or allow memorials, vases or other receptacles for flowers in relation to public graves, but cut flowers and wreaths may be brought as provided in Rule 13. Re-openings of particular grave spaces for the interment of further members of the family cannot be undertaken at the request of relatives. The selection of the required grave spaces to be used must remain with the Cemetery Team Leader.

## 3. Management and Maintenance

The management of the Cemetery will be undertaken by the Council and will include the maintenance of all lawns, trees and shrubs. No person or persons other than the Council and persons acting under its authority shall have any right to take or to prohibit any action in relation to a Cemetery or to any grave, grave space, or vault therein, except in so far as they may possess such right by law, by virtue of any Deed of Grant or Agreement made by or with the Council, or under the provisions of the Council's Rules for the time being in force relating to the Cemetery.

The Council reserves the right to alter or discontinue its management and maintenance of the Cemetery as it may think fit from time to time; it also reserves the right to decline, at its absolute discretion, to grant rights of burial.

The Council reserves the right, after reasonable notice to the persons concerned and failure on their part to take any necessary action, to remove or alter any works or other things which may be infringements of these Rules. The Council also reserves the right to exclude the public or any person or persons from the Cemetery whenever it may consider this to be reasonable and proper. The Council will exercise proper care in its maintenance operations so as not to cause any unreasonable damage.

The Council operates a memorial risk assessment programme whereby memorials may be tested every five years. Memorials that are deemed to be too new will be assessed as soon as possible after the settlement period. The testing process will follow the Ministry of Justice guidelines. Grave deed holders will be notified by letter of the assessment process according to the Council records of Grave Deed Holders.

All memorial fixings must be agreed by the Council in advance by the issuing of a permit. Only approved stonemasons on the Council's select list will be used. Stonemasons who are not on the list may apply to come onto the list but will be unable to undertake any installations/fixing of memorials until approved to do so.

#### **4. Rights of Burial - Exercise of Rights**

1. No burial shall take place, no cremated human remains shall be scattered and no memorial shall be placed in a cemetery, and no additional inscription shall be made on a memorial, without the permission of the Council Officer.
2. No body shall be buried in a grave in such a manner that any part of the coffin is less than three feet below the level of any ground adjoining the grave;

3. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than 150mm in thickness.

4. When any grave is reopened for the purpose of making another burial, no person shall disturb any human remains interred.

5. Every walled grave or vault shall be properly constructed of suitable materials.

6. Within 24 hours of any burial in a walled grave or vault, the coffin shall be

- (a) embedded in concrete and covered with a layer of concrete not less than 150mm thick; or
- (b) enclosed in a separate cell or compartment of brick, slate, or precast concrete slabs of a 1:2:4 mix, in any case not less than two inches thick, in such a manner as to prevent, as far as may be practicable, the escape of any noxious gas from the interior of the cell or compartment.

#### **5. Rights of Burial - Registration and Proof**

1. When a Deed of Grant is made conferring exclusive rights of burial in a vault or private grave, the Grantee shall be registered in the Council's Deed Records.



2. No interment in a vault or private grave may be made without prior production to the Council Officer the Deed of Grant and the written consent of the Grantee, or of his or her successor in title. Provided always that in case where the Deed of Grant has been lost or mislaid, or where the consent of the Grantee cannot be conveniently obtained, the grave may be opened on approval being given by the Council to the application of any person whom the Council may consider entitled to make such an application, and on such person making to the satisfaction of the Council a Statutory Declaration and giving an Indemnity to the Council at their own expense. Statutory Declaration forms may be obtained from Bereavement Services.

## 6. Administration and Office Houses

Bereavement Services is situated at the Civic Centre, Beecroft Road, Cannock, and is open for the transaction of business on weekdays Monday to Friday 9am to 5pm. The office will not be open on Saturdays, Sundays, Good Friday, Christmas Day or other public or bank holidays and any other day set aside by the Council as a holiday.

## 7. Notice of Interment

1. All Notices of Interment must be given on the printed forms supplied by the Council on which the particulars required must be clearly and completely stated. Responsibility for any error therein must rest with the persons signing the Notice. To avoid inconvenience and delay of the burial, the dimensions of the coffin must be accurately supplied, taking into account the maximum operating width at the time that notice of interment is given.

The Council will accept, but at the risk of the person sending the same, any orders or documents sent by post. Seventy-two hours notice must be given of all burial interments and twenty-four hours notice for burial of cremated remains. Upon the production of a medical certificate stating that it is necessary that the interment should take place earlier, the Council will endeavour to arrange for the interment accordingly, but any extra cost incurred by so doing must be paid by the parties on producing such certificate, or if not ascertained by then, before the funeral service or interment.



3. Funeral Directors are requested to give notice to the Bereavement Services Manager at the time of booking whenever they have a funeral to conduct likely to be numerously attended. It should be noted that limited parking exists at Cannock and Wolseley Road Cemeteries.

4. The Certificate of Disposal issued by the Register of Deaths in pursuance of the Births and Deaths Registration Act 1926 or the Coroners Order, must be delivered to the Cemetery Supervisor at the time of the interment. For the burial of a child stillborn a certificate in accordance with the Births and Deaths Registration Act 1926 will be required. Stillborn children must be coffined separately, except in the case where they belong to the same family, when the Funeral Director or person arranging for their burial must notify the Council Officer accordingly. In all cases the usual interment form must be completed.

### 8. Hours of Interment

All burial interments shall take place between the hours of 9.30am to 2pm on Tuesday, Wednesday and Thursday. All cremated remains interments shall take place between the hours of 9.30am - 3pm on Mondays and Fridays.

No interments will be allowed on Saturdays, Sundays, Good Friday, Christmas Day, or other public or bank holiday and any other day set aside by the Council as a holiday (except in cases of urgency, when a doctor's certificate to the effect that the burial must take place quickly must be produced, and arrangements for the interment will be at the discretion of the Council Officer.

### 9. Interments

1. All earthen graves will be made by the cemetery staff. All brick and stone graves or vaults are to be made and opened at the expense of the parties requiring the same and under the supervision of the Cemetery Team Leader.
2. When brick graves are constructed to hold more than one coffin, the brickwork must be carried to the height of 225 mm above each coffin at the time of burial.
3. Vaults and brick graves are to be opened from the top only, unless by special permission.
4. No vault or grave space whatever shall be deepened after the first making thereof.
5. No interment shall take place in any vault or brick grave unless the coffin be separately entombed in cemented stone or brickwork, which must never be disturbed without the consent of the Council.



## 10. Removal of Remains

No buried human remains may be removed or disturbed, including relocating coffins in the same grave without a licence from the Department for Constitutional Affairs or in relation to ground consecrated according to the rites of the Church of England, a faculty from the Bishop of the Diocese.

## 11. Conduct

1. No person shall do anything likely to cause offence to other persons lawfully using the Cemetery.
2. All visitors shall keep to the paths where possible and shall conduct themselves in a quiet, seemly and orderly manner and no person shall commit a public nuisance act within the Cemetery.
3. Children under ten years of age will not be admitted except under the care of a responsible person.
4. Dogs are permitted in the Cemetery but in all cases must be kept on a lead.
5. No person in the Cemetery shall smoke in any building or within thirty metres of any dead body being or about to be interred or within thirty metres of any funeral cortege.
6. No vehicle (except vehicles in attendance upon a funeral) will be allowed to enter the Cemetery unless the permission of the Cemetery Team Leader is first obtained. Bicycles must not be ridden on the pathways.
7. No band or music will be allowed to play in the Cemetery save at a military funeral or by special consent of the Council.
8. Visitors or persons attending funerals shall not interrupt any of the Council's employees attending to their duties nor employ them to plant or maintain graves.
9. No person shall distribute any business card, advertisement or literature of any kind within the Cemetery.
10. No person shall throw down or leave any paper, withered flowers or other litter or refuse of any sort in any part of the Cemetery but shall deposit all such litter or refuse in the receptacles provided for the purpose.
11. No person shall cut or interfere with any turf, trees, tree roots, shrubs, plants, flowers or lawns within the Cemetery.

## 12. Admission of Public

The Cemetery will be open to the public (for visiting (not for interments, see Regulation 8) daily as follows:-

1st April - 30th September  
9am - 8pm

1st October - 31st March  
9am - 4pm

Times may vary due to day light hours.

## 13. Flowers and Wreaths

Cut flowers and evergreens in bunches or wreaths may be placed on graves or in an approved vase at any time when the Cemetery is open to the public. The Council reserves the right to remove flowers temporarily for maintenance purposes or permanently where said flowers are withered, which will be at the sole discretion of the Council.

## 14. Memorials

Memorials are not permitted on public graves, but may be erected on private graves subject to the permission being granted by the Council Officer to an approved memorial mason. Approved memorial masons are defined as memorial masons who have signed up to the Council's Memorial Registration Scheme. Notice must be given to the council officer on the approved form before carrying out any work in connection therewith. The Council may remove memorials from private graves when the period of the right of burial has expired. No grave mound, kerbing or other surround will be permitted in any section of a Cemetery declared to be a 'Lawn Section' whilst the Council realise the need for personalised memorialisation this will not be permitted for an indefinite period and will be removed from graves. Grave spaces will be turfed at ground level once the settlement of the grave stabilises.

No memorials / personal items are allowed on the grass and will be removed.





1. Drawings and specifications of all memorials or alterations thereto and any inscription thereon shall be submitted on the form A2 obtainable from the Civic Centre. Memorials on lawned sections must not exceed 915mm (3') in height, 915mm (3') wide, 455mm (18") depth and sited on a base not exceeding 1065mm (42")

Cremated remains plaques must be a standard size of 125mm (5") in height, 305mm (12") wide and 455mm (18") depth. Block vases are permitted on the plaques but must be 150mm (6") high giving an overall height of 279mm (11"). On approval, a permit will be issued via the Bereavement Services Office.

2. Memorials and vases of quarried materials shall have the number of the grave space cut conspicuously on the bottom right hand corner of the back of the memorial, the expense thereof being borne by the applicant. Trade inscriptions other than the supplier's name and district will not be permitted.

The Council has the right to request a sample of the stone prior to the production of the headstone-memorial. Laser engraved images are permitted but cannot exceed 20% of the overall front of the memorial. Photographs of the deceased may be fixed to memorials provided they do not exceed an overall size of 100mm by 75mm. The inscription must be set out in full on the application form and if it is any other language than English, a full translation must be provided. The inscription will be at the discretion of the Council Officer. No inscriptions or images will be permitted on the back of memorials. Memorials will be in keeping with the type of memorials already in situ.

3. A vase of quarried material bearing a personal inscription shall be regarded as a memorial and be subject to the fee payable.

#### 4. Headstones - Lawn Sections

Vertical headstones only may be erected on payment of the appropriate fee. Headstones must be erected in the position indicated by the Council Officer. In sections where the Council has not provided foundations, memorials must be fixed on foundations, in accordance with the latest industry guidelines, currently the National Association of Memorial Masons.

#### 5. Memorials and Monuments

All memorials and monuments in sections of the Cemetery not designated as Lawn Sections may be erected only on payment of the appropriate fee in the position indicated by the Council Officer. Memorials must be fixed on appropriate foundations (as above).

## 6. Execution of Works

Works may not be commenced at the Cemeteries until any fees payable to the Council have previously been paid, when a receipt will be issued, with a permit for the execution of works.

Stonemasons will only be admitted into the Cemetery upon prior request being made to Bereavement Services. All refuse, surplus soil, rubbish and materials shall be removed at the completion of the work to the satisfaction of the Cemetery staff. No works may be executed on Saturdays, Sundays or other public or bank holiday and any other day set aside by the Council as a holiday without prior arrangement with the Council. Failure to comply with any of these regulations will amount to a warning under The Memorial Masons Registration Scheme, a copy of which is available from the Civic Centre.

## Charges

The charges fixed by the Council for the granting of various rights and services connected with the Cemetery are available by contacting Bereavement Services. All charges are payable at the office of the Council.

The Council may from time to time make alterations to the foregoing Rules and any Rights of Interment in any grave will be subject to these Rules and any others that may be made by the Council and subject also to any present or future Statutory Regulations.



This document can be provided in **large print**  
and in the following languages on request to  
**Cannock Chase Council**  
on **01543 462621**.

**Cannock Chase Council, Civic Centre, Beecroft Road,  
Cannock, Staffordshire WS11 1BG**

Visit: [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)

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