



Burial Regulations

Introduction

Caister Parish Council aims to provide the highest possible standards of care, choice and dignity to those who suffer bereavement. The council will endeavor to create and maintain an environment, so far as reasonably possible, where the bereaved can pay their respects. To assist with this, the council request that all visitors to the Cemetery follow these regulations.

Please be aware that the parish council reserves the right to change these regulations from time to time, and, that compliance with any changes is required.

A person who has lived outside the boundary of Caister for over five years or has been living in a care home with residency of five years prior to that, is not eligible to be buried or ashes interred in the village cemetery (this applies to new graves only).

Exceptions may be made, on a case by case, basis for persons in residential care who have lived in the village prior to going into care for the five years before moving into residential care.

All funerals and cemetery administration will be under the control of the Burials Clerk.

Hours of opening

The Cemetery is open to the public at all times. The Parish Council reserves the right to make closures as necessary for repairs, or in the interests of public safety, at any time.

Administration

The 'Burial Authority' is Caister on Sea Parish Council. These rules and regulations will be applied and enforced by designated officers of the Burial Authority. The registered office, which is at The Council Hall, 1 Yarmouth Road, Caister on Sea, NR30 5DL, is open Monday to Thursday 9:30 to 12:30 and closed Friday, Saturday, Sundays and Bank Holidays.

All correspondence should be addressed to RFO@caisterparishcouncil.org.uk.

Telephone 01493 738474 or 07751 444904 during office hours.

Fees and costs

The fee table is available on the Caister Parish Council website.

Please be aware that a fee is charged every time a grave is opened for an interment and for monument installations and additional inscriptions.

1. General conduct from visitors

1.1 All visitors are expected to conduct themselves in an orderly manner and keep to the paths when not attending graves.

1.2 Visitors should deposit their dead flowers and other litter items in the bins provided.

1.3 Dogs are to be kept on a lead at all times in the cemetery and dog waste must be removed from the cemetery.

1.4 Cycling is not permitted at any time within the boundaries of the cemetery. All cyclists must dismount and walk. Visitors or other persons shall not interfere with any workmen employed by the Burial Authority and shall not request them to execute any private work within the cemetery.

1.5 Only emergency vehicles, maintenance vehicles and vehicles of duly appointed officials for the purpose of an interment are permitted in the cemetery grounds.

2. Cremated remains

Please be aware that cremated remains will only be interred in a casket or urn, and, are not permitted to be interred directly into a grave space and or be scattered within the cemetery grounds.

3. Selection of Grave Spaces

The selection of grave spaces, in all cases, is at the sole discretion of Caister Parish Council.

4. Exclusive Right of Burial

A purchased grave is one where the Exclusive Right of Burial has been purchased for a period of 75 years from the date of purchase and will be excavated to a depth which will allow the eventual interment of one coffin and up to four containers of ashes.

Please be aware that when a grave in Caister Cemetery is purchased, the purchaser is buying the Exclusive Right of Burial for a period of 75 years, which may be renewed for a further period of expiry.

The purchaser is not buying the grave freehold and will not own any land. He or she has purchased the right to determine who may be buried in the grave, and whose cremated remains may also be interred in the grave.

A deed of grant is an important document issued by the Parish Council and should be kept in a safe place. Purchased graves are subject to Cemetery Regulations.

5. Change of address for an Exclusive Right of Burial

Change of addresses are to be notified to Caister Parish Council also stating the previous registered address.

6. Ownership of a Deed

Ownership of a Possession of a Deed does not necessarily give the person in possession ownership of an Exclusive right of Burial. Where the owner is deceased, subsequent ownership depends upon whether or not the deceased left a valid will.

The law concerning this matter can be very complex and it is strongly recommended that a Solicitor should be consulted to establish new ownership.

Ownership may also be transferred, or assigned, by contacting Caister Parish Council for further information.

7. Interment

Only human remains may be interred in the Cemetery (plus any small articles that can be reasonably contained in a coffin or casket).

A Certificate of the Registrar of Births and Deaths, or a Coroner's Order for Burial must be delivered to the Burials Clerk, or other authorised officer, prior to the interment.

8. Opening of graves for Interment

Please be aware that a grave for which an Exclusive Right of Burial applies may only be opened with the written permission of the registered owner of the exclusive right, unless the interment is to be that of the registered owner.

No interments will take place on Saturdays, Sundays, Good Friday, Christmas Day, or Bank Holidays, except on the certificate of a Coroner or Registered Medical Practitioner that immediate interment is necessary.

9. Grave Mounds

All grave mounds are to be removed by the appropriate authority twelve months from date of interment.

10. Grave Tributes

No shrubs, plants or flowers may be planted within the Cemetery or on any grave without authorisation from the Parish Council, who reserve the right to prune, cut down or dig up and remove any shrub, plant or flower planted without authorisation, or which in their opinion has become unsightly or overgrown.

Plastic fencing around the grave will be removed without notice being given.

Floral decorations may be placed on the grave. When these are seen to be decayed, Caister Parish Council reserves the right to remove and dispose of them if the owner fails to do so.

The Parish Council reserves the right to remove any receptacle for flowers, damaged wreaths, mementos etc. that it considers unsuitable, or which are broken, without notice. Glass containers, burning candles, incense, yew twigs or similar items are strictly prohibited. Tributes in the form of the donation of seats, shrubs, trees, roses, bird boxes etc. may be permitted subject to approval of Caister Parish Council.

11. Christmas wreaths

At Christmas, wreaths are often left on graves. Our grounds staff will remove them but if you wish to remove them yourself, please do so before 1st February.

12. Theft

Expensive, fresh flowers and silk flower arrangements are occasionally stolen or removed and placed on other graves. Should this happen, please inform the police in the first instance and the Burials Clerk.

13. Right to erect a memorial

The permission of Caister Parish Council must be sought before The Right to Erect a Memorial is issued and gives the purchaser the right to erect a memorial on the grave.

14. Application for memorial work

The permission of Caister Parish Council must be sought before any memorial may be erected, renovated or removed. Permission is also required for additional inscriptions to be made.

All memorials must be fixed or re-fixed in accordance with the National Association of Memorial Masons (NAMM) regulations and British Register of Accredited Memorial Masons (BRAMM) guidelines.

Any question regarding the fitness of any inscription, or the design or material construction of any monument erected shall be decided by the Burials Clerk. Appeals against any decision may be made directly to Caister Parish Council via the Parish Clerk.

If any monument is erected in violation of these Burial Regulations, it will be removed and costs will be borne by the owner of the Exclusive Right of Burial.

15. Types of Memorial permitted

15.1 Only one memorial shall be erected on each grave, as a headstone with or without base not exceeding 24" width, 36" in height and 4" in depth (750mm x 900mm x 170mm).

15.2 Memorials must not be erected until six months after the date of any burial.

15.3 A memorial not exceeding 24" height is permitted in the Ashes area.

15.4 There is no requirement to wait before erecting memorials in the ashes section.

15.5 All memorials must be designed and installed in full compliance with BS8415 to ensure that they will achieve the performance standards requirements.

16. Safety of memorials

Although, as such, choice is allowed when selecting a memorial, please be aware that any memorial erected in the Cemetery must be done so in a manner that ensures it is safe. Thus, all memorials being erected or re-erected, other than vases, must be fixed using a ground anchor or shoe system that will withstand a pull/push force of 350 Newton (approx.

35kg). All 'book type' and similar memorials must be dowelled to the base to ensure stability. Please be aware that all memorials erected in the Cemetery are erected at the owner's risk and it is advisable to have them insured against damage.

The responsibility of maintaining a memorial in a safe condition rests with the grave owner.

17. Memorial inspections

Caister Parish Council has adopted the Institute of Cemetery and Crematorium (ICCM) Management Guidelines for The Installation, Inspection, Maintenance and Management of Memorials.

All memorials in the Cemetery will be inspected periodically on a regular schedule by an authorised and competent person.

The results of the inspection will be recorded and where remedial work is deemed necessary the grave owner will be notified. The owner is responsible for repairs or maintenance notified by the Burials Clerk.

If any required work is not carried out within three months of the owner being notified, Caister Parish Council reserves the right to carry out repairs at a charge to the grave owner.

If the monument is deemed a risk to the safety of visitors to the Cemetery, immediate action may be taken to stake and tie, monolith (sink in), or lie flat the monument.

18. Memorial maintenance

We ask all registered owners to be aware that memorials are erected at their own risk and it is their responsibility to keep memorials in a good, safe condition.

CPC cannot accept any liability for the making good of any damaged or fallen memorials, however please understand that CPC reserves the right to re-fix, move, line up or otherwise alter the position of any memorial as may be required.

19. Non compliance with the Burial Regulations

Caister Parish Council in exercising its powers under these regulations will adhere to the following procedure where non-compliance with the regulations has occurred:

19.1 Before any action is taken with regard to the removal of any memorial or object that is considered to be in contravention of these regulations, the Parish Council will notify the grave holder in writing of their intentions at their last known address.

19.2 One month's notice of any intended action will be given, unless there is an immediate risk under the Health and Safety Act, where the duty of care demands immediate action.

19.3 The grave holder will have the right to appeal against any decision made. Any appeal should be in writing and addressed to the Parish Clerk and received within one month of the notification date, with the exception of the above.

19.4 If the grave holder is still not satisfied with the outcome, they will be given the opportunity to have the matter considered by the Parish Council. The decision of Caister Parish Council is final.

Review

Within 3 years, or as appropriate, the Council will review and update this policy.

Date of Policy	June 2025
Approving Committee	Full Council
Date of Committee Meeting	30 June 2025
Date of Adoption by Full Council	30 June 2025
Policy Version Number	3
Date of Next Review	June 2028

Signed: _____ Chair, Caister-On-Sea Parish Council

Date: _____