

# Little Trees Cemetery Burial Ground Regulations

Adopted by Crawley Borough Council as a burial Authority for the purpose of section 214 of the Local Government Act 1972 and the local authorities Cemeteries 1977, as amended by the Local Authorities Cemeteries (Amendment) Order 1986, at the Council Meeting on 2017.

## **THE LITTLE TREES CEMETERY**

Off A264 Tollgate Hill Roundabout  
Crawley  
West Sussex  
RH11 9TR

### **CEMETERY OPENING HOURS FOR VISITORS**

9am-dusk

### **GENERAL INFORMATION**

#### **TOWN HALL ADDRESS**

Facilities Administration, Crawley Borough Council,  
Town Hall, The Boulevard, Crawley, RH10 1UZ

#### **TOWN HALL OFFICE HOURS**

Monday – Friday inclusive – 8.30am-5pm

The office is closed on Saturdays, Sundays, Bank Holidays, Good Friday and between Christmas and New Year.

#### **TOWN HALL CONTACT DETAILS**

Telephone: 01293 438 362  
Email: [burials@crawley.gov.uk](mailto:burials@crawley.gov.uk)

#### **OUT OF HOURS DUTY OFFICER**

Telephone: 07702 847 765

# **RULES AND REGULATIONS OF THE LITTLE TREES CEMETERY, CRAWLEY**

## **1. INTERPRETATION**

Throughout these regulations the following words or terms where used shall have the meaning assigned to them:-

“the Council” shall mean Crawley Borough Council;

“the Cemetery” shall mean the burial ground provided by the council at Little Trees, Crawley;

“Council Officer” shall mean the person designated to represent the council at the cemetery;

“grave” means a burial place formed in the ground by excavation;

“notice of interment” means application for a burial;

“memorial” means any form of monument, vase, urn, gravestone, tablet, monumental inscription or plaque;

“concrete landing” means the concrete foundation situated at the head end of the grave where the headstone and memorabilia may be placed;

“vault liner ” means cover that goes over the coffin or body.

## **2. GENERAL**

- (i) **Telephone messages.** Any orders of instructions given by telephone will be received at the sole risk of the person giving them and the Council shall not be responsible for any misunderstanding or error which may arise unless they are immediately confirmed in writing.
- (ii) **Plan of cemetery.** A plan of the Cemetery is available to be viewed at the Cemetery without charge.
- (iii) **Calculation of time for notices.** In calculating the time required for any notice or application to the Council or any of its officers under these Regulations, Sunday, Good Friday, Christmas Day and Bank Holidays and such other days as may be appointed a general holiday shall be excluded.
- (iv) **Numerously attended funerals.** No band shall play nor shall other music be played in the Cemetery except with the consent of the Council. If a funeral is one at which

numerous persons are expected to assemble or if it is likely to be attended by bands of music or banners, the Council must be notified at least 24 hours beforehand.

- (v) **Punctuality.** Please ensure you arrive on time for the funeral. Being early/late may impact on other funerals. At the Council's discretion, this may result in you having to wait whilst another funeral takes place.
- (vi) **Gratuities.** No employee of the Council is allowed either to take any gratuity or to undertake private work of any kind in connection with the Cemetery either in their own time or during the Council's time.
- (vii) **Advertisements.** No advertising is permitted without the Council's consent.
- (viii) **Vehicles.** All carriages and motor vehicles must keep to the drives and shall not be driven faster than 5 m.p.h. Parking is only permitted in the designated parking areas provided.
- (ix) **Cycles.** Cycling is permitted on drives only.
- (x) **Floral tributes and other memorabilia.** Flowers and wreaths may only be placed upon the concrete landing area of a grave. In the event that there is a large volume of tributes which will not all fit on the landing then it is permissible to place these on the grave space for up to a maximum of 3 weeks after the burial has taken place, after which time they must be removed. All dead flowers and inappropriate memorabilia may at the discretion of the Cemetery staff be removed and disposed of.
- (xi) **Right of movement.** The Council reserves to itself, its officers and employees the right of passage over any graves for any purpose connected with the maintenance and management of the Cemetery and to remove any memorial from an adjoining grave to facilitate an interment should this be necessary. In the event of such action being necessary the cost of such works shall be borne by the person arranging the interment.

### 3. INTERMENTS

- (i) **Length of notice of interment.** The Council require a minimum of 24 hours before an interment can take place, subject to availability. The Council may require longer notice to be given if difficulty is being caused by inclement weather, shortage of grave diggers, a large number of interments or any other sufficient reason. This regulation shall not apply to interments required immediately upon the certificate of a coroner or the community physician.
- (ii) **Notice of interment.** For a burial to take place, an application form with full payment will need to be submitted to the Council in advance.
- (iii) **Days of interment.** Interments may take place on any day except Sundays, Christmas Day and Boxing Day, subject to the council's discretion.
- (iv) **Attendance of clergy.** The undertaker or other person having charge of any funeral will be responsible for arranging attendance with the clergy or minister.
- (v) **Disposal certificate.** All disposal certificates must be produced to the Council officer, before a burial takes place.

- (vi) **Interment of still-born children.** Foetal remains will be accepted for burial on production of a certificate of delivery signed by either a medical practitioner or a midwife present at the delivery.

#### 4. EXCLUSIVE RIGHT OF BURIAL

- (i) **Grant of exclusive right of burial.** An Exclusive Right of Burial (or plot) is purchased in the form of a Deed of Grant. It entitles the registered owner to determine who is buried in the grave, subject to space being available and to apply for the Right to Erect a Memorial on the grave in accordance with our rules and regulations. It does not transfer any ownership of the land which remains with the Council. Pre-purchasing graves is not permitted.

The person purchasing the Exclusive Right of Burial is termed the "Owner" and their written permission is required on all matters concerning the grave. The owner has the responsibility to inform the Council of any change in contact details.

The Deed of Grant may be assigned under certain conditions but will normally be inherited by the Next of Kin or Executor.

The right is granted for a fixed period of 50 years commencing once the grave is full. Upon expiry, this can be extended for a further period of 50 years on payment of a nominal sum.

- (ii) **Devolution of exclusive right of burial.** If the grave owner has passed away, he/she can be buried in the grave (subject to space) once the exclusive rights have been transferred to the Next of Kin, Executor or appropriate person on the Notice of Interment form.
- (iii) **How to transfer exclusive right of burial.** Purchasers of the exclusive right of burial shall not dispose of their right without the consent of the Council and a transfer of the exclusive right of burial in a grave space will not be deemed valid until such transfer has been registered with the Council.
- (iv) **Opening of private grave or chamber.** Before any interment can take place, the Council will require to see the Deed of Grant and written consent of the owner.  
  
If the original Deed of Grant cannot be produced, the owner will be required to provide a form of indemnity.
- (v) **Copy Deed of Grant.** A replacement Deed of Grant can be issued on request. Proof of Id is required and a fee is applicable ( see current Fees & Charges)

#### 5. GRAVE SPACES

- (i) **Excavation of graves.** All graves in the Cemetery are only to be excavated by persons appointed by the Council.
- (ii) **Removal of memorials.** The Council reserves the right of access over all grave spaces and the right to temporarily remove any memorial from any grave without notice, in order to facilitate the digging of any adjacent grave for the purposes of interment. The Council reserves the right to place excavated spoil on graves adjacent to those that need to be opened for an interment, without notice. The spoil

will be removed immediately following the interment and the surrounding area left in a tidy condition.

Where a memorial has to be removed to allow an interment to take place, the Funeral Director or Stonemason must make arrangements to ensure that the memorial is completely taken away from the cemetery.

(iii) **Depths of interments.**

Type of burial plot	Depth	Maximum Number of burials	Maximum number of ashes burials
Adult standard grave	6'6" (1981.2mm)	2	4
Adult with vault liner	6' (1828.8mm)	1	0
Childs standard grave	5' (1524mm)	1	2
Childs with vault liner	5' (1524mm)	1	0
Ashes	2' (609.6mm)	0	4

(iv) **Number to be buried at one time.** One body only shall be buried in a grave at one time unless the consent of the Council has been obtained.

(v) **Surface of graves.** The surface of every grave shall be finished off level with the surrounding area as soon as the earth is properly settled. In all other instances no mounds or kerbs will be allowed in the cemetery, except where provided by the Council. No person other than duly authorised officers of the Council shall interfere with or alter the turfed area of the cemetery.

All plants should be in a container and placed on the landing area provided.

(vi) **Coffins.** Burials of un-coffined bodies will only be allowed for religious reasons, however all bodies must remain coffined on arrival until at the graveside

No coffin shall be buried in any un-walled grave within 3ft (914.4mm) of the ordinary level of the ground, unless it contains the body of a child under 12 years of age when it shall not be less than 2ft (609.6mm) below that level.

**Vault liners**

Vault liners are permitted in both adult and child single depth graves. Only vault liners supplied by the Council are permitted.

(vii) **Cremated remains.** Cremated remains shall be buried in a designated area, if in container, the measurements of which are not to exceed 12" (304.8mm) in any direction.

Burial of cremated remains in a proper urn will be permitted in the following areas:

- (a) The cremation plot specially set aside for the purpose.
- (b) Burial of urns in a grave space where a coffin has already been interred and that exclusive right of burial has been confirmed. Where a second coffin is likely to be interred in the grave space, the urn shall be placed within the headstone area of the grave.

(c) No urn shall be permitted to be buried in a new grave space where no coffin has previously been interred.

- (viii) **Removal of remains.** No coffin or human remains may be removed after burial except with the licence of the Secretary of State or under a Bishop's faculty as may be appropriate.
- (ix) **Order of interment in grave spaces.** Interments in unpurchased graves shall take place in such grave spaces as the Council shall direct from time to time.

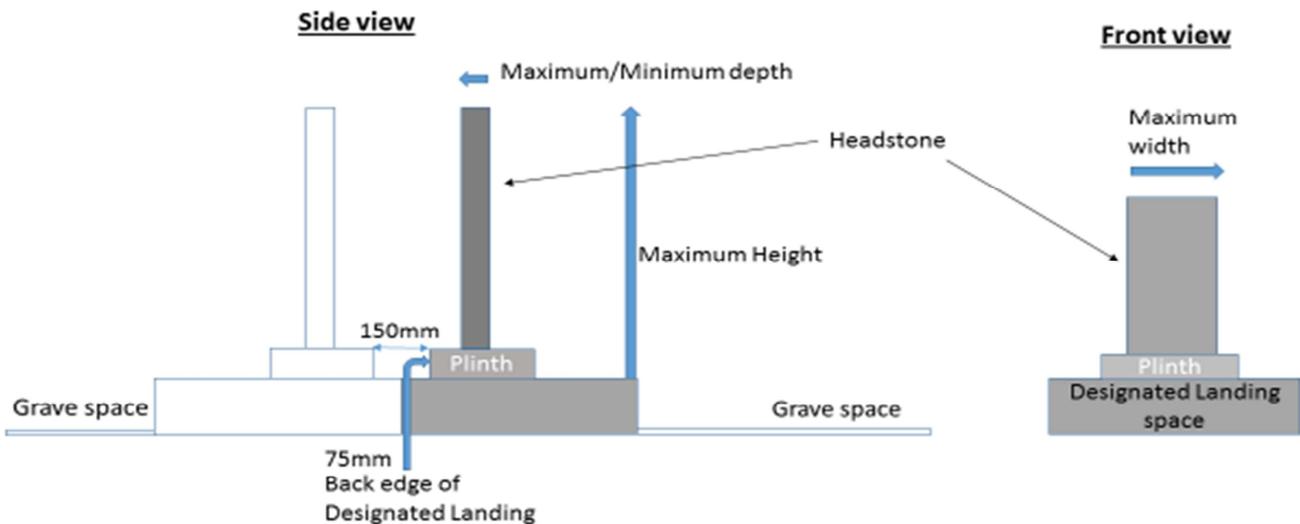
**6. ADMISSION OF VISITORS**

- (i) **Hours of opening.** The Cemetery shall be open every day between 9.00am and dusk. All persons shall conduct themselves in a decent, quiet and orderly manner. In the interest of safety children under the age of 12 should be accompanied by a responsible person.
- (ii) **Dogs and other animals.** Dogs are allowed, but must be kept on a leash at all times.
- (iii) **Photography etc.** Photography and filming require prior consent from the Council.

**7. MEMORIALS & MEMORABILIA**

- (i) **Memorials on grave spaces.** All memorials shall be in the form of headstones mounted on plinths fixed to the landing provided. Plinths should be placed centrally with the back edge at a distance of 75mm from the back edge of the designated landing space (see diagram below).

Double and Single Landing



The dimensions of such memorials shall not exceed those set out below and installed only by an accredited NAMM/BRAMM stonemason.

Grave type	Maximum overall height inclusive of *plinth	Maximum Width	Maximum depth	Minimum depth	Plinths

Adult	2ft10" (863.6mm)	2ft (609.6mm)	5" (127mm)	2" (50.8mm)	Maximum length 2ft 6" (762mm) Maximum depth 1ft (304.8mm)
Childs	2ft 3" (685.8mm)	1ft 6" (457.2mm)	5" (127mm)	2" (50.8mm)	Maximum length 1ft10" (558.8mm) Maximum depth 10" (254mm)

\*Plinths must be of appropriate size to support the headstone as per current NAMM/BRAMM regulations.

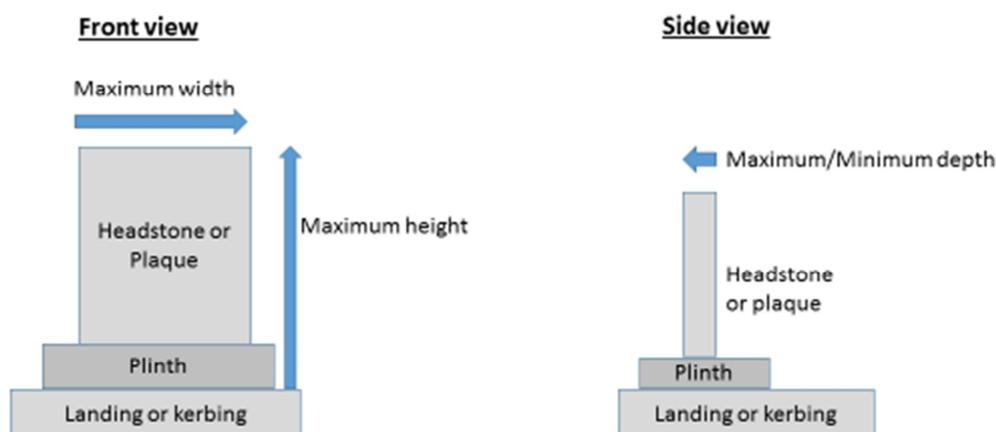
- (ii) **Materials of memorials.** All memorials and other erections shall be of natural stone or other approved materials, including suitable quality hardwoods from sustainable resources.

The Council may, in any event, reject monuments, gravestones, vases, urns and tablets which, in its opinion, are unsuitable or incongruous with their surroundings. No kerbstone, fences, surrounds or other materials are permitted on or around the burial plot.

- (iii) **Memorials on cremation plots.** Memorials may only take the form of a plaque or headstone to the standard prescribed by the Council, mounted on a standard pattern of kerbing or landing supplied by the Council.

(iv)

Maximum overall height inclusive of *plinth	Maximum Width	Maximum depth	Minimum depth	Plinths
1ft 6" (457.2mm)	10" (254mm)	10" (254mm)	1" (25mm)	Maximum width and depth 10" (254mm) Maximum height 1"(25.4mm)



- (v) **Memorabilia.** All memorabilia must be retained within the designated concrete landing or kerbing space allocated to the burial plot. In the interest of public, staff and wildlife safety, glass and fragile ornaments are not permitted.

### General requirements

- (i) **Copyright.** All applicants for any form of memorial must satisfy themselves that there is no infringement of any copyright and the Council cannot accept responsibility should any such infringement take place regardless of the fact that the memorial was approved for erection in the Cemetery.
- (ii) **Erection of memorials.** Memorials may be erected only on grave spaces in which the exclusive right of burial has been purchased.
- (iii) **Permits for the erection of memorials.** Before any person erects, places or renews any form of memorial, application must be made for permission to do so on a form supplied by the Council. The application must be accompanied by a design of the proposed memorial and inscription.
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- (iv) **Marking of memorials.** All memorials must be engraved with the section and grave number on the back in lettering not less than 3/4" (20mm) in height.
- (v) **Dowels and cramps.** All metal dowels and cramps shall be of copper or other non-corrodible metal to the satisfaction of the Council.
- (vi) **Fixing of memorials.** All memorials should be secured by an anchoring system in accordance with NAMM/BRAMM regulations. Additionally, durable earth anchors embedded into Concrete plinths will be permitted to increase the stability of the memorial.
- (vii) **Damage to memorials.** The Council accept no liability for any injury or damage whatsoever that may be caused to any form of memorial in the Cemetery howsoever the same may be caused.
- (viii) **Removal of memorials.** No memorial shall be removed from the Cemetery except by special order from the Council. Any application to remove a memorial shall be signed by the owner and shall be submitted to the Council prior to such removal.
- (ix) **Replacement of memorials.** No additional fee will be charged for the erection of a replacement memorial, provided that this is essentially the same as the original.
- (x) **General.** All memorial works must be completed without causing any disturbance or annoyance to any person or damage or interference with other grave spaces in the cemetery. Work within the Cemetery requires a permit before commencement.

## 8. MAINTENANCE OF BURIAL PLOTS (GRAVE SPACES & CREMATION PLOTS)

- (i) **Maintaining burials plots and disposal of refuse.** Only containerised plants are permitted on the concrete landing of grave spaces. The owner must keep plants in good order, any plants not in good order maybe removed at the Councils discretion. All refuse from cleaning and maintaining grave spaces must be placed immediately in the bins provided in the Cemetery for this purpose.
- (ii) **Upkeep of burial plots.** All memorials must be kept in good repair by the owners. If any repairs are not executed after notice has been given by the Council to the owner or their representatives, the Council shall be entitled to take possession, to make safe or remove as the Council sees fit.

- (iii) **Neglected burial plots.** All grave spaces must be kept in good order. The Council reserve the right to remove any memorabilia or planting that does not conform to the regulations.

## **9. WORK IN CEMETERY**

- (i) **Hours permitted for work.** By appointment only
- (ii) **Tools.** Masons must furnish themselves with all materials and equipment required for fixing memorials.
- (iii) **Stone carts and other vehicles.** Any movement of vehicles of any description must be agreed with the Cemetery staff prior to commencement of work. All trucks shall have tyres not less than 4" (100 mm) width

## **10. POWER TO EXCLUDE FROM THE CEMETERY**

Any person not complying with these regulations may be refused admittance to the Cemetery for such periods as the Council may think fit.

## **11. ALTERATION TO REGULATIONS**

The Council reserve the right to make any alterations in these regulations from time to time as it thinks fit.

## **12. REGULATIONS TO BE CONDITION OF GRANT**

All the foregoing regulations shall be conditions attached to the sale by the Council of the exclusive right of burial in any part of the Cemetery.

## **13. FEES AND CHARGES**

All the relevant fees and charges relating to the use of the Cemetery are determined by the Council and reviewed annually. The Council reserves the right from time to time to make alterations to the fees and charges.

## **14. OFFENCES IN THE CEMETERY**

- (A) By the Local Authorities' Cemeteries Order 1977, Sections 18 and 19 (which apply to the Cemetery) it is enacted that:-

(1) No person shall

- (a) Wilfully create any disturbance in the Cemetery
- (b) Commit any nuisance in the Cemetery
- (c) Wilfully interfere with any burial taking place in the Cemetery
- (d) Wilfully interfere with any grave or chamber, any tombstone or other memorial, or any flowers or plants.
- (e) Play any game or sport in the Cemetery.

- (2) No person not being an officer or servant of the burial authority or another so authorised by or on behalf of the burial authority shall enter or remain in the Cemetery at any hour when it is closed to the public.

- (B) Every person who contravenes regulation 14 shall be liable on summary conviction to a fine not exceeding £1,000 and, in case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction therefore, in accordance with articles 18 and 19 of the Local Authorities Cemeteries order 1977.

