

Little Trees Cemetery Burial Ground Regulations

February 2021

Little Trees Cemetery

Off A264 Tollgate Hill Roundabout
Crawley
West Sussex
RH11 9TR

Cemetery opening hours for visitors

The grounds are open every day of the year
at the following times:

November to March, 9.30am to 4pm
April to October, 9.30am to 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 and between Christmas and New Year.

Town Hall contact details

Telephone: **01293 438362**

Email: **burials@crawley.gov.uk**

Out of hours duty officer

Telephone: **07702 847765**

Rules and regulations of 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;

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

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

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

“plot” includes cremation plot, grave or chamber;

“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 preformed cover used for shrouded burials;

“wood shelf” – means cover used for shrouded burials;

E.R.O.B’ – ownership of the exclusive right of burial in plot;

“Pre purchase” – to purchase in advance the exclusive rights to be buried in a plot;

“Owner” – person who purchases an exclusive right of burials (EROB).

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 council 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) Mourners

If a large number of mourners and/or vehicles are expected to attend a burial in the cemetery, the council must be notified at least 24 hours beforehand.

(v) Music

No band shall play nor shall other music be played in the cemetery except with the consent of the council. Such consent must be obtained at least 24 hours before the funeral.

(vi) 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.

(vii) 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.

- (viii) **Advertisements**
No advertisement shall be displayed in any part of the cemetery nor on any memorial.
- (ix) **Vehicles**
All carriages and motor vehicles must keep to the drives and shall not be driven faster than 5mph. Parking is only permitted in the designated parking areas provided.
- (x) **Cycles**
No cycles shall be ridden in the cemetery.
- (xi) **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 three 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.
- (xii) **Right of movement**
The council reserves to itself, council officers and other employees the right of passage over any graves and cremation plots for any purpose connected with the maintenance and management of the cemetery and to arrange for the removal and replacement of any memorial from an adjoining grave or cremation plot 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) **Period prior to interment/burial**
The council endeavours to undertake an interment/burial as quickly as required however it will be dependent on existing bookings, inclement weather, shortage of grave diggers, exclusions as in 3 (iii) or any other sufficient reason. This regulation shall not apply to interments/burials 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 of the burial/interment date.
- (iii) **Days and times of interment**
Interments may take place on any day between 9.30am-3.30pm April to October and 9.30am-2.30pm November to March. The exceptions are Sundays, Christmas Day and Boxing Day and bank holidays when bookings are not accepted, however this is 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 or interment 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 ("EROB") is for a period of 50 years.
- (ii) The person purchasing the EROB is termed the "Owner" and the Owner will be required to enter into a Deed of Grant. The Deed of Grant sets out the rights and obligations between parties. The Deed of Grant may be assigned under certain conditions set out in the Deed of Grant. The Deed of Grant will normally be inherited by the next of kin.

- (iii) An EROB entitles the owner to be interred in the plot subject to the space being available. It also entitles the owner to apply for the right to erect a memorial on the grave or cremation plot in accordance with these rules and regulations. Ownership of the land remains with the council.
- (iv) The owner has the responsibility to inform the council of any change in contact details.
- (v) Upon expiry, an EROB can be extended for a further period of 50 years on payment of the appropriate fee. The total period beginning with the date of grant cannot exceed 100 years.
- (vi) For Chambers or the Mausoleum the right is granted for 99 years only and there is no right of extension. (currently not available at Little Trees Cemetery)
- (vii) An EROB may be purchased in advance as set out below.
- (viii) Pre-purchase of graves or cremation plots is limited to residents of Crawley only, but the council, may in its absolute discretion grant an EROB to those who have a strong affiliation with Crawley (for example, where the deceased lived a significant proportion of their life in Crawley but were living elsewhere immediately prior to their death).
- (ix) The pre purchase of an EROB will be on the basis that the owner will be allocated the next available sequential space. However, should the layout of plots restrict access to facilitate the subsequent digging of the plot, owners will be offered the next available space when the individual dies and will therefore have the right to be buried in the named cemetery rather than in a specific plot.
- (x) The cost to pre-purchase the EROB will be the fee applicable at time of purchase plus any increase in fees between the purchase date and the time of the first interment. The increase shall be payable at the date of the first interment.
- (xi) A pre-purchased EROB is non-transferable and the owner is not permitted to transfer it to a third party. In the event that the owner no longer requires the EROB the council will buy back the EROB at the original purchase price paid less an amount based on the number of years the arrangement has been in place (the deduction). The deduction will be calculated by dividing the purchase price by the 50 year term and multiplying that figure by the number of years the owner held the EROB. A further 10 per cent of the purchase price will be deducted to cover administration costs.
- (xii) The council reserves the right to withdraw permission to pre purchase an EROB if there is less than 3 years supply of available plot.
- (xiii) Please note the Muslim burial ground at Snell Hatch cemetery is fully occupied, therefore pre purchase of EROB is not possible.

(i) **Devolution of exclusive right of burial**

If the owner passes away, he/she has the automatic right to be buried in the plot (subject to space). The exclusive rights in the EROB transfer to the next of kin or appropriate person on the Notice of Interment form.

(ii) **How to transfer exclusive right of burial (EROB)**

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 plot will not be deemed valid until such transfer has been registered with the council.

(iii) **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.

(iv) **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 and charges).

5. Plot spaces

(i) Excavation of graves or cremation plots

All graves or cremation plots 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 plots and the right to temporarily remove any memorial from any plot without notice, in order to facilitate the digging of any adjacent grave or cremation plot 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/cover board	6' (1828.8mm)	1	0
Child's standard grave	5' (1524mm)	1	2
Child's 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 plot 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 the grave shall be turfed over. 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 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 or cremation plots**

Interments in unpurchased graves or cremation plots 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 9am and dusk between April and October and 9.30am to 4pm November to March. 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.

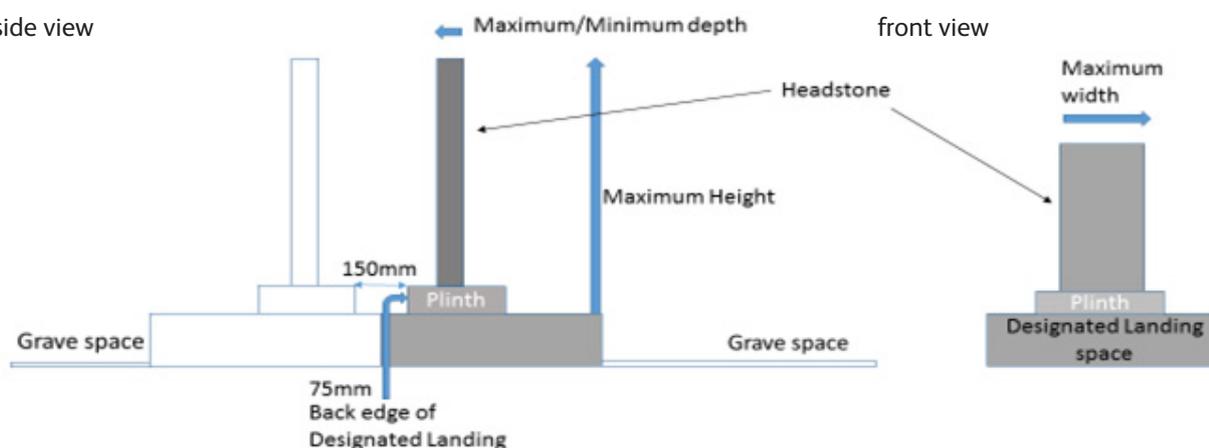
7. Memorials and memorabilia

(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

side view



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	2ft 10" (863.6mm)	2ft (609.6mm)	5" (127mm)	2" (50.8mm)	Maximum length 2ft 6" (762mm) Maximum depth 1ft (304.8mm)
Child's	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.

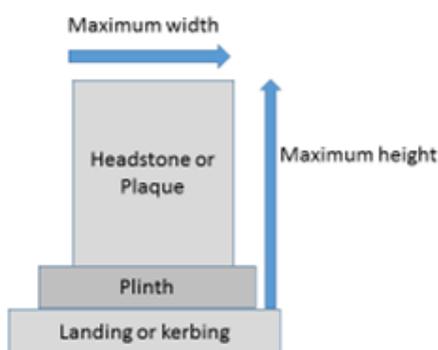
The council may, in any event, reject monuments, gravestones, vases, urns and tablets which, in its opinion, are unsuitable or incongruous with their surroundings. No kerbstone, fences, surrounds or other materials are permitted on or around the burial plot.

(iii) **Memorials on cremation plots**

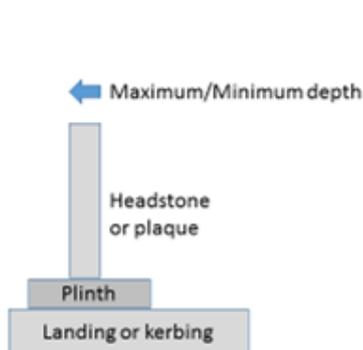
Memorials may only take the form of a plaque or headstone to the standard prescribed by the council, mounted on a standard pattern of kerbing or landing supplied by the council.

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

front view



side view



(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.

(vi) Memorials, memorabilia or planting will not be permitted on pre purchased plots and will remain as turf until such time the first interment takes place.

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. This excludes pre purchased graves, a memorial may be erected after the first interment takes place.
- (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.
- (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 and cremation plots)

- (i) **Maintaining plots and disposal of refuse**
The owner of EROB must ensure memorials and shrubs, within the permitted area, are kept in good order. Any memorials and/or plants not in good order maybe removed at the council's discretion. All refuse from cleaning and maintaining grave spaces must be placed immediately in the bins provided in the cemetery for this purpose pre-purchased graves and cremation plots must remain as turf and will be maintained by the council.
- (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 plots 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.

Little Trees Cemetery

Off A264 Tollgate Hill Roundabout
Crawley
West Sussex
RH11 9TR

Open:
November to March, 9.30am to 4pm
April to October, 9.30am to dusk

Telephone: **01293 438362**
Email: burials@crawley.gov.uk