



# BLANDFORD FORUM TOWN COUNCIL

## BLANDFORD CEMETERY REGULATIONS TOP FIELD

*The dignity and calm of the cemetery should be respected at all times.*

### Opening Hours

1. The cemetery is open for pedestrian access at all times. Blandford Forum Town Council (the Town Council) reserves the right to make such closures as may be necessary for repairs, emergencies or in the interests of public safety at any time.
2. Children under 16 are not admitted unless visiting a grave. No dogs (except guide dogs) or horses (except with a cortège) are permitted in the cemetery.
3. Any person(s) wilfully destroying, damaging or defacing any property of the Town Council or any memorial will be prosecuted as will anyone playing games or sport, discharging firearms (excluding a military funeral), committing a nuisance or disturbing others attending a funeral/grave.

### Interments and Exclusive Right of Burial

4. The hours of interment or scattering of ashes will be between 10.00 am and 3.00 pm Monday to Friday. No interment or scattering of ashes will normally take place at weekends or public holidays although Saturday interments or scattering of ashes will be permitted in special circumstances. Due consideration will be given to religious requirements which may require alteration to the foregoing.
5. No interment or scattering of ashes shall take place without permission of the Town Council. Notice of interment or scattering of ashes must be given at least 2 working days prior to any interment or scattering of ashes to the Town Clerk. The notification must be made on the official form provided by the Town Council.
6. All graves will be excavated and prepared for interment or scattering of ashes by the Council, Funeral Directors or each parties appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Town Clerk.
7. Ashes must be scattered on earth or turf. An application for the scattering of ashes must be made to the Town Clerk.
8. The Exclusive Right of Burial must be purchased and issued before an interment/scattering of ashes takes place or a memorial can be erected.

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Town Clerk's Office  
Church Lane, Blandford Forum  
Dorset DT11 7AD



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9. The Exclusive Right of Burial in a grave space will be for a period until 1 January 2104 at the appropriate fee. From 1 January 2054 the exclusive right of burial will be granted for a period of 50 years.
10. Only full grave spaces are available to purchase. Half plots for ashes are not available.
11. Grave spaces may not be purchased in advance and may only be purchased in rotation.
12. If an individual would like to purchase one grave space next to a family member, the purchase must take place at the same time as the original purchase for the first deceased.
13. The Exclusive Right of Burial may be transferred to immediate family members when the original Certificate owner dies or relinquishes ownership. Applications must be made to the Town Clerk and a small administrative fee will be charged. It is the responsibility of the owner\* to inform the Town Council of any change of address in order that contact can be maintained.

### **Memorials, Floral Tributes, Trees and Shrubs**

14. No memorial shall be placed in the Cemetery, and no alteration/additional inscription shall be made on any memorial without the permission of the Town Council. Applications must be made on the official form provided by the Town Council with a plan showing the proposal. If the request is considered to be unsuitable it will be referred to the appropriate Town Council Committee.
15. Headstones and Memorial Books only are permitted in the cemetery. Height restriction on memorials will be the width of the grave and 3ft in height. Only integrated floral vases in the base of the headstone will be allowed.
16. Railings or fencing enclosing a plot, or structures of any kind, (other than an authorised memorial), which do not have prior approval may be removed at the Town Council's discretion.
17. Anything affixed to, or laid upon, any grave or monument such as lighting, ornamentation, images, models or paintings, which do not have prior approval, may be removed at the Town Council's discretion. Any unauthorised items removed will be held for 60 days before they are disposed of.
18. Following an interment or scattering of ashes, fresh or artificial flowers, either as wreaths or in flower pots (**no glass containers** may be placed on the plot) should be removed after fourteen days by either the family or Town Council staff.
19. Fresh or artificial flowers should only be placed in containers integral to the memorial placed on the memorial base. Flowers and/or containers must not be placed along the plot as this prevents grass maintenance. Any flowers and/or containers placed incorrectly will be removed by the Town Council. **Glass containers are not allowed as they shatter easily and constitute a danger to the public and maintenance workers.**
20. Floral tributes will be removed when dead or unsightly at the discretion of the Town Council's Operations Manager.
21. Memorials must be installed in accordance with the current National Association of Memorial Masons (NAMM) Guidelines.

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22. The right to erect and maintain a memorial on a grave will be granted for a period of 30 years. This period can be extended following a satisfactory inspection of the memorial. The Town Council may authorise removal of memorials from private graves, where the right of burial period has expired, or if the memorial has not been maintained.
23. It is the responsibility of the owner\* to maintain the memorial in a good state of repair. In the event of any such memorial becoming dangerous, or dilapidated, the Town Council will give notice to the owner\* requesting the repair or removal of any such memorial. Failure to do so may result in the Town Council removing a memorial if it fails a health and safety inspection. If the Town Council is unable to trace the owner\* after taking such reasonable steps as it may consider necessary for that purpose, then the Town Council will take appropriate action to make it safe and tidy.
24. No tree or shrub shall be planted in, or removed from, the Cemetery. The Town Council reserves the right to prune, cut down or remove any shrubs, plants or trees at any time when, in the opinion of the Council, they have become unsightly or overgrown.

### **Seats, Benches and Ornamentation**

25. No seat, bench or ornamentation can be placed in the Cemetery without the permission of the Town Council. Applications for permission to locate a seat or bench should be submitted to the Town Clerk, any benches must be of a solid wooden construction and be securely installed.

### **Removal of Remains**

26. Human remains shall not be removed except by the Exhumation Order from the Department of the Environment or other appropriate Statutory Authority.

### **Fees and Charges**

27. All fees and charges must be paid to the Town Council at the time of giving notice of the interment/erection of memorial etc. Cheques should be made payable to 'Blandford Forum Town Council'.
28. The Town Council is able to carry out searches of burial records and graves by appointment (charges may apply). To make an appointment please contact the Town Clerk's Office, using the details below.

### **Disclaimer**

29. The Town Council cannot be held responsible for any damage to any memorial or any personal property taken into the Cemetery. The Town Council will not be liable for damage to any memorial in the Cemetery caused by storm, wind, subsidence or by any other cause.
30. If any damage is caused to the Town Council's land or premises by bringing in any materials, gravestones, or monument or from any other cause, the person or persons doing such damage will be held responsible for the same and the Town Council may recover the cost of repairing such damage from such person or persons and, in addition, take proceedings under Article 18 of the Local Authorities' Cemeteries Order 1977.

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31. The Town Clerk, and Operations Manager at Blandford Forum Town Council, Town Clerk's Office, Church Lane, Blandford Forum, DT11 7AD, who can be contacted on 01258 454500, will be in control of the data you provide. The information which you provide in this application form and any other information obtained or provided during the course of the application is a statutory requirement to enable the lawful operation of our Cemetery and failure to provide all of the information requested will impact on the service you receive. Your information will be used solely for the purpose of administrating the Town Council's Cemetery. The information will be retained as part of Town Council administrative and financial records, until there is no longer an administrative requirement, after which time it will be archived at the Dorset History Centre. Your name only, and no other details you provide, may be provided to any request received under the terms of establishing ownership of a grave, but in no other circumstances. You have the right to data portability, request access to, rectification or erasure of your data collected as part of this process. The information you provide will form part of our cemetery administrative process and we will be entitled to process it as part of this process. You have the right to lodge a complaint with the Information Commissioner.

32. These Regulations have been approved by Blandford Forum Town Council, which reserves the right to make alterations/additions as appropriate.

\* - owner/purchaser/heirs or successors

Cemetery Regulations – Approved by R&A Committee 22<sup>nd</sup> January 2018, amended Jan 2020.

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