**Warcop Cemetery Regulations**

Cemetery Regulations have been introduced to maintain an acceptable standard for the cemeteries in Eden.

1. **General regulations**

Parking is limited at the end of Castlehill Road.

Children under 12 years must be accompanied by a responsible adult.

Dogs must be kept on a lead and should not be allowed to foul the Cemetery grounds.

Grass-cutting and strimming of the cemetery is undertaken by local volunteers.

There is a **Woodland Burial area** within the cemetery which has its own regulations, listed in the next section of this document.

**Certificate for Disposal**

The Registrars Certificate for Disposal, the Coroners Order for Burial or the \*Certificate of Cremation must be given to the Duty Cemetery Officer by 9am, 48 hours before an interment can take place.

*\*We would prefer that the Cremation Certificate in provided to us 48 hours before the interment takes place, however if you are unable to produce it beforehand, we will accept it at the graveside, before the start of the burial.*

**Purchased Graves**

This is a grave for which the Exclusive Right of Burial has been purchased. This gives the purchaser/s the right to be buried in the grave, authorise the use of the grave for other interments and to apply for a memorial to be erected.

If a purchased grave is intended to be used, the deceased is not the grave owner, the original grave purchaser/s will need to give authorisation for the grave to be used and provide the original grave deed. If the grave deed cannot be produced a Statutory Declaration will need to be completed.

If a purchased grave is intended to be used, the deceased is not the grave owner and the original grave purchaser/s are deceased, a Statutory Declaration will need to be completed.

Exclusive Rights of Burial are currently granted for 50 years from the date of purchase.

Exclusive Rights of Burial granted prior to April 2000 are for 100 years from the date of purchase.

The owner of the Exclusive Right of Burial may transfer the right to another person by submitting a Transfer Application Form, obtainable from ???, and by payment of a transfer fee.

**Grave Spaces**

Standard grave space 2.7m (9') x 1.2m (4')

Half grave spaces available for a child or cremated remains interment

*Full grave spaces are available for up to:*

*Penrith Cemetery - 3 burials, followed by up to 8 interments of cremated remains*

*Appleby Cemetery - 2 burials, followed by up to 8 interments of cremated remains*

*Alston, Garrigill and Nenthead Cemeteries - 1 burial, followed by up to 8 interments of cremated remains*

**Half Graves**

*Half grave spaces may be used for up to 4 interments of Cremated Remains.*

**Depth of Grave**

Graves have to be dug to a sufficient depth to allow for future burials to take place. Therefore the grave needs to be deep enough to allow not only for the depth and shape of coffins/caskets that will be buried but also to accommodate the legal requirements of undisturbed earth to be between each coffin and the amount of earth that must cover the last interment.

**Public Graves**

These are graves where no Exclusive Rights to the grave have been purchased; therefore a memorial cannot be erected.

**Soil Boxes**

*The council reserves the right to place soil boxes, on graves next to those which are being opened, without any notice. The soil box will be removed immediately after the interment and the grave will be left as it was previously.*

**Coffins**

Coffins made from wood, wicker/cane, cardboard, or biodegradable caskets, shrouds, and urns will be accepted for burial, unless agreed with the Cemetery Officer. Non-standard coffins incur an additional fee.

**Funerals**

All necessary original documents must be received by the *Duty Officer by 9am, 48 hours prior to the funeral.* Documents cannot be received on weekends or public holidays. Without the original documents, the interment will not be allowed to proceed.

The conduct of all funerals within the cemetery is subject to the control of the Parish Council's designated officer.

Music may only be played in the Cemetery grounds with prior permission.

Immediately after the interment the grave will be backfilled to the level of adjoining ground and any floral tributes will be placed on the grave.

**Flowers and Wreaths**

There is no water supply to Warcop Cemetery so visitors will need to bring their own water. However, we are investigating this, including a water butt to be sited near the Cemetery Shed.

Floral tributes presented at the grave at the time of burial will be removed by Cemetery staff for disposal after two weekends have elapsed since the burial.

If requested by the grave owner, any floral tributes may be removed earlier or left on for up to a maximum of four weekends after the burial.

Cemetery staff may decide to remove floral tributes earlier if they become unsightly.

Christmas wreaths will be removed by Cemetery staff during the second week of February.

All other floral tributes should be maintained by those visiting graves.

All material suitable for composting e.g. floral, plant remains should be placed in the bins provided.

All other waste material should be placed in the waste basket also located at the Cemetery gates.

**Memorials**

Memorials may only be placed on a grave space for which the Exclusive Right of Burial has been purchased.

Memorials are not permitted in the Woodland Burial Area at Penrith Cemetery or on any graves or cremated remains plots for which the Exclusive Rights of Burial have not been purchased.

Wooden crosses are permitted as temporary grave markers in lawn Cemetery areas, prior to the installation of a permanent memorial but must then be removed from the Cemetery.

Only one headstone/memorial per grave space is allowed.

New footstones, kerbstones or other forms of surround are not allowed

An application for all proposed memorials and inscriptions must be submitted to Warcop Parish Council for approval and all appropriate fees paid prior to any works being undertaken on site.

All permanent memorials are to be constructed and installed by a competent stonemason registered with the Council, in accordance with the current National Association of Memorial Mason's Code of Practice (copy available on request), and to the satisfaction of the Supervising Officer.

No work is to take place in the Cemetery before 8.30am and after 5.00pm or sunset (whichever is sooner). No work will take place on Saturdays, Sundays or any bank or public holidays, except by agreement with the Parish Council. Monumental masons will be required to suspend work for the duration of a funeral.

Any damage done in connection with the erection of a memorial must be made good by the person erecting the memorial and the site left in a tidy condition.

No memorial may exceed 1.2m (4') in height and 0.75m (2'6'') in width on single grave spaces or 1.8m (6') width on double grave spaces.

Memorials in cremated remains rows and children's burial areas may not exceed 0.685m (2'3'') in height.

All memorials must be installed with stainless steel ground anchors which comply with the NAMM Code of Practice, except by agreement with the Council.

All new memorials must have the corresponding grave space number placed conspicuously on the left hand side of the stones base or the reverse of the memorial.

Memorials installed in the existing Cemetery areas are to be installed on a 36"x18" (0.92 x 0.45m) concrete flag, except by agreement with the Council.

Memorials installed in the Lawn Area of the extension land at Warcop Cemetery are to be installed on a 36"x18" (0.90 x 0.45m) concrete flag, set below ground level, except by agreement with the Council.

Fixed memorial/s may be temporarily removed, without prior notice, to allow a nearby grave to be safely dug in preparation for use.

The responsibility for the safety and upkeep, including repairs to any gravestone or memorial remains solely with the owner(s) of the grave or their successor(s) in title.

The Parish Council will make regular checks of memorials. Any memorials found to be unstable will be temporarily supported or laid flat. The Council reserves the right to repair or remove unsafe memorials at its discretion if the owner or successor cannot be found or refuses to arrange repairs.

Shrubs, plants, bulbs and trees may not be planted without permission of the Parish Council and then only in the immediate surrounds of the memorial space at the head of the grave (36''x18''). The Parish Council reserves the right to prune or remove, without notice, any tree or plant that becomes a hazard, a nuisance or an obstruction.

The Parish Council reserves the right to remove any items not contained within the footprint of the headstone base (36''x18'') which may be deemed as dangerous, a nuisance or inappropriate.

**Rights**

The Parish Council reserves the right to amend any of the foregoing regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

1. **Warcop Cemetery Natural Burial Site – Draft Guidance**

**Introduction**

Warcop Parish Council recently agreed to establish a section of the cemetery dedicated to those families who wish to have a natural burial for their loved ones as an alternative to the traditional lawn grave. It is located at the south western corner and its boundary will be marked over time by planting of shrubs and small trees.

**Maintaining and Developing the Area**

Trees may be planted with each burial but not on the graves in straight lines. Grass cutting will be kept to a minimum of one or two cuts per year to encourage wild flowers to grow and thus maintain the natural appearance of the area. It will look very different from the rest of the cemetery.

**Coffins and Containers**

Biodegradable coffins, shrouds or other acceptable containers should be used for natural burials whenever possible, but if a standard chipboard coffin is used, we request that non-biodegradable fittings and fixtures are kept to an absolute minimum.

**Grave Design**

The position of each woodland grave will be recorded on a plan. Each grave will be for one burial only and as with all graves in the cemetery, a Grant of Exclusion Right of Burial may be purchased (along with that of adjacent graves) if required. The Exclusive Right of Burial will be for a period of fifty years, as per the lawn area of the cemetery.

Cremated remains (ashes) may be interred in an existing grave or scattered in a designated area by arrangement.

**Memorials**

The placing of memorials on grave spaces is not permitted. Families and friends may plant native flowers and bulbs on a grave space – e.g. primroses, violets, wood anemones and celandines, which are in keeping with a woodland setting.

The placing of flowers and wreaths will only be permitted for a limited period at the time of the funeral.

Memorial plaques may be purchased for placing on the stone perimeter wall near to the grave.

**Funeral Arrangements**

Graves are not set aside in separate areas for the use of specific religions, faiths or those with no beliefs. The families or executors may choose to use the services of a funeral director or make the funeral arrangements themselves.

The creation of a natural woodland burial area will provide environmental benefits for future generations and nature will take care of the grave areas.

Further information or advice can be obtained from the Parish Clerk, 017683 41102 or Eden District Council’s Bereavement Services Office. Contact: Bereavement Services Office at Mansion House, Penrith CA11 7YG

1. **Warcop Cemetery Fees and Charges 2019/2020**

**Exclusive Right of Burial - for 50 Years**

| **Grave** | **Cost** |
| --- | --- |
| **Full grave space** | **£584.00** |
| **Half grave space** | **£292.00** |
| **Old public grave** | **£152.00** |
| **Half old public grave** | **£76.00** |

**Interment Fees**

| **Interment** | **Cost** |
| --- | --- |
| **Stillborn - 1 month** | **Free** |
| **Child - 1 month to 12 years** | **Free** |
| **Over 12 years/ adult single/double/treble depth graves** | **£584** |
| **Cremated remains** | **£185** |
| **Scattering of ashes** | **£57** |
| **Additional fee - casket/non-standard coffin** | **£332** |
| **Interment cancellation** | **£57.50** |
| **Statutory Declaration** | **£39** |

**Monumental Mason Registration**

**Annual registration fee due 1 April 2016 or with first application.**

| **Monumental Masons** | **Cost** |
| --- | --- |
| **Permission for monuments and headstones** | **£112** |
| **Permission for monuments and headstones (under 12 years)** | **Free** |
| **Each additional inscription** | **£25.50** |
| **Monumental Mason registration fee** | **£67** |

**Miscellaneous Fees**

| **Miscellaneous** | **Cost** |
| --- | --- |
| **Transfer of exclusive rights to a resident of Eden District** | **£25** |
| **Transfer of exclusive rights to a  non-resident of Eden District** | **£50** |
| **Fixing 6 x 4 plaque** | **£260\*** |
| **Fixing 11 x 7 plaque** | **£437\*** |

**Searching Cemetery Registers**

| **Search** | **Cost** |
| --- | --- |
| **First name** | **£28.00** |
| **Each subsequent name** | **£13.00** |
| **Certified copies of searches** | **£28.00** |

***All the above fees are exempt from VAT, except those marked* with a \* which are inclusive of VAT**

**Charge for Interment/Exclusive Rights of Burial**

| **Interment/Exclusive Rights of Burial** | **Cost** |
| --- | --- |
| **Charge for the interment of a \*\*non-resident of Eden District** | **Double fees** |
| **Charge for the exclusive rights of burial for a \*\*non-resident of Eden District** | **\*\*\*Double fees** |
| **Charge for an interment outside of prescribed hours** | **Double fees** |

\*\*Individual who had not lived in the Eden District within their last 12 months

\*\*\*The fee for purchasing a grave is doubled for those not currently living in Eden District, unless the grave space has been bought to be used for an upcoming funeral of an Eden Resident

**Repurchase of an Unused Grave Space**

The re-purchase price will be the amount originally paid, less an amount of 15% to cover the cost of administration.

**For further information: Contact:**[**Bereavement Services Office**](http://www.eden.gov.uk/environment/cemeteries-and-churchyards/bereavement-service-office/)**at**[**Mansion House**](http://www.eden.gov.uk/find-or-contact-us/council-offices/)**, Penrith CA11 7YG**