

Maidstone Borough Council

Guidance Information for Burials and Grave Selection at Maidstone Cemetery, Sutton Road, Maidstone



MA956

01622 602656

www.maidstone.gov.uk

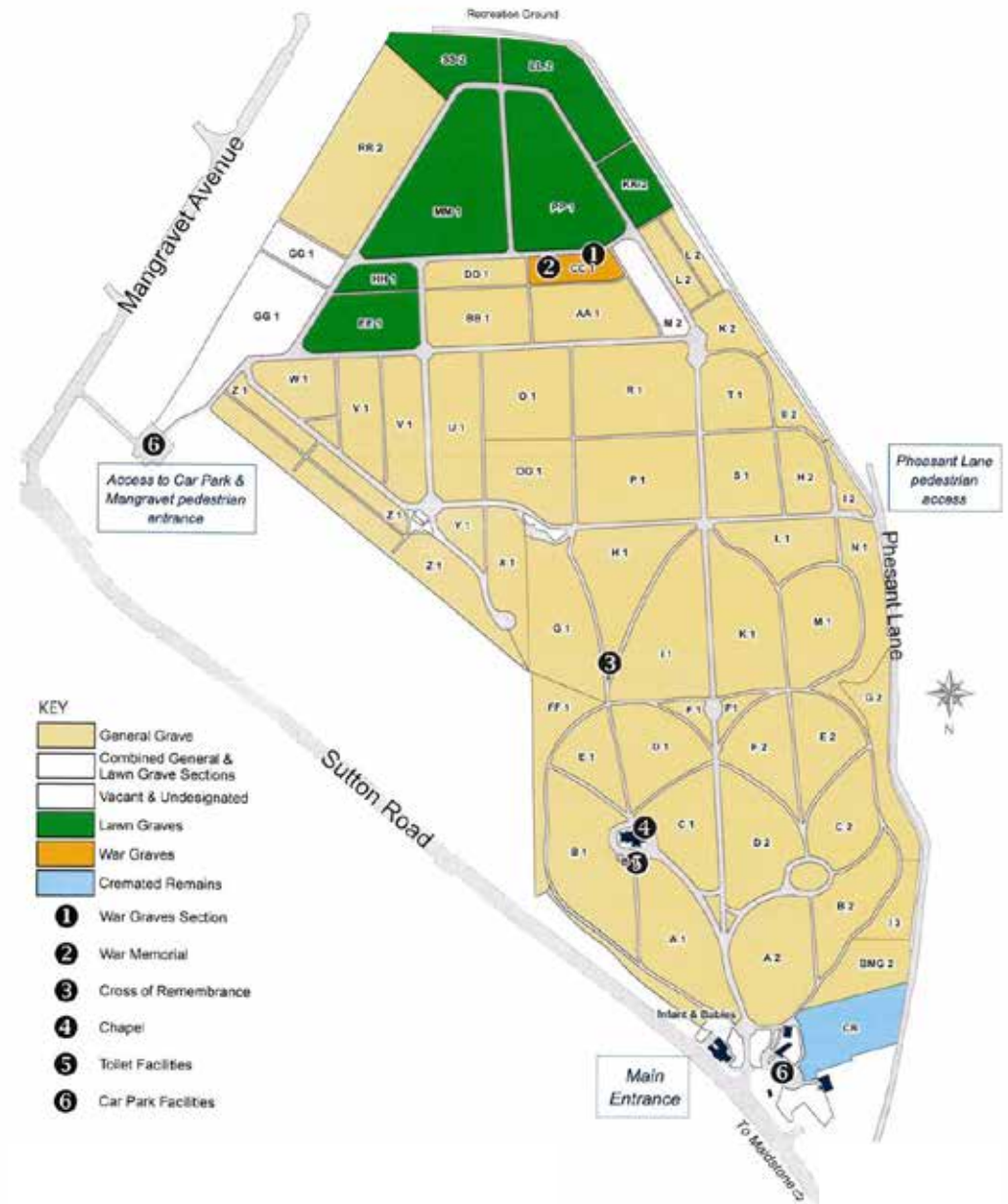


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We hope you find this pack useful and that it makes things clearer.
 If you need any assistance, please don't hesitate to contact the office; full contact details are on page four.

MAIDSTONE CEMETERY



INTRODUCTION

Thank you for enquiring about Burials and Grave Selection at Maidstone Cemetery. The aim of this booklet is to give you some helpful information on what needs to take place should you wish to be buried, or if a family member is already buried within the Cemetery. It will also assist you when choosing a section within the Cemetery for a forthcoming burial or if you wish to pre-purchase a grave.

There is a breakdown of the costs that are involved and the different types of graves available.

It will explain what to do if you require a transfer of ownership and will direct you in the process if a loved one has passed away and they were the "Exclusive Right of Burial" owner of the grave.

It will give you a clear overview of the rules and regulations relating to each grave section.

If you have any concerns, or need further guidance, please do not hesitate to call, email or visit us at the Administration Office:

The Administration office for Maidstone Cemetery is based at:

Vinters Park Crematorium
Bearsted Road
Maidstone
Kent, ME14 5LG

Tel: 01622 602656
Fax: 01622 602981
E-mail: bereavementservices@maidstone.gov.uk
Web: www.maidstone.gov.uk/residents/burials-and-cremations
Office opening hours:
Monday to Thursday 8.30am to 5pm
Friday 8.30am to 4.30pm

Cemetery Address:
Maidstone Cemetery
Sutton Road
Maidstone
Kent ME15 9AF

Cemetery Opening Hours:
Open to visitors from 10am
Gates Close:
February and March: 5.30pm
April to September: 8pm
October: 5.30pm
November to January: 4pm

CHOOSING A GRAVE/BURIAL PLOT

At the front of this booklet you will see a map of Maidstone Cemetery at Sutton Road. As you can see it is marked into sections.

We suggest that you visit the Cemetery during the opening times and look around and see which area is of interest to you. We do have sections within the Cemetery for different religious faiths.

The next step is to make contact with the Administration Offices at Vinters Park Crematorium and make an appointment to visit the Cemetery with a member of the team to find the most suitable plot.

There are three types of graves:

- **Lawn Grave** - this grave can only have a headstone memorial
- **General Grave** - this grave can have a headstone memorial and a full kerbstone surround
- **Cremated Remains Grave** - this is for a section within the Cemetery for the burial of cremated remains.

The cost for Exclusive Rights for a standard size grave within the General and Lawn Section for 30 years is:

- £780 for residents of Maidstone
- £1560 for non residents of Maidstone

The cost for Exclusive Rights for a standard size grave within the General and Lawn Section for 60 years is:

- £1560 for residents of Maidstone
- £3120 for non residents of Maidstone

The Interment (burial) fee & re-open fee is:

- For a standard single depth grave £545
- For a double depth grave £655
- For a treble depth grave £885

The Cremated Remains Grave Exclusive Rights for 30 years is:

- £435 for residents of Maidstone
- £870 for non residents of Maidstone

The Cremated Remains Grave Exclusive Rights for 60 years is:

- £870 for residents of Maidstone
- £1740 for non residents of Maidstone



The Interment (burial) fee & re-open fee is:

- £220

When you purchase a plot, you are actually paying for the **Grant of Exclusive Rights of Burial or Deed**. Please read further information on the Exclusive rights of Burial or deed page.

Resident - Person residing in Maidstone and paying their council tax to Maidstone Borough Council at the time of death or at time of pre-purchasing a grave.

Non-Resident - Person not residing in Maidstone at the time of death. If the grave owner doesn't live the Borough but is purchasing for the burial of a deceased resident, they will need to provide proof of residency for the deceased.

Pre-Purchased - Purchasing a grave for future interment. Exclusive Right of Burial is issued. If the purchaser is not a resident of Maidstone and a non-resident fee will be charged.

Clause - If the deceased passed away outside the Borough (such as a nursing home or in care of a relative) but was a resident of Maidstone in the previous five years, providing proof can be obtained, they will be charged the resident fee.

Please note—if a coffin/casket is larger than the standard size, extra digging costs will be incurred, or the need to purchase two grave spaces.

Prices quoted in this booklet are from April 2016 to March 2017. A price increase occurs every April.



What to do when a loved one has passed away and has a plot at the Cemetery, and how to arrange to bury a loved one with another family member.

Should you find yourself in a situation where a loved one has passed away and they have a burial plot at the Cemetery, your chosen Funeral Director will contact our offices to establish the status of the Grave. It is really helpful if you know the grave number and section, but do not panic if you don't, we will search for the information for you.

If the deceased is the owner of the grave, and there is room for further interments in the grave, they can be buried within the plot. However, nobody else can be interred in the grave and a headstone cannot be erected until the exclusive rights have been transferred.

If you have a loved one who is already buried in the Cemetery and you wish to know if others can be buried in the same plot, your Funeral Director can check on your behalf, or you can contact the office directly.

If in any doubt, do not be afraid to ask—your Funeral Director and the Bereavement Services Team are here to help.



Exclusive Rights of Burial or Deed.

When a standard sized plot is purchased, what has actually been paid for is the **Grant of Exclusive Rights of Burial or Deed**. To be clear, you do not own the plot, only the rights to the plot. This means you can be buried here, or give permission for any other burials within the plot. Plots can have a maximum of three full burials—down to 9ft, and once the plot is full, or no further burials are required, up to 8 sets of cremated remains may be buried. No further burials of coffins can take place once cremated remains have been buried.

This right is granted for a set period of time, currently 30 to 60 years (this can be extended up to a maximum of 100 years) and during that period of the grant the registered owner will have the exclusive right to request Maidstone Borough Council to open the grave for the purpose of either a full coffin burial or a cremated remains burial.

The only exception is when the registered owner dies. The registered owner can be buried in the grave by permission of the Next of Kin or Executor. You should note that if the registered owner is buried in the plot, no further burials can take place, and no changes can be made to the headstone until the exclusive rights are transferred to the Executor, or appropriate person. Please check with our Bereavement Services Team for eligibility.

Where ownership of the exclusive right is registered in more than one name, then ALL registered owners must sign and request to open the grave. In this event the remaining owners retain the exclusive rights until they have all passed away.

It should be noted that at the time of grant for a pre-purchased grave the Council may not be aware that the space is unsuitable due to soil conditions, position of tree roots or other matters. In such cases where the grave is unsuitable at the time of burial, an alternative grave will be prepared and the exclusive rights assigned to the purchaser without an additional fee.

Standard size grave—the dimensions of the graves at the Cemetery are 7ft x 3ft in the General and Lawn sections. Therefore a coffin must be **no bigger than 26" wide and or 82" long** to charge the standard interment fee. If the coffin is larger, then further digging fees will occur or the need to purchase two grave spaces. For larger caskets the burial depth will vary dependent on the size.

Please note that if you wish to transfer the ownership or if the grave owner has passed away and you require a transfer, there is a fee to be paid to Maidstone Borough Council for the Transfer of Exclusive Rights.

WHEN DO THE RIGHTS EXPIRE?

When the period of ownership runs out the right will expire. At this time, the current owner/s will be contacted and invited to renew the ownership. All owner/s have the responsibility to keep Bereavement Services aware of any change of address.

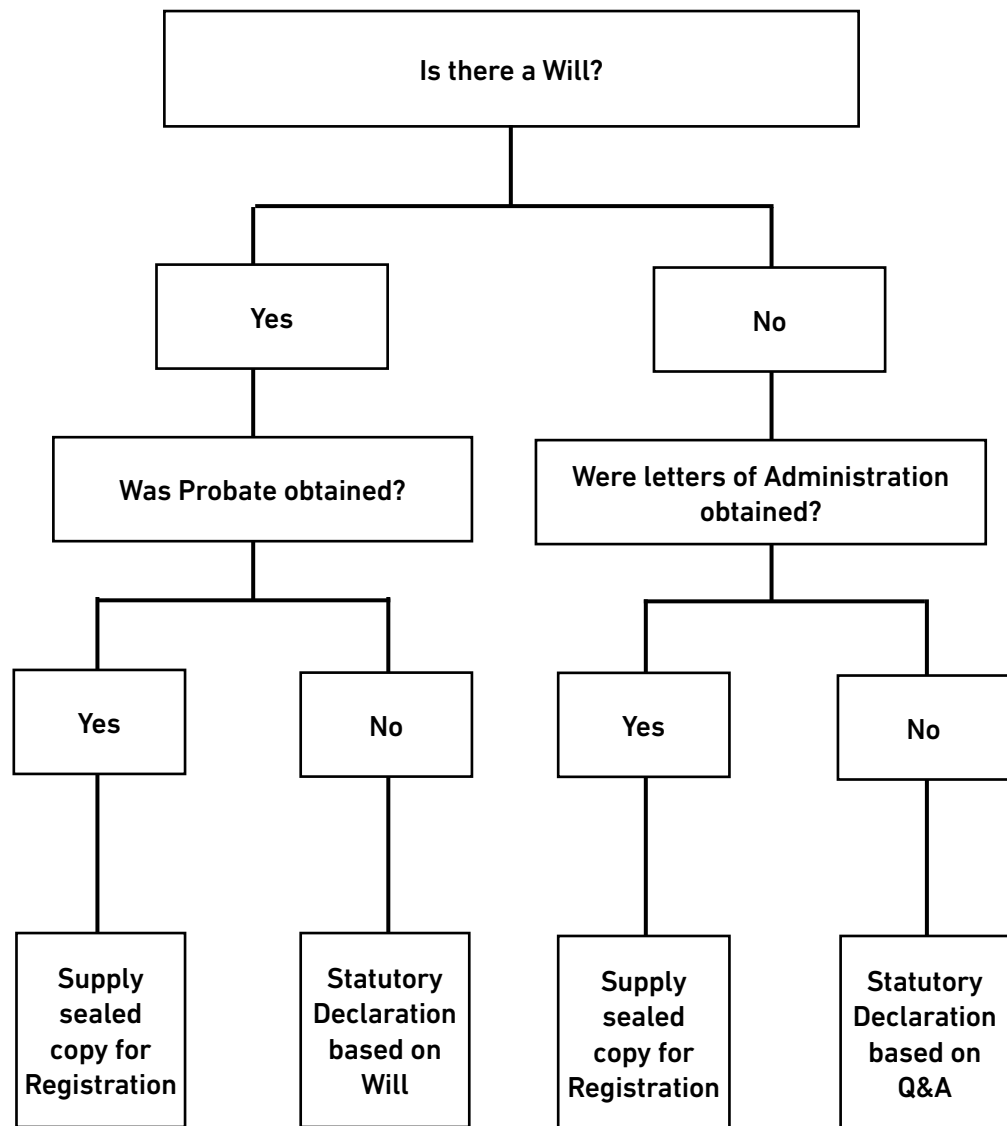
However, if they do not renew, this does not mean the bodies buried in the grave will be disturbed. The law does not permit the disturbance of human remains in a grave. The exclusive rights of the grave will fall back in to the ownership of Maidstone Borough Council.

Transferring Exclusive Right of Burial

- Living owner/s can add additional names to the exclusive right of burial to a maximum of four persons named.
- Alternatively living owners can transfer the ownership over to another person/s.
- If the owner has passed away and a memorial permit is required, or for a further burial in the grave, a transfer would be required.
- There is a charge for all Transfers
- For further information, please contact the Bereavement Services Administration Office. If possible, please have the following information available:
 - Grave number and section
 - Current owner's full details or last person buried with date of death
 - Your contact details
 - Relationship to current owner
 - Whether there was a Will or if the Estate has been referred to Probate or letters of Administration have been obtained.
 - See Pictorial Diagram overleaf:



TRANSFERRING EXCLUSIVE RIGHT OF BURIAL AFTER OWNER IS DECEASED



MEMORIAL PERMIT APPLICATION

When selecting a memorial mason to undertake works at Maidstone Cemetery, they must be registered to NAMM (National Association of Memorial Masons www.namm.org.uk) & BRAMM (British Register of Accredited Memorial Masons www.bramm-uk.org). The owner/s of the grave should be the applicant and should deal directly with your chosen mason. Please read through the rules and regulations for the section regarding the sizes of memorial allowed. If the owner is the deceased, please read Transfer details.

Memorial Safety Checks

Please be aware that safety checks have to be undertaken on the headstones at the Cemetery every five years. It is the grave owners responsibility to ensure the headstone is safe. If Maidstone Borough Council find it not to be, we will write to you to inform you and ask you to arrange for repairs to be undertaken.



RULES AND REGULATIONS RELATING TO THE GENERAL GRAVE SECTION

1. The grave will be of an area measuring 7ft x 3ft.
2. The coffin or casket exterior measurement must be of a **standard size** to be buried in the grave. Standard size is up to 26" in width and 82" in length.
3. Permanent memorials must be constructed of stone. Temporary wooden markers are permitted.
4. Permission to erect any memorial must be granted by Maidstone Borough Council. Applications for a memorial permit should be submitted to the Bereavement Services Office, Vinters Park Crematorium, Bearsted Road, Maidstone, Kent, ME14 5LG by your chosen Memorial Mason.
5. Kerbstones (stone surround) must not exceed 7ft by 3ft and should be fixed to a landing (base stone) of the same size. In the case of two spaces side by side there may be a kerbstone around both which must not exceed 7ft by 7ft. Headstones must not exceed 5ft high (including the base) by 3ft wide by 4ins deep (front to back). The base must not exceed 3ft wide with a base of sufficient depth (front to back) to support the upright section and must be fixed to a landing (base stone) of the same size. They should be fixed within the grave space.
6. Any fencing, edging or shingle must be approved by Maidstone Borough Council.
7. The planting of annuals and seasonal bulbs or shrubs to the height of 12ins is permitted within the grave space but must not be allowed to encroach on any neighbouring grave space to the side or behind the space in question.
8. No glass items are permitted for Health & Safety reasons. All ornaments are left at the memorial owners risk.
9. The Exclusive Rights of Burial Owner is responsible for the maintenance of the grave area.
10. Any Memorial Mason undertaking work on behalf of the Exclusive Rights of Burial Owner/s must be registered with a nationally recognised memorial mason registration scheme (either RQFM or BRAMM). The structure must be ground anchored by an approved method and most suitable for the soil conditions. The number of the grave **MUST** be cut into the side of the base of the headstone.
11. Every grave for which an Exclusive Right of Burial has been granted, and any monument or memorial thereon, must be kept in good repair by the owner/s and it is the owner/s responsibility for the safety of the memorial. We will send notice to have repairs done to the owner/s when contact details are known. It becomes the responsibility of any owner to keep us up to date with changes of personal details, i.e. new address if you move. If we do not have up to date records, a notice will be deemed to be properly served if laced upon the grave space, monument or memorial. If the required repairs are not done within two months of the notice, then the Council may remove the memorial or dispose of it.
12. The council may remove, without notice, any monument, memorial, stone, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these rules.
13. It should be noted that at the time of grant for a pre purchased grave, the Council may not be aware that the space is unsuitable due to soil conditions, position of tree roots or other matters. In such cases where the grave is unsuitable at the time of burials an alternative grave will be prepared and the exclusive rights assigned to the purchaser without any additional fee.

RULES AND REGULATIONS RELATING TO THE LAWN GRAVE SECTION

1. The grave will be centred within an area measuring 7ft x 4ft. At the head of the grave space and separate to it there will be a headstone border measuring 4ft wide by approximately 2ft deep (front to back).
2. The coffin or casket exterior measurement must be of a **standard size** to be buried in the grave. Standard size is up to 26" in width and 82" in length.
3. Permanent memorials must be constructed of stone. Temporary wooden markers are permitted.
4. Permission to erect any memorial must be granted by Maidstone Borough Council. Applications for a memorial permit should be submitted to the Bereavement Services Office, Vinters Park Crematorium, Bearsted Road, Maidstone, Kent, ME14 5LG by your chosen Memorial Mason.
5. Headstones must not exceed 3ft 6ins high (including the base) by 3ft wide by 4ins deep (front to back). The base must not exceed 3ft wide by 1ft 8ins deep (front to back) and must be fixed to a landing (base stone) of the same size. They should be fixed in the centre of the headstone border.
6. Any fencing, edging or shingle must be kept within the headstone border and must be approved by Maidstone Borough Council.
7. No items should be left on any grassed area in front or behind the headstone. No glass items are permitted for Health & Safety reasons. All ornaments are left at the owners own risk. No planting is permitted in the grave area. The planting of annuals and seasonal bulbs or shrubs to the height of 12ins is permitted within the headstone border but must not be allowed to encroach on any neighbouring grave space to the side or behind the space in question.
8. Any Memorial Mason undertaking work on behalf of the Exclusive Rights of Burial Owner/s must be registered with a nationally recognised memorial mason registration scheme (either RQFM or BRAMM). The structure must be ground anchored by an approved method and most suitable for the soil conditions. The number of the grave **MUST** be cut into the side of the base of the headstone.
9. Every grave for which an Exclusive Right of Burial has been granted, and any monument or memorial thereon, must be kept in good repair by the owner/s and it is the owner/s responsibility for the safety of the memorial. We will send notice to have repairs done to the owner/s when contact details are known. It becomes the responsibility of any owner to keep us up to date with changes of personal details, i.e. new address if you move. If we do not have up to date records, a notice will be deemed to be properly served if laced upon the grave space, monument or memorial. If the required repairs are not done within two months of the notice, then the Council may remove the memorial or dispose of it.
10. The council may remove, without notice, any monument, memorial, stone, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these rules.
11. It should be noted that at the time of grant for a pre purchased grave, the Council may not be aware that the space is unsuitable due to soil conditions, position of tree roots or other matters. In such cases where the grave is unsuitable at the time of burials an alternative grave will be prepared and the exclusive rights assigned to the purchaser without any additional fee.

RULES AND REGULATIONS RELATING TO THE CREMATED REMAINS SECTION: HEADSTONE MEMORIALS

1. The grave will measure 4ft by 2ft.
2. Permanent memorials must be constructed of stone. **Temporary** wooden markers are permitted.
3. Permission to erect any memorial must be granted by Maidstone Borough Council. Applications for a memorial permit should be submitted to the Bereavement Services Office, Vinters Park Crematorium, Bearsted Road, Maidstone, Kent, ME14 5LG by your chosen Memorial Mason.
4. Headstones must not exceed 2ft 3ins (including the base) high by 3ins deep (front to back). The base must not exceed 24ins wide by 9ins deep (front to back) and must be fixed to a landing (base stone) of the same size. They should be fixed within the headstone border.
5. No items should be left on any grassed area in front or behind the headstone. No glass items are permitted for Health & Safety reasons. No planting is permitted in the grave area.
6. The Exclusive Rights of Burial Owner/s are responsible for the maintenance and safety of any memorial.
7. All ornaments are left at the memorial owner's risk.
8. Any Memorial Mason undertaking work on behalf of the Exclusive Rights of Burial Owner/s must be registered with a nationally recognised memorial mason registration scheme (either RQFM or BRAMM). The structure must be ground anchored by an approved method and most suitable for the soil conditions. The number of the grave **MUST** be cut into the side of the base of the headstone.
9. Every grave for which an Exclusive Right of Burial has been granted, and any monument or memorial thereon, must be kept in good repair by the owner/s and it is the owner/s responsibility for the safety of the memorial. We will send notice to have repairs done to the owner/s when contact details are known. It becomes the responsibility of any owner to keep us up to date with changes of personal details, i.e. new address if you move. If we do not have up to date records, a notice will be deemed to be properly served if laced upon the grave space, monument or memorial. If the required repairs are not done within two months of the notice, then the Council may remove the memorial or dispose of it.
10. The council may remove, without notice, any monument, memorial, stone, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these rules.
11. It should be noted that at the time of grant for a pre purchased grave, the Council may not be aware that the space is unsuitable due to soil conditions, position of tree roots or other matters. In such cases where the grave is unsuitable at the time of burials an alternative grave will be prepared and the exclusive rights assigned to the purchaser without any additional fee.

RULES AND REGULATIONS RELATING TO THE CREMATED REMAINS SECTION: DESKSTONE MEMORIALS

1. The grave will measure 4ft by 2ft. An area measuring 2ft by 2ft is provided within this for a memorial.
2. Permanent memorials must be constructed of stone. **Temporary** wooden markers are permitted.
3. Permission to erect any memorial must be granted by Maidstone Borough Council. Applications for a memorial permit should be submitted to the Bereavement Services Office, Vinters Park Crematorium, Bearsted Road, Maidstone, Kent, ME14 5LG by your chosen Memorial Mason.
4. Deskstones must not exceed 2ft long by 18 ins wide by 2 ins deep at the front, increasing to 4 ins at the back.
5. No items should be left on any grassed area in front or behind the headstone. No glass items are permitted for Health & Safety reasons. No planting is permitted in the grave area.
6. The Exclusive Rights of Burial Owner/s are responsible for the maintenance and safety of any memorial.
7. All ornaments are left at the memorial owner's risk.
8. Any Memorial Mason undertaking work on behalf of the Exclusive Rights of Burial Owner/s must be registered with a nationally recognised memorial mason registration scheme (either RQFM or BRAMM). The structure must be ground anchored by an approved method and most suitable for the soil conditions. The number of the grave **MUST** be cut into the side of the base of the headstone.
9. Every grave for which an Exclusive Right of Burial has been granted, and any monument or memorial thereon, must be kept in good repair by the owner/s and it is the owner/s responsibility for the safety of the memorial. We will send notice to have repairs done to the owner/s when contact details are known. It becomes the responsibility of any owner to keep us up to date with changes of personal details, i.e. new address if you move. If we do not have up to date records, a notice will be deemed to be properly served if laced upon the grave space, monument or memorial. If the required repairs are not done within two months of the notice, then the Council may remove the memorial or dispose of it.
10. The council may remove, without notice, any monument, memorial, stone, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these rules.
11. It should be noted that at the time of grant for a pre purchased grave, the Council may not be aware that the space is unsuitable due to soil conditions, position of tree roots or other matters. In such cases where the grave is unsuitable at the time of burials an alternative grave will be prepared and the exclusive rights assigned to the purchaser without any additional fee.

RULES AND REGULATIONS RELATING TO THE CREMATED REMAINS SECTION: FLATSTONE MEMORIALS

1. The grave will measure 2ft by 2ft.
2. Permanent memorials must be constructed of stone. **Temporary** wooden markers are permitted.
3. Permission to erect any memorial must be granted by Maidstone Borough Council. Applications for a memorial permit should be submitted to the Bereavement Services Office, Vinters Park Crematorium, Bearsted Road, Maidstone, Kent, ME14 5LG by your chosen Memorial Mason.
4. Flatstones must not exceed 2ft side by 18 ins long by 2 ins deep.
5. No items should be left on any grassed area in front or behind the headstone. No glass items are permitted for Health & Safety reasons. No planting is permitted in the grave area.
6. The Exclusive Rights of Burial Owner/s are responsible for the maintenance and safety of any memorial.
7. All ornaments are left at the memorial owner's risk.
8. Any Memorial Mason undertaking work on behalf of the Exclusive Rights of Burial Owner/s must be registered with a nationally recognised memorial mason registration scheme (either RQFM or BRAMM). The structure must be ground anchored by an approved method and most suitable for the soil conditions. The number of the grave **MUST** be cut into the side of the base of the headstone.
9. Every grave for which an Exclusive Right of Burial has been granted, and any monument or memorial thereon, must be kept in good repair by the owner/s and it is the owner/s responsibility for the safety of the memorial. We will send notice to have repairs done to the owner/s when contact details are known. It becomes the responsibility of any owner to keep us up to date with changes of personal details, i.e. new address if you move. If we do not have up to date records, a notice will be deemed to be properly served if placed upon the grave space, monument or memorial. If the required repairs are not done within two months of the notice, then the Council may remove the memorial or dispose of it.
10. The council may remove, without notice, any monument, memorial, stone, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these rules.
11. It should be noted that at the time of grant for a pre purchased grave, the Council may not be aware that the space is unsuitable due to soil conditions, position of tree roots or other matters. In such cases where the grave is unsuitable at the time of burials an alternative grave will be prepared and the exclusive rights assigned to the purchaser without any additional fee.

RULES AND REGULATIONS RELATING TO THE BABY MEMORIAL GARDEN 1

1. The grave will measure 4ft by 2ft.
2. Permanent memorials must be constructed of stone. **Temporary** wooden markers are permitted.
3. Permission to erect any memorial must be granted by Maidstone Borough Council. Applications for a memorial permit should be submitted to the Bereavement Services Office, Vinters Park Crematorium, Bearsted Road, Maidstone, Kent, ME14 5LG by your chosen Memorial Mason.
4. Kerbstones (stone surround) must not exceed 4ft x 2ft and should be fixed to a landing (base stone) of the same size. Headstones must not exceed 2ft 6ins high (including the base) x 2ft wide x 2ins deep (front to back). The base must not exceed 2ft wide x 10ins deep (front to back) and must be fixed to a landing (base stone) of the same size. They should be fixed within the grave space.
5. Railings must not exceed 4ft long by 2 ft wide and 1 ft high and must be fixed within the grave space.
6. No glass items are permitted for Health and Safety reasons. All ornaments are left at the memorials owners risk.
7. The memorial owner is responsible for the maintenance and safety of any memorial.
8. Memorials must be kept in good repair by the memorial owner. We will send notice to have repairs done when contact details are known. It becomes the memorial owner's responsibility to keep us up to date with changes of personal details, i.e. new address if you move. If we do not have up to date records, a notice will be deemed to be properly served if placed upon the grave space, monument or memorial. If the required repairs are not done within two months of the notice, then the Council may remove the memorial or dispose of it.
9. Any Memorial Mason undertaking work on behalf of the Exclusive Rights of Burial Owner/s must be registered with a nationally recognised memorial mason registration scheme (either RQFM or BRAMM). The structure must be ground anchored by an approved method and most suitable for the soil conditions. The number of the grave **MUST** be cut into the side of the base of the headstone.
10. The council may remove, without notice, any monument, memorial, stone, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these rules.

RULES AND REGULATIONS RELATING TO THE BABY MEMORIAL GARDEN 2

1. The grave will measure 4ft by 2ft.
2. Permanent memorials must be constructed of stone. **Temporary** wooden markers are permitted.
3. Permission to erect **any** memorial must be granted by Maidstone Borough Council. Applications for a memorial permit should be submitted to the Bereavement Services Office, Vinters Park Crematorium, Bearsted Road, Maidstone, Kent, ME14 5LG by your chosen Memorial Mason.
4. Railings will be provided by Maidstone Borough Council and will be 4ft long by 2ft wide must not exceed 4ft long by 2ft wide and 1ft high these will be **pale blue or pale pink**. Any memorials must be placed within the railings. Please note that any items outside the railings will be removed.
5. Headstones must not exceed 2ft 6ins high (including the base) by 1ft 10 ins wide by 2 ins deep (front to back). The base must not exceed 2ft wide by 10 ins deep (front to back) and must be fixed to a landing (base stone) of the same size. They should be fixed within the grave space.
6. No glass items are permitted for Health and Safety reasons. All ornaments are left at the memorials owners risk.
7. The memorial owner is responsible for the maintenance and safety of any memorial.
8. Memorials must be kept in good repair by the memorial owner. We will send notice to have repairs done when contact details are known. It becomes the memorial owner's responsibility to keep us up to date with changes of personal details, i.e. new address if you move. If we do not have up to date records, a notice will be deemed to be properly served if placed upon the grave space, monument or memorial. If the required repairs are not done within two months of the notice, then the Council may remove the memorial or dispose of it.
9. Any Memorial Mason undertaking work on behalf of the Exclusive Rights of Burial Owner/s must be registered with a nationally recognised memorial mason registration scheme (either RQFM or BRAMM). The structure must be ground anchored by an approved method and most suitable for the soil conditions. The number of the grave **MUST** be cut into the side of the base of the headstone.
10. The council may remove, without notice, any monument, memorial, stone, shrub, plant or item whatsoever erected or place in the Cemetery in contravention of these rules.

RULES AND REGULATIONS RELATING TO THE BABY MEMORIAL GARDEN WITH GENERAL SECTION

1. The grave will measure 4ft by 2ft.
2. Permanent memorials must be constructed of stone. **Temporary** wooden markers are permitted.
3. Permission to erect any memorial must be granted by Maidstone Borough Council. Applications for a memorial permit should be submitted to the Bereavement Services Office, Vinters Park Crematorium, Bearsted Road, Maidstone, Kent, ME14 5LG by your chosen Memorial Mason.
4. Kerbstones (stone surround) must not exceed 4ft x 2ft and should be fixed to a landing (base stone) of the same size. Headstones must not exceed 2ft 6ins high (including the base) x 2ft wide x 2ins deep (front to back). The base must not exceed 2ft wide x 10ins deep (front to back) and must be fixed to a landing (base stone) of the same size. They should be fixed within the grave space.
5. Railings must not exceed 4ft long by 2ft wide and 1ft high and must be fixed within the grave space.
6. No glass items are permitted for Health and Safety reasons. All ornaments are left at the memorials owners risk.
7. The memorial owner is responsible for the maintenance and safety of any memorial.
8. Every grave for which an Exclusive Right of Burial has been granted, and any monument or memorial thereon, must be kept in good repair by the owner/s and it is the owner/s responsibility for the safety of the memorial. We will send notice to have repairs done to the owner/s when contact details are known. It becomes the responsibility of any owner to keep us up to date with changes of personal details, i.e. new address if you move. If we do not have up to date records, a notice will be deemed to be properly served if placed upon the grave space, monument or memorial. If the required repairs are not done within two months of the notice, then the Council may remove the memorial or dispose of it.
9. Any Memorial Mason undertaking work on behalf of the Exclusive Rights of Burial Owner/s must be registered with a nationally recognised memorial mason registration scheme (either RQFM or BRAMM). The structure must be ground anchored by an approved method and most suitable for the soil conditions. The number of the grave **MUST** be cut into the side of the base of the headstone.
10. The council may remove, without notice, any monument, memorial, stone, shrub, plant or item whatsoever erected or place in the Cemetery in contravention of these rules.

PLEASE HELP US MAINTAIN THE BEAUTY OF THE CEMETERY

Our Bereavement Services and Grounds Maintenance Team is very proud of the grounds here at Sutton Road Cemetery, and work very hard to maintain the grounds to an excellent standard. It would be appreciated if you could assist us with preserving the areas by abiding by the guidance list below:

- If you wish to place flowers within your grave space, please remove any wrapping and dispose of them in the bins provided. Please be aware, that our local wildlife like to eat flowers so if you find they have been removed or disturbed it will probably be for this reason.
- Please do not attach ornaments to the trees or plants in the grounds, as this can cause damage. Any ornaments that are in your grave space are left at your own risk and Maidstone Borough Council accept no responsibility for loss or damage.
- As you can appreciate, glass can be a hazard to staff, visitors and wildlife so please do not leave any glass items within the grounds.
- Children are welcome to visit the site, however, please could we ask that they be accompanied at all times and please be mindful of others who may be visiting their loved ones.

The Local Authorities Cemeteries Order 1977 provides that no person shall:

- a. Wilfully create any disturbance in a cemetery;
- b. Commit any nuisance in a cemetery;
- c. Wilfully interfere with any burial taking place in a cemetery;
- d. Wilfully interfere with any grave or vault, tombstone or other memorial, or any flowers or plants, or any such matter, or
- e. Play at any game or sport in a cemetery

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

Any person found contravening these provisions will be prosecuted.

DOGS MUST BE KEPT ON A LEAD AT ALL TIMES & OWNERS MUST CLEAN UP AFTER THEIR DOGS.

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