

**BALSALL PARISH COUNCIL
TEMPLE BALSALL CEMETERY
RULES AND REGULATIONS
Effective from 12 July 2018**

1. All orders, fees, and charges to be paid to the office to the Clerk of the Parish Council, cheques made payable to Balsall Parish Council.
2. Sketches indicating measurements of all proposed monuments or plaques must be sent to the Clerk of the Council together with copies of the proposed inscriptions. These will be considered and, if approved, written authority will be given for a placement. Details of the fees are set out in the schedule marked Fees list available from the Clerk or the Parish Council website at www.balsallparishcouncil.gov.uk.
3. The duty lies on the applicant to ensure that the headstone, monument or plaque size is in accordance with permitted sizes set out below. Written consent by the Clerk does not act as a waiver of the duty to comply with the regulations in particular sizes of headstones. All fees must be paid before the monument/memorial/plaque can be admitted to the cemetery.
4. Permitted sizes of a monument, headstone or memorial plaque are as follows:-
 - a. Burial plots adult – maximum dimension allowed is 24" wide x 30" high x 4" thick for headstone sitting on a single base of 30" wide x 12" deep x 4" thick.
 - b. Burial plots children – maximum dimension allowed is 18" wide x 21" high x 3" thick for a headstone sitting on a single base of 18" wide x 12" deep x 3" thick.
 - c. Cremation plots – maximum dimension allowed is 12" wide x 15" high x 2" thick sitting on a base of 16" wide x 12" deep x 2" thick
 - d. Memorial Wall plaque – all to be 4" high x 8" wide, materials and appearance specification is available on application to the Clerk.
 - e. Kerbing stones are no longer allowed in the cemetery.
 - f. Any Memorials not abiding to the permitted sizes shall be immediately removed by the owner, having received notification of breach of the regulations, at their own cost. In the event that the monument is not removed, the Parish Council reserves the right to remove the Memorial and claim all costs of removal from the stonemason/owner.
5. Memorial Wall plaques are to be fitted by the Parish Council.
6. The scatter of ashes in the Garden of Remembrance must be confined to the lawn area only and carried out with regard to other Cemetery users.
7. Two clear days' notice, exclusive of Sunday, must be given before any interment. If the required notice is not given, an extra charge will be made.
8. All foundations of monuments, removing or re-fixing of same, and other work connected therewith, to be carried out by the owner, having given prior notification to the Clerk and consent being obtained from the Clerk of the Council. Vaults and brick graves are to be opened under the supervision of the Clerk to the Council.
9. All memorials must be erected according to the standards in the NAMM (National Association of Memorial Masons) Code of Working Practice.

10. Flowers or shrubs may be planted on graves, subject to the approval of the Parish Council. It reserves the right to remove any, or all, shrubs, plants, flowers, receptacles, or other items at any time if, in the opinion of the Council, the grave has become unsightly or overgrown. **PLEASE DO NOT USE GLASS CONTAINERS.**
11. No flowers or other items to be left in the area of the Memorial Wall and Garden of Remembrance.
12. No flowers or other items to be left on or around benches of attached to trees, shrubs or hedges.
13. Existing benches are not to be fixed or fastened to the ground, posts, trees or hedges in order to allow grounds maintenance to take place. They should be kept in good order by their owner.
14. All monuments, tombs, tablets, gravestones, headstones, palisading, etc, to be kept in repair by the owner, and if not so kept in repair, may be removed by the Council at its discretion on due notice having been given at the last known address. The Council does not guarantee the stability of vaults and monuments.
15. A plan of the cemetery, showing the location of purchased graves and interments, together with a copy of the rules is kept by the Clerk, and may be seen without charge on application to the Clerk.
16. The foregoing rules, regulations and dimensions applying to monuments/memorials shall be strictly adhered to, and any extra visits in supervision by the Clerk occasioned by an infringement of these rules shall be charged at a rate of £10 per visit.
17. The Parish Council does not accept responsibility for any loss or damage to any item or vehicle brought onto the Cemetery. All items are left at the owner's risk.
18. The Parish Council reserves the right to make any alterations in the foregoing rules and regulations.

PLEASE NOTE: DOGS ARE STRICTLY PROHIBITED