CAISTOR TOWN COUNCIL
CEMETERY – REGULATIONS (Aug 2025)

****Please note: No burial shall take place, no cremated remains scattered and no memorial shall be placed or inscription added without the permission of Caistor Town Council****

All aspects of these regulations apply to all persons having business in the cemetery, including: CTC staff, visitors, clergy, funeral directors, memorial masons and all contractors

Section A – Funeral Arrangements

1 Caistor Town Council must be given at least 7 days' notice for a burial in the cemetery.

2 Burials are not permitted on Saturdays, Sundays or Bank Holidays

3 A maximum of 8 ashes caskets can be interred into a burial plot

4 All fees and payments are set out on Caistor Town Council schedule of cemetery fees.

5 Burials must take place in the grave space allocated by the Town Clerk

6 Caistor Town Council will not be responsible for preparation, open or closing of graves. Organising grave diggers will be the responsibility of the funeral director.

7 All graves shall be dug by hand. Mechanical diggers are not permitted in the cemetery. Graves should be dug no more than 48 hours before the interment and must meet the ICCM code of safe working practices for cemeteries.

Section B – Care of Graves

1 The overall care of the Cemetery is the responsibility of Caistor Town Council. The Estates Management Committee oversees the operation of the Cemetery; and the maintenance of the Cemetery Grounds is managed by the Estates Operative.

2 The Town Council as the Burial Authority has a duty of care and is responsible for the safety of the Cemetery and can take action if necessary to achieve this.

3 Following burial, flowers can be left on a grave for a maximum of four weeks as long as the flowers are still fresh, if they are not removed after four weeks the Estates Operative has been authorised to remove them, sympathy cards will be kept for collection from the town hall.

4 All graves will receive basic maintenance by the Estates Team.

5 Relatives maintaining graves should only place grass cuttings in the green bins. No soil, plastic wrappings, plastic flowers or stones may be placed in the green bins. Any litter should be placed in the black bins provided.

6 For health & safety reasons and to help the ease of maintenance, please note:
   i. Vases and other containers may only be placed inside kerbed memorials.
   ii. Glass vases, jars or glass ornaments must not be placed on graves and will be removed.
   iii. Turf must not be removed or any border erected around the grave.

7 Members of the public wishing to help out with any maintenance work in the Cemetery must first inform the Estates Operative.

8 Relatives are responsible for removing dead flowers and Christmas tributes and putting them in the rubbish bins. All Christmas tributes will be removed at the end of the following January. Any wreaths containing plastic flowers or wire **must** be placed in general waste and not in the green waste bins.

9 The Estates Operative has the right to remove artificial flowers at his discretion to maintain the appearance and dignity of the Cemetery.

10 Bushes, plants and trees must not be planted on or around graves

11 The council provides a water supply

Section C – Memorials

1 Grave owners wishing to erect memorials, headstones, plaques and vases must first obtain permission from the Clerk (this is usually done through the Stone Masons).

2 All memorials must be fitted by the stonemasons and adhere to these guidelines, and are NAMM or BRAMM registered/members and meet the current industry standards as laid out in BS8415

3 The stone masons have a duty of care to erect memorials securely and in line with standards.

4 Only Stonemasons who agree to accept responsibility for the health and safety of the memorial for the first ten years will be allowed to erect a memorial.

5 A fee is payable to the Town Council for the right to erect a memorial which includes the first inscription, an extra fee is charged for a second or subsequent inscription.

6 Installation of any memorial must stop during an interment into any section of the cemetery.

7 At the time of application a 99 year exclusive permit for the right to erect a memorial will be granted.

8 Only one headstone is allowed on each grave space. Where a memorial is being placed over adjoining graves it must be placed between the two plots. The maximum overall width of the memorial must not exceed 90cms for a single plot and 180cms for a double plot.

9 It is the responsibility of the owner to maintain their memorial in a good state of repair. In the event of a memorial becoming defective the owner will be asked to repair the memorial. Where the council deem the memorial has become dangerous the council reserve the right to repair or remove the memorial and charge the owner for the work completed.

Section C1 – Approved types of memorials

1 The approved forms of memorials are:

a. Monolith Headstones



i. The maximum height of a headstone is 90cms from ground level.
ii. The maximum overall width of a memorial must not exceed 90cms.
iii. At least one third of the headstone must be buried in the ground.
iv. The headstone must be affixed into a concrete shoe.
v. The headstone must only be placed on undisturbed ground
vi. A headstone cannot be erected until 6 months after interment.

b. Lawn Headstones



i. The maximum height of a headstone is 90cms from ground level.
ii. The maximum overall width of a memorial must not exceed 90cms.
iii. The headstone must only be placed on undisturbed ground
iv. A headstone cannot be erected until 6 months after interment.

c. Memorials with kerbs



i. The maximum height of a headstone is 90cms from ground level.
ii. The maximum overall width of a memorial must not exceed 90cms.
iii. The headstone must only be placed on undisturbed ground
iv. A headstone cannot be erected until 6 months after interment.
v. The kerbs and any vases/plaques/tributes must be kept within the kerbs
vi. The kerbs for a single plot must not extend beyond 1m wide and 2.2m long and 2m wide and 2.2m long for a double plot

d. Memorial Plaques on dedicated cremated remains areas



i. Only one plaque is permitted per grave max size of 15cm x 20cm
ii. Memorial plaques must be fitted on a concrete slab base larger than the memorial footprint, which should be flush with the grass with the exception of desk memorials

iii. Memorial plaques over 15cm x 20cm may be allowed at the discretion of the Town Council
iv. Memorial plaques can be fitted at any time after interment

e. Memorial Plaques on full grave spaces

An additional flat cremation plaque may be allowed subject to certain provisions.

i. The plaque would need to be sunk into the ground to facilitate mowing over the top
ii. The size of the memorials does not exceed those permitted in the cremated remains section
iii. The base slab (landing) is abutted and sealed to the existing memorial/headstone to eliminate grass from growing between the two

f. Memorial Vases

i. Are permitted in place of a plaque or headstone
ii. They must not exceed 60cm in height.
iii. The vase must be fitted to a concrete base which is larger than the footprint of the memorial, but must not exceed 60cm x 60cm in a burial plot and 15cm x 20cm in an ashes plot except at the discretion of Caistor Town Council.



Section C2 – Care of memorials

1 The Owner of a memorial is responsible for any maintenance or repairs, unless the grave is considered abandoned

2 A visual inspection of all memorials will be undertaken at least annually by Caistor Town Council to identify potential issues. Safety inspections will be carried out every 3-5 years.

3 Memorials at risk will be identified and any immediate threat addressed.

4 Memorials found to be in immediate danger will be made safe by temporary staking in the upright position, embedding into the ground or, as a last resort, laying down flat.

5 For those memorials identified as at risk the owner will be contacted and asked to make the necessary repairs. If the owner cannot be traced an advertisement may be placed on the notice board in the Market Place, at the cemetery gates or on the memorial.

6 Costs will be recovered from the owner if they request the repair work.

7 If the memorial is over a 100 years old and the owner cannot be traced the authority may cover the cost of repairs.

8 Memorials are covered under the Public Liability section of the Town Councils insurance policy.

9 Signs may be erected warning of the hazard of old memorials.

10 The removal of all memorials for further burials or additional inscriptions must be undertaken by the stone mason at their expense.

11 If the grave rights are not renewed after expiry the memorial will be considered abandoned.

Section D – Cemetery Access

1 No vehicles are allowed in the Cemetery

2 The Cemetery will be open for pedestrian access at all times.

3 Dogs are allowed in the cemetery but must be kept on leads and under control at all times.

Section E – Records and Information Access

1 Caistor Town Council maintains digital records of all burials, memorials, and grave ownership.
2 A searchable online map and grave locator will be made available via the Council's website to
3 assist families and visitors.
4 Personal data will be handled in accordance with the Council's data protection policies

This policy was last reviewed by the Caistor Estates Committee at a meeting held on 16th September 2025. Date of next review Sept 2027