

## **Thornbury Cemetery – terms and conditions**

### **1. Hours of Opening**

The Cemetery is open to the public during daylight hours throughout the year, but the Town Council reserves the right to exclude the public if it should be necessary on any particular occasion. Such days and hours may be varied by the Town Council from time to time, notice whereof will be given in the Cemetery.

### **2. Hours of Burial**

Burials are accepted only between the hours of 10.00am and 3.00pm Monday to Thursday (summer daylight hours) and 10.00am and 11.30am on Fridays excluding Public Holidays. Interment or scattering of cremated remains may be accommodated between 9.30am and 3.30pm Monday to Thursday (summer daylight hours) and 9.30am and 12.00pm on Fridays. Burials outside these hours will be accepted only if a Coroner or Medical practitioner certifies that immediate interment is necessary in which case an additional fee will apply.

### **3. Notice of Burial**

Notice of burial must be given to the Chief Executive at least 5 working days prior to the interment. At least 4 working days (exclusive of Saturdays, Sundays and all public holidays) must elapse between the day on which notice of burial is given and the day of the funeral.

Purchase of exclusive Right of Burial is **COMPULSORY** unless there is an existing Deed of Grant in respect of the particular grave space or cremated remains plot.

Interments may take place with or without the services of a clergyman or minister of religion but if interment does not take place within 30 minutes of the time arranged an additional fee will be incurred, as detailed on fees and charges schedule.

All information required on the Town Council's official form must be provided.

### **4. Fees**

- a. The current list of fees and charges is available from the Town Hall. Fees and charges on this list apply only where the deceased was permanently resident within the boundaries of the town of Thornbury. Any person who ceased to be a resident during the last three years immediately before their death, because of the necessity to move to a nursing home or hospital will not be charged double fees. If the Town Council is unable to establish residency then it will be the responsibility of the purchaser to provide the necessary proof. In all other cases fees and charges are double those shown, unless the Exclusive Right of Burial for the grave space or plot in question is already held.
- b. All charges and fees for interments and purchase of exclusive rights of burial shall be paid for at the time of the order, unless agreed otherwise.
- c. All fees for memorials shall be paid prior to their erection.

### **5. Cremated Remains**

A suitable receptacle containing the ashes of a cremated person may be buried in any grave space in the Cemetery or in a plot in the Cremated Remains Areas for which the exclusive right of burial has been purchased. A small area has been designated for the scattering of ashes.

## 6. Memorials

- a. Memorials may only be placed on grave spaces in respect of which an exclusive Right of Burial is held and when the appropriate fee has been paid.
- b. A drawing of the memorial, showing details of dimensions, inscription and the design must be submitted to the Chief Executive for approval. This is normally all dealt with by the monumental mason who you choose to carry out the work.
- c. Temporary memorials are not allowed other than Wooden Crosses. Temporary wooden crosses, of a suitable size, are permitted until such time as a permanent memorial is erected or for a period of 12 months, whichever is the sooner.
- d. No hewing or dressing of stone is permitted in the cemetery. As far as is practical, all materials should be prepared ready for fixing, prior to arrival at the cemetery.
- e. All memorials are to be kept in good repair by owners, or their lawful successors. If the owner neglects to comply with this regulation and the memorial becomes dilapidated or testing identifies it as being unsafe, Town Council reserves the right, to stake, lay flat or remove the said memorial. Town Council will, where possible, contact affected plot owners to inform them of the situation and make them aware of the options available to them.
- f. Although care is taken during routine maintenance of the cemetery, Town Council will not accept responsibility for any accidental damage caused to 'memorabilia' as a result of such maintenance work.
- g. Kerb stones are not permitted in certain areas of the Cemetery.
- h. Conventional memorials are not permitted in the areas for interment of cremated remains. Bronze plaques with wording of your choice may be ordered through the Town Council and the cost includes fixing on a kerb or slab associated with the plot. Cremated remains may be buried in a full grave space if a conventional memorial is required.
- i. Soliciting for orders within the Cemetery for the erection or repair of any monument, headstone, or other structure, or for any other work connected with graves, is strictly prohibited. The Town Council reserve the right to exclude from the Cemetery any person or company or firm on whose behalf any person, has been found so soliciting.

## 7. Maintenance

No charge is made for the mowing to garden standard of level grassed graves. Following a burial, and after the soil has settled, graves will be sewn with grass seed and mown to garden standard. Soil settlement can take up to 12 months. Graves which have been planted by relatives will not be sewn with grass seed unless, in the opinion of the Town Council, they become neglected so as to be detrimental to adjacent graves and the general appearance of the Cemetery. In this case, Town Council reserves the right to remove the plants and seed over the plot. A fee for this service may be charged to the owner of the Exclusive Right of Burial.

No dressing of the graves or memorial stones is permitted. This includes scarves, ribbons, soft toys, ornaments, tinsel, stone chippings etc and no wire, wooden or plastic fencing may be placed around the perimeter of the grave. Any such item will be removed and disposed of by the Town Council after the expiry of 12 months from the date of the interment. If there is any doubt please contact the Chief Executive for advice.

It should be noted that from time to time the soil excavated from one grave, which is being readied for an interment, may be laid on an adjacent grave. The responsibility for this is with the Funeral Director and the Gravedigger they employ.

Funeral Directors and the Gravediggers may have to place boards over the grave and, perhaps, a spoil box and this may prevent you visiting the grave for a short period. The Town Council will endeavour to ensure this is for as short a time as possible.

Please be prepared for this, and rest assured, that the Town Council only allow this if the soil or boards cannot be placed elsewhere. Funeral Directors and Gravediggers must ensure that they clean the grave and leave the area neat and tidy. Cemetery staff will check the area following any interment.

No glass vases are allowed on grave spaces but planters, pot plants, metal vases etc. may be permissible provided that they do not protrude beyond the grave space and that permission for their placement has been obtained from the Chief Executive.

Containers together with their flower displays around the edge of the lawned cremated remains should extend to no more than 12 inches in width.

A metal vase is provided for Cremated Remains plots and this can be used either for flowers or removed to accommodate a pot plant. No other dressing of plots will be allowed within this area of the Cemetery.

Flowers and wreaths may be placed on and around the grave on the day of the funeral. After the funeral withered flowers and wreaths may be removed. Graves may be planted but must be contained within an area of approximately 5ft x 1ft 6 inches and any planting protruding beyond the edges of the grave space will be removed.

Where in the opinion of the Town Council, any grave or cremation plot is neglected so as to be detrimental to adjacent graves and the general appearance of the Cemetery, the Town Council reserves the right, after due Notice where possible, to level off such graves/cremation plot and re-turf or seed. A fee for this service will be charged to the owner of the Exclusive Right of Burial.

Graves, memorials and bronze plaques are NOT covered by Town Council's insurance against accidental or malicious damage. Although such damage is very rare at Thornbury Cemetery you may wish to consider taking out your own insurance. Your monumental mason or funeral director will be able to advise you on such matters.

## **8. General Rules**

- a. No games or sports to be played in the Cemetery.
- b. No trees are to be planted without the permission of the Town Council.
- c. Dogs must be kept on leads at all times. Dog bins are provided.
- d. No children under the age of 12 years are allowed in the Cemetery unless accompanied by a responsible adult.
- e. Visitors to the Cemetery shall not pick, cut, fell or remove from the Cemetery any flower, tree or shrub, nor sit on any memorial, monument, headstone or structure other than a seat provided for the purpose.
- f. Littered and withered flowers should be placed in the appropriate receptacle provided.
- g. The registers, records, tables of fees and plan of the Cemetery are available for inspection at the Town Council offices during normal office hours without charge.
- h. Visitors to the Cemetery are asked to behave in a quiet orderly manner so as to preserve the quiet reverence and peaceful atmosphere created in the Cemetery.
- i. The Town Council reserves the right to alter or add to these regulations.
- j. Unless single depth is specified at the time of booking, we aim to accommodate two coffins in each grave space but, because of the geology in the Cemetery, this cannot be guaranteed.
- k. The Chief Executive will be pleased to render whatever help or advice is needed and enquiries can be made personally, by telephone, e-mail or in writing to: The Chief Executive, 35 High Street, Thornbury on 01454412103 or [info@thornburytowncouncil.gov.uk](mailto:info@thornburytowncouncil.gov.uk).

**Please sign and return the attached compliance form.**



**Thornbury Cemetery, Kington Lane, Thornbury, Bristol, BS35 1NA**

I have read, understood and agree to comply with the Terms and Conditions of Thornbury Cemetery

Name: ..... Signed: .....  
(Person to whom the Exclusive Right of Burial is to be granted)

Dated: .....

Please return to: Chief Executive of the Town Council  
Thornbury Town Council  
Town Hall  
35 High Street  
Thornbury  
BS35 2AR

**OFFICE USE:**

Plot Number: .....