



Lydney Town Council

Cemetery Rules

September 2025

As Burial Authority, Lydney Town Council aims to provide a place of comfort, tranquillity and reflection for all those who wish to visit. Although we want to respect the wishes of the bereaved wherever possible, we need to ensure that the cemetery is managed for the benefit of all. In order that the cemetery can be managed to ensure a suitable environment for the benefit of all at the present time, and for the future, it is necessary for there to be a set of rules. As such, we would respectfully remind those persons making use of the council's cemetery that they do so on the understanding that they will comply with these rules.



Lydney Town Council
Burial Authority for the Parish of LYDNEY

RULES and REGULATIONS for the management and control of the Burial Ground for the Parish of Lydney.

The Cemetery in Church Road, Lydney, serves the Parishes of Lydney and Aylburton. It is under the management and control of the Burial Authority, which is the Lydney Town Council.

Interments are restricted to parishioners of Lydney and Aylburton.

Cemetery Opening Hours: The Burial Authority allows unrestricted access to the Cemetery, but would respectfully ask visitors to limit their visits to within acceptable times (between dawn and dusk). Please show respect towards other visitors, particularly during times of interment.

Contact Details	1.	Council Chambers, Claremont House, High Street, Lydney Telephone: 01594 842234 Email: town.clerk@lydneytowncouncil.gov.uk Website: www.lydneytowncouncil.gov.uk <u>Office Hours</u> Burial records and administration: - <u>Monday to Thursday</u> <u>Friday</u> 9.00am to 4.00pm 9.00am to 12 noon
Notice of Interment	2.	The Notice of Interment form (provided by the Burial Authority) must be submitted by the undertaker giving a minimum of three clear working days before the proposed interment. The form should be sent to the Town Clerk or Officer of the Burial Authority. For multiple burials in one grave, the Exclusive Rights must be purchased at the first interment, and this must be produced when arranging subsequent re-openings. The burial section and size of grave (e.g. single, double) must be specified and confirmed in writing at the time of purchase.
Fees	3.	Invoices relating to all fees will be issued as soon as possible following interment. Fees are reviewed on an annual basis. A current fee breakdown is published on the Town Council website.
Dates of Interment	4.	Interments are not allowed on Sundays, Christmas Day or during any Bank Holiday period.

Sites of Graves	5.	Grave spaces will be selected and allocated by the Burial Authority.
Disposal Certificate	6.	The Registrar's Certificate for Disposal, or the Coroner's Order for Burial, must be given to the Burial Authority, Lydney Town Council, prior to any interment taking place.
Exclusive Right of Burial	7.	<p>Application forms are available from Lydney Town Council and the funeral directors. All applicants are advised to visit the Cemetery to reaffirm the grave number that they are purchasing.</p> <p>The purchaser or owner of the Exclusive Right of Burial in a grave space shall not dispose of such Right without the written consent of the Burial Authority. Any transfer of such Right will be undertaken by the Burial Authority at the expense of the applicant.</p>
Certificate of Grant	8.	<p>At every opening of a grave where an Exclusive Right of Burial has been purchased the Grant Certificate of such Exclusive Right, or the written consent of the Owner or their legal representative, must be produced to the Burial Authority when giving notice of interment.</p> <p>Where the Grant Certificate has been mislaid, a fee will be charged for searching office records and/or archives if necessary, to prove Exclusive Rights of Burial.</p> <p>Please keep the Grant of Exclusive Right of Burial in a safe place, as it is the only legal document you hold that confirms your entitlement to the interment and memorial rights. It is important to notify us of any change of address.</p>
Residents of the Parish	9.	<p>Only parishioners of Lydney and Aylburton may be buried at the Cemetery.</p> <p>This includes long-term parishioners whose permanent principal residence had been within the boundaries of Lydney and Aylburton for a minimum of 5 years and who, through no fault of their own, had moved out of the parish to go to hospital, or to live in a residential care establishment or nursing home, or into family care, on a permanent basis, and who subsequently have died outside the parish.</p>
Lydney Town Council 'Serving' Members & Employees	10.	Lydney Town Council will permit any Councillor who dies during their term of office to be interred in Lydney Cemetery and, as a mark of respect, will waiver all associated costs for their interment and the cost of the EROB.

		Lydney Town Council will also permit its employees who “die in service” or attain “long service award” (20+ years or more) to be interred, and will waive all associated costs for their interment and the cost of the EROB.
Digging and construction of graves	11.	<p>Funeral directors are responsible for engaging grave diggers and for ensuring that such persons work in a responsible and safe manner. All Health and Safety legislation which may be in force at the time of the excavation must be observed at all times.</p> <p>Graves shall be dug by a person appointed by the funeral director under the instruction, and with the approval, of the Burial Authority. The dimensions of the graves shall be 1950mm x 675mm (6’6” x 2’3”). No grave shall be excavated beyond a depth of 2400mm (8’) and no coffin shall be interred within 900mm (3’) of ground level.</p> <p>Whilst the grave is being opened, grave diggers must use the correct storage box method of retaining soil whilst the grave is being opened (especially for a second interment) as stipulated by the Burial Authority.</p> <p>Care must be taken to preserve the grass and paths in the burial ground from damage through any works.</p> <p>If more than one body is to be interred in the same grave then a minimum depth of 150mm (6”) shall be left between coffins. When a reopening of a grave is requested, the Grant Certificate of the Exclusive Right must be produced prior to the interment. An additional charge may be made for graves which exceed the sizes outlined.</p>
<p>Grassed Graves</p> <p>The Cemetery consists primarily of grassed grave sections. All graves must remain grassed at all times. The removal of grass and its replacement with stones, chippings, artificial grass, or any other material is strictly prohibited.</p>		
For all other areas of the Cemetery, the following rules apply.		
Planting of trees, shrubs, plants and bushes	12.	<p>The planting on grave spaces of trees, shrubs and bushes is prohibited as these will undermine the stability of the headstone/memorial. However, relatives may apply to position these items <i>in memoriam</i> elsewhere within the Cemetery.</p> <p>Any item, material or plant that contravenes the rules and regulations of the Burial Authority will be removed without notice. The Burial Authority reserves the right to prune, cut down or remove any shrub, plant, flowers, ornaments when they have become unsightly, overgrown, dangerous or been placed without its permission.</p>

<p>Memorials, Plaques, Vases or Inscriptions</p>	<p>13. First and foremost, an Exclusive Right of Burial must have been purchased prior to any memorial being erected, and no memorial can be erected without the written permission of the Burial Authority.</p> <p>In the interests of easy maintenance and in order to maintain an overall visually pleasing, safe and tidy facility for visitors, the only permissible memorials will be headstones. No vaults or kerbing shall be permitted.</p> <p>Flat stones will not be admitted as memorials unless placed upon a plinth. No cover slabs or ledges will be permitted.</p> <p>Vases may be placed upon graves only at the headstone end (not within the old/new garden of remembrance). Vases or other similar items made of breakable material (such as glass/ceramic) are not allowed, as if broken this can cause injury to those kneeling on the grass.</p> <p>No memorial shall be constructed of brick, plaster, wood or other soft and artificial stone, nor of zinc, iron or metal.</p> <p>The installer of any memorial erected without permission and prior notification will be asked to remove such memorial and to carry out all reinstatement works. The Burial Authority reserves the right to remove such objects.</p> <p>Before any headstone is placed or erected within the cemetery, a drawing showing the dimensions and proposed inscription shall be submitted to the Burial Authority for the necessary approval. The headstone must not cover an area of more than 3'6" x 3' and it must conform in all respects, including fixings and foundation, to the Burial Authority's approved methods. It is customary for headstones to be erected 6 months after an interment, in order to allow the ground to settle.</p> <p>Upon the subsequent completion of the work, the person undertaking the task shall clear away any materials not used, or any other rubbish deposited on the sites of the works, to the satisfaction of the Burial Authority and they shall be responsible for the cost of repairing any damage done in carrying out and completing the above works.</p> <p>If any headstone is erected in violation of the regulations, the Burial Authority may without notice remove the same and likewise will arrange for the removal without notice of any other items which have been placed on or around a grave which contravene these regulations.</p>

<p>Additions to Grave spaces</p>	<p>14. While we appreciate that the bereaved and their families may wish to place personal tributes to the memory of their loved ones, these are strictly forbidden in order that we can maintain the area and ensure that the cemetery is a safe place for all to visit.</p> <p>No new edging, flat stones, fencing, kerbing or border stones are permitted around the graves as these cause trip hazards. Trenches or any other type of boundary marking are not allowed.</p> <p>Graves must remain grassed at all times. Planting of pot plants, bedding plants, shrubs, or trees is not permitted. Only cut flowers may be placed on graves</p> <p>Non-permanent, non-fixed personal memorials will not be allowed. This includes items such as toys, framed photographs, windmills, lanterns, candles, bottles, ornaments, wind chimes and other similar items [Council will be within their right to remove such objects].</p> <p>Solar lights also are not permitted. [Council will be within their right to remove such objects].</p> <p>(The Burial Authority will hold the registered grave owner responsible for any injury or damage which is caused to any person, property or equipment either directly, or as a result of, the placement on a grave of any prohibited items of this nature). Any ornaments, memorials, trees, plants, shrubs, or other prohibited items may be removed by the Burial Authority without notice.</p>
<p>Maintenance of Graves and Memorials</p>	<p>15. The Burial Authority maintains grass cutting across the cemetery. Grave owners are responsible for the safety and repair of headstones and for keeping their grave space tidy within the rules.</p> <p>It is the responsibility of the grave owner to keep and maintain the headstone in good repair and to have the stability and condition of the memorial checked regularly. Failure to do so may result in the Grant owner being held liable for any injury or death caused to a third party, caused by the poor condition of the memorial or its installation. If any memorial is found to present a potential hazard, then the Burial Authority is duty bound to take action to reduce the risk to visitors. If a memorial is unstable and liable to fall, the memorial will be made safe to reduce the risk of injury to others. In all cases the Burial Authority will attempt to contact the Grant owner at their last known address, to inform them of their reason for taking action.</p>

		In the event of an owner failing to maintain a headstone, the Burial Authority reserves the right to cause the headstone to be repaired or removed at the owner's expense.
Garden of Remembrance	16.	<p>This is a separate area within the Cemetery where the ashes are either interred or scattered. No memorial vase can be erected in the old Garden of Remembrance without the prior permission of the Burial Authority.</p> <p>The registered grave owner is responsible for looking after their grave space. If the Exclusive Rights of Burial have been purchased, all graves and all memorials placed on those graves should be kept safe, tidy and in proper repair by their respective owner.</p>
Scattering or Interment of Ashes	17.	<p>Relatives will make their arrangements for the transfer of the ashes to the Cemetery and the subsequent scattering or burial by a funeral director and minister if applicable of a denomination of their own choice, after the official notification to the Burial Authority.</p> <p>The Garden of Remembrance, New Garden of Remembrance and Remembrance Walkway are available for the interment of caskets. Caskets can also be interred within a grave, providing that permission is obtained from the grant holder.</p> <p>Scattering of ashes outside designated areas is not permitted.</p>
Seats/memorial benches	18.	Memorial benches may be purchased by arrangement with the Burial Authority, upon payment of the appropriate fee. Benches must be purchased through the Burial Authority to ensure consistency and safety. All seats will be regularly inspected by the Burial Authority to ensure they remain in good and safe condition.
Records	19.	A Register of Burials shall be kept by the Burial Authority at its offices, where searches may be made without charge during normal working hours. Certified extracts of records may be obtained upon payment of the prescribed fees.
General rules	20.	<p>Visitors must behave respectfully at all times and observe proper decorum.</p> <p>The playing of any game or sport within the cemetery is strictly forbidden, and any person who causes any nuisance or disturbance within the cemetery shall be liable for prosecution.</p>

		<p>The consumption of alcohol within the cemetery is strictly prohibited.</p> <p>Dead flowers, waste paper and other refuse must be placed in the receptacles specifically provided for these purposes.</p>
Damage	21	Deliberate damage to cemetery property, memorials, or plants is strictly prohibited and may lead to prosecution.
Vehicles	22.	Except in funeral procession or in connection with the erection of monuments, no motor vehicles other than contractor' vehicles and mobility aids will be allowed in the Cemetery unless the permission of the Burial Authority has been obtained.
Gardening tools and equipment	23.	No equipment other than hand tools will be allowed within the cemetery, other than by the council's own staff or its contractors. The use of mechanical implements of any kind (for instance, mowers or strimmer's) is otherwise strictly forbidden.
Children	24.	Children under the age of 12 must be accompanied by a responsible adult.
Dogs and other animals	25.	Dogs are welcome in the cemetery but must be kept on a lead at all times. Dogs are not permitted to enter or walk across graves or memorial plots. Owners must clean up immediately after their dogs. Failure to do so may result in a fine.
Fees	26.	All fees, including those for interments, memorials and associated services, are reviewed regularly. The current schedule of fees is available from the Town Council office and on the Council's website

Lydney Town Council reserves the right from time to time to make alterations or additions to the foregoing rules and regulations consistent with the Burial Acts. The Regulations of His Majesty's Secretary of State, under the Burial Acts applicable to the cemetery, must be considered as incorporated therein.

This policy will be kept up to date as the size and nature of the Council changes or new legislation is introduced.

Maintenance Standards

We aim to keep the cemetery to a standard that provides a place of comfort, tranquillity and reflection for all those who visit.

We therefore hope to achieve the maintenance standards listed below.

If you believe that these standards are not being met, please let us know by contacting us on 01594 842234, by writing to Lydney Town Council at Council Chambers, Claremont House, High Street, Lydney, Gloucestershire GL15 5DX or emailing us at: town.clerk@lydneytowncouncil.gov.uk.

Cemetery Standards

As Burial Authority, Lydney Town Council shall keep and maintain the cemetery in a neat but rural condition.

The grass shall be cut regularly during the growing period each year. Grass cuts shall be carried out at a frequency determined by the Council (normally from the start of April until the end of October).

The Ground Staff make every effort to ensure that grass cuttings do not adhere to headstones after cutting, but unfortunately situations do arise where this cannot be prevented entirely (for instance, after the first spring cut, when the grass is likely to be moist). Although they will follow through with a garden blower after the cut, it is not possible for each and every blade of grass to be removed.

Hedges shall be maintained to give a neat managed appearance, but also giving maximum environmental benefit.

The Burial Authority shall maintain the appearance of the pathways and tarmac areas, keeping them free from all vegetation.

Shrubs and trees will be pruned and cut back in accordance with their seasonal requirements, observing nesting times for birds.

The Burial Authority reserves the right to prune, cut down or dig up and remove any shrub, plant or flower (natural or artificial) which has been planted without authorisation or which, in its opinion, has become unsightly or overgrown.

All the above will depend on weather conditions allowing work to be carried out.