



# TONYREFAIL & DISTRICT COMMUNITY COUNCIL

## CEMETERY RULES & REGULATIONS

### INDEX

|                                                            |           |
|------------------------------------------------------------|-----------|
| <b>1. Glossary of Terms.....</b>                           | <b>4</b>  |
| <b>2. General Information .....</b>                        | <b>7</b>  |
| 2.1. Purpose of the Regulations.....                       | 7         |
| 2.2. Authority and Management of the Cemetery.....         | 7         |
| 2.3. Opening Hours and Access .....                        | 7         |
| 2.4. Conduct within the Cemetery.....                      | 8         |
| 2.5. Enforcement and Penalties.....                        | 8         |
| <b>3. Grave Spaces.....</b>                                | <b>9</b>  |
| 3.1. Types of Graves.....                                  | 9         |
| 3.2. Vaults, walled and brick graves.....                  | 9         |
| 3.3. Grave dimensions and Layout.....                      | 10        |
| 3.4. Grave maintenance responsibilities .....              | 11        |
| <b>4. Burials.....</b>                                     | <b>11</b> |
| 4.1. Booking Procedure.....                                | 11        |
| 4.2. Burial Times and Days .....                           | 12        |
| 4.3. Location, Depth of Graves & Number of Interments..... | 12        |
| 4.4. Coffins .....                                         | 13        |
| 4.5. Removal of Memorials .....                            | 14        |
| 4.6. Cremated Remains Interments .....                     | 14        |
| 4.7. Burial of Non-Residents.....                          | 14        |
| 4.8. Burials in Public Graves.....                         | 15        |
| <b>5. Exclusive Rights of Burial (ERoB).....</b>           | <b>15</b> |
| 5.1. Definition.....                                       | 15        |
| 5.2. Deeds of Grant of Exclusive Right of Burial.....      | 16        |

|            |                                                |           |
|------------|------------------------------------------------|-----------|
| 5.3.       | Term .....                                     | 16        |
| 5.4.       | Transfers, Assignments & Renunciation.....     | 16        |
| 5.5.       | Expiry, Extensions & Reverting to Council..... | 17        |
| 5.6.       | Owners' Rights & Responsibilities.....         | 17        |
| <b>6.</b>  | <b>Memorials .....</b>                         | <b>18</b> |
| 6.1.       | Permitted Types of Memorials.....              | 18        |
| 6.2.       | Application & Approval Process.....            | 18        |
| 6.3.       | Size & Material Restrictions .....             | 19        |
| 6.4.       | Standards of Workmanship.....                  | 19        |
| 6.5.       | Inscriptions & Wording Guidelines .....        | 20        |
| 6.6.       | Maintenance & Safety of Memorials.....         | 20        |
| 6.7.       | Removal or Replacement.....                    | 21        |
| <b>7.</b>  | <b>Floral Tributes &amp; Decorations.....</b>  | <b>22</b> |
| 7.1.       | What is allowed.....                           | 22        |
| 7.2.       | What is not allowed .....                      | 22        |
| 7.3.       | Removal Schedule.....                          | 22        |
| <b>8.</b>  | <b>Cemetery Maintenance.....</b>               | <b>22</b> |
| 8.1.       | Responsibilities of the Council.....           | 22        |
| 8.2.       | Maintenance of Paths, Boundaries & Trees ..... | 23        |
| 8.3.       | Biodiversity & Wildlife Management.....        | 23        |
| <b>9.</b>  | <b>Fees &amp; Charges .....</b>                | <b>23</b> |
| 9.1.       | Burial Fees.....                               | 23        |
| 9.2.       | Memorial Permit Fees.....                      | 24        |
| 9.3.       | Other Services & Charges .....                 | 24        |
| <b>10.</b> | <b>Special Circumstances.....</b>              | <b>24</b> |
| 10.1.      | Exhumations.....                               | 24        |
| 10.2.      | Emergency Burials.....                         | 24        |
| 10.3.      | Historical Graves & Preservation.....          | 25        |
| 10.4.      | Muslim Graves & Burials .....                  | 25        |
| <b>11.</b> | <b>Working in the Cemetery .....</b>           | <b>25</b> |
| 11.1.      | Rules for Funeral Directors .....              | 25        |
| 11.2.      | Rules for Monumental Masons.....               | 25        |
| 11.3.      | Rules for On-site Contractors.....             | 26        |
| 11.4.      | Supervision & Permits.....                     | 26        |
| 11.5.      | Health & Safety / Conduct of Workers .....     | 26        |

|                                                     |           |
|-----------------------------------------------------|-----------|
| <b>12. Complaints &amp; Enquiries .....</b>         | <b>27</b> |
| 12.1. How to Contact the Council.....               | 27        |
| 12.2. Cemetery Records.....                         | 27        |
| 12.3. Complaints Procedure.....                     | 27        |
| 12.4. Public Feedback & Suggestions .....           | 28        |
| <b>Annexure A: Memorial Technical Drawings.....</b> | <b>29</b> |

## **1. Glossary of Terms**

### Allotment of Grave

The allocation of a burial space by the Council to an applicant at the time of need, in accordance with cemetery layout and management requirements.

### Approved Contractor / Memorial Mason

A person or business authorised by the Council to carry out specific works within the cemetery, holding valid BRAMM or NAMM accreditation and appropriate insurance.

### Authorised Officer

Any officer of the Council, or appointed representative, empowered to enforce these regulations or supervise activities in the cemetery.

### Burial / Interment

The lawful placing of human or cremated remains within a grave or vault.

### Burial Authority

Tonyrefail & District Community Council, which owns and manages the cemetery in accordance with the Local Authorities' Cemeteries Order 1977.

### Burial Register

The official record of all interments within the cemetery, maintained by the Council.

### Cemetery

Trane Cemetery, Gilfach Road, Tonyrefail, CF39 8HL.

### Cemetery Office

The administrative office responsible for cemetery bookings, records and general enquiries.

### Cemetery Plan

The map maintained by the Council showing all sections, plot numbers and layouts of the cemetery.

### Coffin / Casket

A container used for the burial of human remains, made from approved biodegradable or other authorised materials.

### Contractor

Any person, company or organisation authorised by the Council to carry out work within the cemetery (including funeral directors, masons, and maintenance contractors).

### Council

Tonyrefail & District Community Council, the burial authority responsible for ownership, management and maintenance of the cemetery.

### Cremated Remains / Ashes

The remains resulting from the cremation of human remains.

### Cremation Plot / Ashes Plot

A small grave space designated for the interment of cremated remains.

### Deed of Grant

The legal document issued by the Council granting the Exclusive Right of Burial in a specific grave space for a defined period.

### Exclusive Right of Burial (ERoB)

The legal right (not ownership of land) to be buried in a specific grave and to authorise the burial of others, and to permit the erection of a memorial in accordance with Council regulations.

### Funeral Director

A professional person or company responsible for arranging and conducting funeral services, including liaison with the cemetery.

### Grave / Grave Space / Plot

A defined area within the cemetery in which human or cremated remains are interred.

### Grave Owner / Grantee

The person to whom the Exclusive Right of Burial has been granted. This person may also have the right to authorise burials or memorials in that grave.

### Ground Settlement

The natural compaction of soil following a burial, which requires a period (normally six months) before a memorial can be safely re-fixed.

### Headstone / Memorial

Any structure, stone, tablet, cross, vase or other object placed to commemorate the deceased, subject to Council approval.

### Inspection Programme (Memorial Safety)

The Council's scheduled inspection of all memorials on a rolling five-year cycle to ensure their structural safety.

### Interment Form / Notice of Interment

The form required to book a burial, giving details of the deceased, grave, and funeral arrangements.

### Lawn Grave

A grave space maintained as part of a turfed lawn area, permitting a headstone at the head end only.

### Local Authorities' Cemeteries Order (LACO) 1977

The main statutory instrument governing the management, use, and regulation of local authority cemeteries in England and Wales.

### Memorial Permit

Formal written authorisation from the Council to erect, alter, repair or remove a memorial, issued to an approved mason upon application and payment of the prescribed fee.

### Memorial Management Policy

The Council's adopted policy setting out procedures for the inspection, maintenance, and safety management of memorials.

### Monumental Mason / Stonemason

A professional skilled in the design, construction, and installation of memorials, holding BRAMM or NAMM accreditation.

### NAMM

National Association of Memorial Masons – a professional body that sets safety and workmanship standards for the memorial industry.

### Permit

Formal approval issued by the Council allowing specific works or activities within the cemetery (e.g. memorial installation, exhumation, maintenance).

### Public Grave / Common Grave

A grave space for which no Exclusive Right of Burial has been purchased; the Council retains full control and future burials may take place in the same grave.

### Resident / Non-Resident

For fee purposes, a "resident" is a person whose permanent address was within the boundaries of Tonyrefail & District Community Council at the time of death. Non-residents are subject to an additional surcharge.

### Right to Erect a Memorial

The authority (usually held by the grave owner) to install a memorial in accordance with the Cemetery Regulations and subject to Council approval.

### Safety Measures (Temporary)

Action taken by the Council to make a memorial safe, such as laying it flat or staking, pending repair by the owner.

### Traditional Grave

A grave space where kerbstones and other permitted memorial features may be installed, subject to Council approval.

### Vault / Brick Grave

An underground chamber or brick-lined grave constructed for the reception of human remains or cremated remains, subject to specific Council consent.

### Working Permit

An annual or individual permit issued to masons or contractors to authorise on-site work within the cemetery, confirming insurance and compliance with Council standards.

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## **2. General Information**

### **2.1. Purpose of the Regulations**

It is the aim of the Council to provide the highest standards within its Cemetery Service to meet the needs of the bereaved and those who visit. It is therefore essential that Cemetery Regulations be in place to maintain the dignity and sanctity of our cemeteries, as well inform all cemetery users of the reasonable requirements applicable to them, to enable the Council to effectively manage the service.

The Cemetery Regulations include the statutory requirements contained within the Local Government Act 2000 and the Local Authorities Cemeteries Order 1977 and any other relevant legislation governing this service.

Tonyrefail & District Community Council reserves the right to make any amendments, alterations or additions to the Cemetery Regulations as and when necessary.

### **2.2. Authority and Management of the Cemetery**

The Authority refers to Tonyrefail & District Community Council.

The council's appointed cemetery officer is the Clerk or their duly authorised representative.

### **2.3. Opening Hours and Access**

The cemetery is open to visitors every day of the year during the following times:

Summer - March (clock change weekend) – October (clock change weekend): 10:00 am – 7:00 pm

Winter - October (clock change weekend) – March (clock change weekend): 10:00 am – 4:00 pm  
*(last entry to vehicles 30 minutes before closing time)*

No person shall be allowed in the Cemetery outside these opening hours without the express permission of the clerk.

The Council reserves the right to close the Cemetery to all access at short notice on the grounds of health and safety.

The Council office is open during the following times:

Monday – Thursday: 10:00 am – 2:00 pm

Friday: 10:00 am – 1:00 pm  
(with the exception of Bank Holidays and other Public Holidays)

Children under the age of 12 are welcomed in the cemetery but must be supervised by a responsible adult.

## **2.4. Conduct within the Cemetery**

In accordance with the Local Authorities Cemeteries Order 1977 it is an offence to:

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

In addition to the offences above, the following activities are prohibited within the cemetery:

- The use of threatening, offensive or abusive language towards any visitor, contractor or member of staff
- Undertaking commercial filming or photography or any other commercial activity without prior authorisation from the council
- Consumption of alcohol or drugs; and anybody under the influence of such substances will not be admitted
- Creating a nuisance or a disturbance, such as interfering with a burial, grave, memorial, flowers, trees etc
- Climbing on any monuments, headstones, memorials, kerb sets etc
- Selling or offering or exposing for sale any article, commodity, or thing of any kind whatsoever or soliciting orders for the same, within the cemetery
- Distributing leaflets, business cards, or any other advertisement within the Cemetery.
- Driving without due care and at speeds exceeding 5 miles per hour
- Taking vehicles onto grassed areas
- Dogs except for guide dogs, hearing dogs or other recognised assistance dogs, without the express permission of the clerk.

## **2.5. Enforcement and Penalties**

Any person who contravenes article 18 (1) of the Local Authorities Cemetery Order 1977 will be liable for prosecution by the Council under the provisions of the Local Authorities Cemeteries Order 1977.

Contravening these regulations may result in immediate removal from the site and/or prohibition from returning.

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### **3. Grave Spaces**

#### **3.1. Types of Graves**

The selection of grave spaces shall be at the final discretion of the Council, but the wishes of applicants will be met wherever possible.

There are two sections to Trane Cemetery:

- Lower, traditional section (Sections A, B, C, D and E), and
- Upper, lawn section (Sections F, G, H, J, K, L, M, N and P).

The types of graves available are:

- Single traditional graves,
- Single, double or triple lawn graves,
- Graves for Cremated Remains (half a full burial plot), and
- Cremation plots.

All graves will be excavated and prepared for interment by the Council or their appointed contractors only.

No other person or company will be allowed to undertake any excavation within the Cemeteries.

#### **3.2. Vaults, walled and brick graves**

Walled / bricked graves and vaults may be permitted by prior written approval of the Authorised Officer and shall be constructed by approved contractors at the owner's expense and to the Council's satisfaction.

All such works must comply with relevant health & safety legislation and any method statements required by the Council.

##### Construction Standards

The sides and arch of any walled or vaulted grave shall be not less than 225 mm (9") thick; ends not less than 100–115 mm (4"–4½").

Brick/stone shall be of approved quality; all joints properly bonded and rendered or pointed as required.

No part of any arch or structure shall be visible above ground after backfilling and reinstatement.

Coffins interred in a bricked or vaulted grave must be airtight to the Council's satisfaction (e.g., by properly cemented stone / brick lining or a sealed inner case).

##### Lawn Cemetery Provision

In the Lawn Cemetery, bricked (lined) graves may be permitted below ground only.

No kerbs, edgings, grave surrounds or above-ground vault elements are permitted. Memorials must be of the lawn type and comply with the Council's lawn memorial regulations.

Full new above-ground vaults are prohibited in the Lawn Cemetery.

### **3.3. Grave dimensions and Layout**

#### Full Traditional Grave (with kerb sets permitted)

Plot size (below ground): 9' x 4' (2.75m x 1.22m).

Maximum memorial footprint: 7' x 3' (2.13m x 0.91m).

Notes: Kerb sets, surrounds and other traditional memorials are permitted within the defined footprint. Planting and grave goods must be contained within this area.

#### Lawn Grave (no kerbs permitted)

Plot size (below ground): 9' x 4' (2.75m x 1.22m).

Maximum memorial footprint: Headstone base not exceeding 3' x 18" (0.91m x 0.46m) located at the head of the grave.

Notes: The remainder of the grave shall be laid to turf; no planting, edging, kerbs or grave goods are permitted outside the headstone base.

#### Grave for Ashes (half-size lawn grave)

Plot size (below ground): 4'6" x 4' (1.37m x 1.22m).

Maximum memorial footprint: Headstone base not exceeding 3' x 18" (0.91m x 0.46m).

Notes: Memorials are restricted to a headstone or tablet at the head of the plot. The remainder shall be laid to turf.

#### Cremation Plot (dedicated cremation section - tablet)

Plot size (below ground): 2' x 2' (0.61m x 0.61m).

Maximum memorial footprint: Flat tablet not exceeding 18" x 18" (0.46m x 0.46m).

Notes: No vases, planting or additional memorial items are permitted outside the tablet footprint.

#### Cremation Plot (adhoc plots across the site – small uprights)

Plot size (below ground): 2' x 2' (0.61m x 0.61m).

Maximum memorial footprint: Small upright memorial not exceeding 18" x 18" (0.46m x 0.46m).

Notes: No vases, planting or additional memorial items are permitted outside the tablet footprint.

### **3.4. Grave maintenance responsibilities**

The Council and grave owners share responsibility for the care of the cemetery, helping to ensure it remains a safe, peaceful and respectful place for all visitors.

#### Memorials

Grave owners are responsible for keeping memorials in good repair and condition. The Council may take action where a memorial is found to be unsafe.

#### Planting and memorial items

Flowers, wreaths and personal mementoes are welcome, provided they are placed securely within the memorial footprint and do not extend onto adjoining graves or pathways. Glass items and planting directly into the ground are not permitted for safety reasons.

#### Grounds maintenance

In lawn sections, turf and soil are maintained by the Council. Families are asked not to alter the turfed area.

#### Trees and shrubs

To preserve the character and safety of the cemetery, the planting of trees or shrubs in or around graves is not permitted. The Council may prune or remove vegetation where it has become overgrown, unsafe or unsightly.

The Council reserves the right to remove items that have deteriorated, after a reasonable time such as old wreaths, dead flowers and weathered ornaments.

The Council respectfully asks families to keep grave spaces tidy and in keeping with these regulations, so that the cemetery can remain a place of dignity and comfort for all who visit.

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## **4. Burials**

### **4.1. Booking Procedure**

#### Instructions by telephone / post

The Council will not be responsible for any misunderstandings arising as a result of telephone instructions therefore all requests must be confirmed in writing.

Interment forms accompanied by payment will be accepted if sent by post but the Council will not accept responsibility for any loss or delay which may occur if paperwork does not reach the authority in time.

## Notice of Interment

Following notification to the Cemeteries Office by telephone, the Notice of Interment must be delivered to the Office as soon as possible, but no later than four working days in advance of the interment, accompanied by any required legal documents and payment in full of all fees and charges due to the Council in respect of interments.

Failure to comply with this procedure may result in delaying interments.

The Notice shall be given on the form provided by the Council and must contain the following information:

- The name, address, date of death and age of deceased
- The day, date and time of the interment
- The type of grave and whether a new plot or a re-opening
- The coffin size or casket style and size
- Whether a headstone is on the grave requiring temporary removal
- Whether the exclusive right of burial has been purchased and the signature of the owner obtained
- Effecting a legally sound transfer of ownership where appropriate
- The authority must be informed of any persons who have died from a notifiable disease.

## **4.2. Burial Times and Days**

Interments shall take place during the following hours:

|                    | <b>Full burials</b>         | <b>Cremated ashes</b> |
|--------------------|-----------------------------|-----------------------|
| Monday to Thursday | 10:00 am to 1:00 pm         | 9:30 am to 2:00pm     |
| Friday             | By special arrangement only | 9:30 am to 12:00pm    |
| Saturday           | By special arrangement only |                       |

The Council reserves the right to amend these times to suit operational requirements.

No interments shall take place on Sunday, Bank Holiday, Christmas Day or Good Friday except by the consent of the Council whereby it can be shown by the production of a medical certificate that the burial cannot, for public health reasons be delayed.

The time stipulated for a funeral shall be that at which the procession is to arrive at the cemetery. If a funeral procession arrives late at the cemetery, then an additional fee may be charged.

## **4.3. Location, Depth of Graves & Number of Interments**

### Location

The allocation of new grave and cremation plots is made at the discretion of the Council, taking into account the overall layout and future planning of the cemetery.

Full graves (double and triple interments): These are allocated in the Lawn Section, following the next available plot in sequence along the row.

Single interments: Where only one burial is intended, the Council may allocate from remaining single plots elsewhere in the cemetery. These are often located in established areas with mature trees and shrubs.

Cremated remains: Ashes interments will normally be placed either in the dedicated cremation section or alongside / amongst plots elsewhere across the site, unless they are to be buried in an existing family grave.

While families may express preferences, the final decision on plot allocation rests with the Council to ensure fair and consistent use of space, the orderly development of the cemetery and the preservation of its character.

#### Number of Interments (Depth)

New plots are made available at point of need only and cannot be purchased in advance.

Lawn graves can be purchased for single, double or triple interments. Cremation plots can accommodate up to six interments.

#### Positioning of Interments

The Council, as the burial authority, retains full discretion over the positioning of any interment within a grave space.

This includes, but is not limited to, the orientation, depth and exact placement of the coffin or cremated remains within the plot.

While the holder of the Exclusive Right of Burial may authorise a burial, all interments must be carried out under the direction and with the approval of the Council's appointed officer, in accordance with Schedule 2, Part I, Paragraph 1 of the Local Authorities' Cemeteries Order 1977.

No interment may take place without such approval, and the Council reserves the right to determine positioning in order to ensure safe, lawful, and efficient management of the cemetery.

### **4.4. Coffins**

Bodies for burial must normally be enclosed in a suitable coffin. In such cases where a body is brought for burial in any container or shroud other than a coffin, for example, on instruction of the applicant or for religious purposes, the Council shall be informed prior to the interment and the Funeral Director shall be responsible for the handling of the body at all times.

No coffin, urn or casket or other form of container will be accepted for burial unless it bears a nameplate or other suitable form of identification which must contain the name of the

deceased. The nameplate shall be confirmed against the correlated record by an appropriate member of Cemetery staff to allow the burial to proceed.

#### Materials

Coffins must be made from suitable biodegradable materials such as wood, wicker, stick, bamboo, wool, cardboard, etc.

#### Extra-large coffins

Coffins exceeding 6'10" long and/or 30" wide may incur an additional fee.

### **4.5. Removal of Memorials**

If a memorial or kerb needs to be removed for a burial, it must be done so no fewer than three working days in advance of the planned interment, and must be taken out of the cemetery.

If removal is delayed, the burial may be postponed.

The grave owner is responsible for arranging for both the removal and reinstallation of the memorial.

### **4.6. Cremated Remains Interments**

All interments of cremated remains must be arranged through the Council using the appropriate interment application form and payment of the prescribed fee.

Cremated remains must be placed in a suitable biodegradable container.

Up to six sets of cremated remains may be interred in a cremation plot and up to ten sets of cremated remains in a grave for ashes.

The scattering of ashes is not permitted anywhere within the cemetery.

### **4.7. Burial of Non-Residents**

#### Interment Fees and Resident Status

A premium or excess fee, as detailed in the Cemetery Fees and Charges schedule, will be applied to the interment fees for individuals who were not resident within the Tonyrefail Community Council jurisdiction at the time of their death.

#### Definition of Resident

For the purpose of these regulations, an individual will be considered a resident if their primary residence was within the geographical boundaries of the Tonyrefail Community Council at the time of their death.

#### Exemption for Nursing Home Residents

An exemption from the non-resident fee will be granted if the deceased resided within the Tonyrefail Community Council jurisdiction and subsequently moved to a nursing or residential

care home located outside the Tonyrefail Community Council jurisdiction within the five years preceding their death.

#### Proof of Residency

Proof of residency, such as Council Tax statements or other acceptable documentation, may be required to verify residency status.

### **4.8. Burials in Public Graves**

Public graves, also known as common graves, are designated burial plots where the exclusive right of burial has not been purchased. This means that the grave space is not owned by an individual or family, but rather remains the property of the Council.

Burials in public graves are permitted, subject to the availability of space and at the discretion of the Burial Authority.

The interment in a public grave does not grant any exclusive rights to the grave space or the ability to erect a memorial stone.

It is important to note that other unrelated burials may take place in the same public grave, provided sufficient depth remains to comply with legal burial requirements, including a minimum of 6 inches of undisturbed earth between coffins and 3 feet of soil above the uppermost coffin.

No headstones, memorials or other forms of personal adornment are permitted on public graves unless the exclusive right of burial is subsequently purchased. If the exclusive right of burial is purchased, the grave becomes a private grave and memorialisation rules for private graves would then apply.

Burials in public graves require the payment of an interment fee, as outlined in the Cemetery Fees and Charges schedule.

All burials in public graves must comply with the general cemetery regulations regarding coffin materials, burial depths, and other relevant requirements.

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## **5. Exclusive Rights of Burial (ERoB)**

### **5.1. Definition**

The legal right, granted by the Council for a specified period to authorise the burial of human remains in a particular grave space.

This right also includes the authority to permit the installation of a memorial on that grave. It does not confer ownership of the land itself, which remains the property of the Council. Only the registered holder of the Exclusive Right may authorise burials in or memorials on the grave.

## **5.2. Deeds of Grant of Exclusive Right of Burial**

Upon purchasing the EROB in a grave, a Deed of Grant shall be issued to the person by whom or on whose behalf the EROB is purchased. This person shall be registered in the books of the Council as the owner.

A Deed of Grant is the legally binding agreement issued to a person(s) (grant holder/s) for the EROB in a grave for a period which, by law, cannot exceed 100 years. See 5.3, Term.

Up to three people can be named on a first deed as grant holders for the Exclusive Right of Burial with the initial period granted for 50 years. Thereafter, a maximum of three people can be named as owners at any one time.

A Deed of Grant gives the grant holder the legal right of burial to a specified grave space for the period stated. The Deed of Grant does not constitute any ownership of land. The grave remains in the ownership of the Council. The Deed of Grant gives the holder the exclusive right to:

- Be buried in that grave if sufficient space is available.
- Authorise further burials in that grave, where space is available, or permit the interment of cremated remains in that grave.
- Place a memorial on the grave, subject to the Council's Rules and Regulations.
- Have an inscription or additional inscriptions placed on a memorial on that grave, subject to these regulations.

## **5.3. Term**

The Exclusive Right of Burial shall be exercisable only for a period of 50 years from the date of grant. At the end of this period, any and all remaining owners will be offered an option to extend the rights relating to that grave for a further period of no more than 50 years.

## **5.4. Transfers, Assignments & Renunciation**

The Exclusive Right of Burial (EROB) is a legal document and may only be transferred, assigned or renounced with the approval of the Council.

All such transactions must be formally recorded with the Council, and the relevant application form completed and signed by the deed holder(s). No transfer, assignment or renunciation shall be valid unless registered in the Council's records.

Transfers may take place during the lifetime of the registered owner, provided satisfactory proof of ownership and identity is produced.

Assignments of rights may be made to another person by the registered owner, subject to Council approval and the completion of the appropriate form.

Renunciation of rights must be made in writing by the registered owner, and may be in favour of:

- the Council (absolute surrender), or

- another party, with Council approval.

Following the death of the registered owner, the rights may only be transferred in accordance with probate/letters of administration, or by statutory declaration if no grant has been made.

A fee may be payable for the registration of all transfers, assignments and renunciations.

## **5.5. Expiry, Extensions & Reverting to Council**

The Exclusive Right of Burial (ERoB) is granted for a fixed period of 50 years.

At the end of this period, the registered owner (or their legal successor) may apply to extend the right for a further 50 years, subject to payment of the appropriate fee, provided that the total period of ownership does not exceed 100 years.

The Council will make reasonable efforts to contact the registered owner at their last known address approximately 12 months prior to expiry. It is the responsibility of the owner to keep the Council informed of any change of address.

Where the right is not extended, the ERoB will revert to the Council.

Where the owner cannot be traced within a reasonable period after expiry, despite the Council's attempts to make contact, the ERoB will also revert to the Council.

Once rights have reverted, the Council reserves the right to:

- remove any memorial from the grave; and
- use any remaining grave space for further burials or interments, in accordance with cemetery regulations.

No burial or memorial rights remain once the ERoB has expired and reverted to the Council.

Any memorial removed by the Council will be stored for period of 3 months. If the original deed holder's family subsequently makes contact, arrangements may be made for the memorial to be reclaimed or reinstated, subject to approval and payment of any applicable fees.

## **5.6. Owners' Rights & Responsibilities**

### Rights

The registered owner of the Exclusive Right of Burial has the right to:

- Authorise burials and/or interments of cremated remains in the grave or plot, subject to cemetery regulations.
- Authorise the installation of a memorial, or subsequent additional work (e.g. inscriptions, cleaning, repair), in accordance with Council permit requirements.
- Extend the period of the ERoB, within the maximum term permitted by the Council.
- Transfer, assign, or renounce the ERoB, subject to Council approval and the appropriate forms and fees.
- Be consulted regarding any matters affecting the grave or memorial during the period of the ERoB.

## Responsibilities

The registered owner is responsible for:

- Ensuring that the Council has up-to-date contact details for correspondence and notices.
- Complying with all cemetery regulations, including conditions relating to burials, memorials, and permitted working practices.
- Maintaining any memorial placed on the grave, including keeping it in a safe condition. The Council reserves the right to take action where memorials are found to be unsafe.
- Ensuring that any work carried out to a memorial is undertaken only by BRAMM/NAMM-registered monumental masons with a valid Council permit.
- Paying all relevant fees and charges associated with the EROB, burials, interments, or memorial works.
- Respecting the dignity of the cemetery, including refraining from any unauthorised alterations, decorations, or plantings on the grave.

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## **6. Memorials**

### **6.1. Permitted Types of Memorials**

The size, design and type of memorial permitted depends on the kind of grave plot.

#### Lawn Graves

Turfed over after burial, allowing a headstone at the head-end only.

#### Traditional Graves

May be adorned along the full length and headstones and kerbs can be installed.

#### Ashes Graves

Half-sized lawn plots for cremated remains, allowing for a headstone at the head-end only.

#### Cremation Plots – Cremation section

Only memorial wedges are permitted. Any objects or materials placed outside the footprint of the wedge may be removed by Cemetery staff.

#### Cremation Plots – Elsewhere across the site

Only small upright memorials are permitted. Any objects or materials placed outside the footprint of the wedge may be removed by Cemetery staff.

Wooden crosses are permitted so long as they do not exceed 3 feet in height and 2 feet wide.

### **6.2. Application & Approval Process**

Only the person named on the Deed of Grant for Exclusive Right of Burial has the legal authority to place a memorial.

Before any memorial is erected, altered or removed, an application must be submitted to the Council on the prescribed Memorial Permit form. This includes any new memorials, additional or amended inscriptions or removal of a memorial from the cemetery for any reason.

Applications must include:

- A scaled drawing with specifications and dimensions of the proposed memorial
- Details of the inscription(s) and method of fixing
- The name and address of the BRAMM/NAMM registered memorial mason instructed to carry out the work

A fee is payable at the time of application. No work may commence until the application has been approved, the fee paid and a permit issued.

All memorials and inscriptions must comply with the Council's Cemetery Regulations and shall be subject to approval by the Council. Work may only be carried out under the supervision of the Council's Appointed Officer.

### 6.3. Size & Material Restrictions

See [Annexure A](#) for technical drawings.

|                                      | Lawn                                           | Traditional     | Cremation plot<br>(cremation<br>sections L & M) | Cremation plot<br>(elsewhere) |
|--------------------------------------|------------------------------------------------|-----------------|-------------------------------------------------|-------------------------------|
| Bearer /<br>Foundation /<br>Sub-base | Min. 3" x 36" x 18"<br>Max. 1" above<br>ground | -               | Min. 3" x 18" x 18"<br>Max. 1" above ground     |                               |
| Base +<br>Memorial                   | 36" x 36" x 18"                                | 36" x 36" x 18" | 15" x 15" x 15"                                 | 21" x 15" x 15"               |
| Kerb set                             | Not permitted                                  | 6" x 36" x 84"  | -                                               | -                             |

*height x width x depth (imperial measure)*

All memorials are to be constructed of natural quarried stone.

All bases for monuments shall be constructed of reinforced concrete or natural quarried stone.

### 6.4. Standards of Workmanship

The Institute of Cemetery and Crematorium Management (ICCM) references the [British Standard BS8415:2018](#), which sets performance specifications for memorial safety, in its guidance, the [Blue Book](#).

Key standards include that memorials over 625mm (24.5 inches) high must withstand a 70kg force, have a stable foundation, and be fixed with approved anchoring or locking systems.

These requirements are overseen by the [BRAMM](#) (British Register of Accredited Memorial Masons) through its Blue Book and accreditation for its Registered Businesses and accredited Fixer Masons, who issue a Certificate of Compliance confirming adherence to BS8415.

All work undertaken, must be carried out in accordance with an applicable accreditation scheme (i.e. BRAMM Scheme or NAMM – Register of Qualified Memorial Fixers) and industry code of working practice in conjunction with the Cemetery Rules and Regulations currently in force.

## **6.5. Inscriptions & Wording Guidelines**

The wording on a headstone should be respectful, simple and meaningful.

Hateful, defamatory or otherwise offensive, libellous or inappropriate language is not permitted. What is not permissible will be at the discretion of the Council.

All applications in respect of artwork that is subject to copyright laws must have permission from the owner. All memorial headstones, kerbs or bases whether new or refurbished (including those where an inscription is being added) must have the number of the grave space in an appropriately prominent position.

## **6.6. Maintenance & Safety of Memorials**

### Responsibility for Maintenance

The maintenance, repair and overall condition of all memorials remain the responsibility of the grave owner (or their successor in title). Memorials must be kept safe, stable, clean and in good order at all times.

### Council's Inspection Programme

The Council will carry out safety inspections of all memorials on a rolling five-year cycle in accordance with its adopted Memorial Management Policy. The inspections are undertaken to protect visitors, staff and contractors and to comply with health and safety legislation.

### Notification of Defects

Where a memorial is found to be unsafe or in disrepair, reasonable efforts will be made to contact the registered grave owner. If contact cannot be made, a notice may be affixed to the memorial and/or displayed in the cemetery advising of the defect and required action.

### Temporary Measures

The Council may take temporary action to make a memorial safe (for example, laying it flat or securing it with a support stake) until the owner arranges permanent repair by an approved mason.

### Failure to Carry Out Repairs

If repairs are not completed within six months of written or published notice, the Council may arrange for the work to be undertaken or for the memorial to be removed, and may recover the reasonable costs from the grave owner's estate.

### Untraceable Owners

Where no owner can be identified, the Council will record the condition of the memorial and any action taken in accordance with the Memorial Management Policy and relevant health and safety guidance.

### Alteration or Removal by the Council

The Council reserves the right to remove or alter any memorial which has become dangerous, neglected or structurally unsound, or which presents a hazard to cemetery users, without further notice where immediate action is required.

## **6.7. Removal or Replacement**

### Authorisation Required

No memorial may be removed, replaced, altered or repaired without the prior written approval of the Council. Applications must be submitted on the appropriate form and accompanied by any required fee, the grave owner's written consent and the details of the registered memorial mason who will undertake the work.

### Removal for the Purpose of Burial

Where a memorial must be temporarily removed to permit an interment or the reopening of a grave, the work must be carried out by an approved memorial mason in accordance with industry standards.

The memorial must not be re-fixed for a minimum of six months following the burial to allow for natural ground settlement.

During this period, the grave should be left tidy and any temporary marker securely placed.

### Replacement Memorials

Replacement memorials must comply fully with the current Cemetery Regulations and the Council's Memorial Management Policy. Designs that differ materially from the original memorial require a new application and approval.

### Responsibility and Costs

The grave owner (or their representative) is responsible for arranging and funding the removal, storage and re-fixing of any memorial. The Council accepts no liability for loss or damage arising from privately arranged works.

### Unsafe or Unauthorised Works

Any memorial found to have been removed, altered or re-fixed without permission, or in a manner contrary to the Council's standards, may be subject to immediate remedial action or removal by the Council, with costs recoverable from the grave owner.

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## **7. Floral Tributes & Decorations**

### **7.1. What is allowed**

Fresh and artificial flowers, wreaths, and floral arrangements are permitted.

Items must be placed:

- within the footprint of the memorial (lawn section),
- within the curtilage of the kerb set (traditional section), or
- within the footprint of the cremation stone (cremated remains section).

### **7.2. What is not allowed**

The following are not permitted within the cemetery:

- Glass or ceramic items, including vases and ornaments.
- Balloons, lanterns, windmills or similar items.
- Artificial fencing, edging or planting in the lawn section.
- Items displaying profanities or offensive imagery.
- Any object deemed by the Council to present a health and safety risk or to detract from the dignity of the cemetery.

### **7.3. Removal Schedule**

Dead flowers are removed from graves by Council staff on a regular basis.

Funeral wreaths and arrangements will remain in place for up to two weeks after the funeral. If they have not been removed by the family within this time, they will be cleared away by Council staff.

Any unauthorised or prohibited items may be removed by the Council without notice.

The Council does not accept responsibility for the loss or theft of, or damage to, any items left on graves.

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## **8. Cemetery Maintenance**

### **8.1. Responsibilities of the Council**

The Council is responsible for the general maintenance and upkeep of the cemetery grounds, including grass cutting, litter collection and the safe management of trees and pathways.

The Council will maintain the cemetery in a safe, clean and respectful condition, in line with health and safety standards.

The Council reserves the right to carry out works at its discretion in order to preserve the safety, appearance and dignity of the cemetery.

The Council is not responsible for the maintenance, repair or replacement of memorials or items placed on graves, which remain the responsibility of the grave owner.

## **8.2. Maintenance of Paths, Boundaries & Trees**

The Council will maintain all roads, paths, boundary walls, fences, hedges and gates within the cemetery as part of its regular maintenance schedule.

All trees, shrubs and hedgerows are under the management of the Council. No planting, pruning or removal may be carried out by the public without prior authorisation.

In the interests of public safety, the Council may cut back, remove or replace any trees, shrubs or plants as required.

## **8.3. Biodiversity & Wildlife Management**

The Council is committed to promoting biodiversity and managing the cemetery as a respectful green space for both people and wildlife.

Grass areas may be managed under a mixed regime, with some areas cut regularly and others managed for wildflowers and habitat creation.

The presence of wildlife (such as birds, bees and small mammals) is recognised as part of the natural environment. The Council will seek to manage habitats responsibly and avoid disturbance wherever possible.

Feeding or introducing animals into the cemetery is not permitted, as this may create nuisance or imbalance within the ecosystem.

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## **9. Fees & Charges**

### **9.1. Burial Fees**

Burial fees are determined by the Council and reviewed periodically, often on an annual basis, but not necessarily every year.

Non-residents of the Council area are subject to an additional surcharge.

Fees are broken down into:

#### Interment fee

The cost associated with digging and preparing the grave, which varies depending on the depth and whether the burial is full or cremated remains. Excess charges apply for oversized coffins.

### Exclusive Right of Burial (ERoB) fee

The cost of purchasing the right to use the grave for the term specified.

Re-openings of existing graves only incur the interment fee.

There is no burial fee for children under the age of 18, including stillborns.

A surcharge applies for burials booked on Friday afternoons or Saturdays.

## **9.2. Memorial Permit Fees**

A memorial permit must be obtained from the Council for all work carried out on a memorial, including installation, inscription, repair or replacement.

The cost of the permit depends on the type and extent of work. Permits for adding inscriptions or minor repairs are less than the cost of a permit for a full replacement or first installation of a memorial.

## **9.3. Other Services & Charges**

Charges may apply for additional services such as exhumations (price on application).

A detailed schedule of burial fees and charges is available:

- on the Council's website, and
- at the Cemetery Office upon request.

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## **10.Special Circumstances**

### **10.1. Exhumations**

The exhumation of human remains is strictly regulated. A licence must be obtained from the Ministry of Justice.

Written consent from the owner of the Exclusive Right of Burial (ERoB) is required. Additionally, permission from the next of kin of the deceased may be necessary.

The Council charges a fee to cover the costs associated with exhumation requests.

### **10.2. Emergency Burials**

Emergency burials are those required due to unforeseen circumstances, such as public health concerns or urgent medical reasons.

In such cases, the Council must be notified as soon as possible. A completed Interment Form and the necessary certificates must be submitted promptly.

An additional surcharge may apply for emergency burials, depending on the circumstances and timing.

### **10.3. Historical Graves & Preservation**

The Council maintains 18 war graves with the utmost respect and in accordance with Commonwealth War Graves Commission guidelines.

Any alterations or repairs to historical graves must be approved by the Council to maintain consistency and respect for the site's heritage.

### **10.4. Muslim Graves & Burials**

The Council can accommodate requests for graves to be oriented towards Mecca. Such requests should be made at the time of booking.

While the Council does not have a dedicated Muslim section, it respects Islamic burial practices. The body should be conveyed to the cemetery in a coffin or covered container. During the burial, the body will be placed at an angle in the grave, in line with religious observations.

The Council must receive the completed Interment Form, appropriate certificates and applicable fees by no later than 11:00 am on the proposed burial date.

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## **11. Working in the Cemetery**

### **11.1. Rules for Funeral Directors**

Funeral Directors are responsible for ensuring the safe and dignified conduct of all funeral services within the cemetery.

All staff and subcontractors engaged by Funeral Directors must observe cemetery regulations, health and safety requirements, and any instructions given by the Council's authorised representative.

Vehicles must be driven with care, not exceed the posted speed limit and avoid damage to paths, grassed areas or memorials.

Funeral Directors are responsible for the safe handling and correct placement of coffins/caskets during interments.

### **11.2. Rules for Monumental Masons**

Only Monumental Masons who are current members of the British Register of Accredited Memorial Masons (BRAMM) or the National Association of Memorial Masons (NAMM) are permitted to work in the cemetery.

A valid permit must be obtained from the Council before any work is carried out.

Masons must report to the Cemetery Office or member of the Council's Burials Team on arrival before commencing work.

Working hours are strictly:

- Monday – Thursday: 7.30 am – 4.00 pm
- Friday: 7.30 am – 1.00 pm
- No work permitted on Sundays, Bank Holidays or other Public Holidays, unless prior arrangement has been made with the Clerk.

All work, including erection, repair, inscription and cleaning of memorials, must be carried out in a safe and professional manner, in accordance with NAMM Code of Working Practice (latest edition) and the Council's permit conditions.

Contractors must remove all waste, surplus materials and equipment upon completion of work.

### **11.3. Rules for On-site Contractors**

Contractors undertaking non-structural work on memorials (e.g. cleaning, repainting inscriptions) must hold a current annual permit issued by the Council.

All contractors must sign in at the Cemetery Office before commencing work.

Permitted working hours are the same as for Monumental Masons (see 11.2, above).

All work must be carried out safely and in a manner that avoids disturbance to cemetery users and damage to graves, memorials or landscaping.

Contractors are responsible for removing waste materials and leaving the area tidy upon completion of their work.

### **11.4. Supervision & Permits**

Contractors must report to the Cemetery Office on arrival on site and follow any instructions provided.

The Council reserves the right to supervise, monitor or stop work if it is deemed unsafe, inappropriate or in breach of cemetery regulations.

No contractor may subcontract work to another party without prior written approval from the Council.

Contractors must hold adequate public liability and, where applicable, employer's liability insurance and provide evidence of such when requested.

Vehicles entering the cemetery must be authorised and driven safely, observing all speed limits and directions from Council staff.

### **11.5. Health & Safety / Conduct of Workers**

All contractors and staff must comply with the Council's Health & Safety policies and any specific instructions provided by the Clerk or Cemetery Supervisor.

Personal protective equipment (PPE) must be worn as required for the task.

All equipment and tools must be used safely; any hazards, incidents or near misses must be reported immediately to the Clerk.

Smoking, alcohol consumption or drug use on cemetery grounds is strictly prohibited.

Contractors must minimise noise, disturbance or disruption, particularly during funerals or other services.

Workers must act respectfully towards cemetery visitors, staff and gravesites at all times.

Any breach of conduct, unsafe working practices or unauthorised work may result in removal from the cemetery and/or temporary or permanent ban.

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## **12. Complaints & Enquiries**

### **12.1. How to Contact the Council**

The Council may be contacted via the Clerk:

Trane Cemetery  
Gilfach Road  
Tonyrefail  
CF39 8HL

✉ E mail [clerk@tonyrefail-cc.gov.wales](mailto:clerk@tonyrefail-cc.gov.wales)

☎ 01443 673991

### **12.2. Cemetery Records**

A plan of the Cemetery showing the location of each burial place is open for inspection on application to the responsible officer.

A register of burials is kept by the Clerk to the Council. Searches may be made upon appointment.

### **12.3. Complaints Procedure**

The Council aims to provide a high standard of service and the respectful management of the cemetery.

Any complaints regarding the cemetery, its services, staff or contractors should be submitted in accordance with the Council's formal Complaints Policy.

Complaints can be made in writing or by email.

All complaints will be acknowledged promptly, investigated thoroughly and responded to in line with the timescales and procedures set out in the Complaints Policy.

The Complaints Policy is available:

- on the Council's website, and
- from the Cemetery Office upon request.

#### **12.4. Public Feedback & Suggestions**

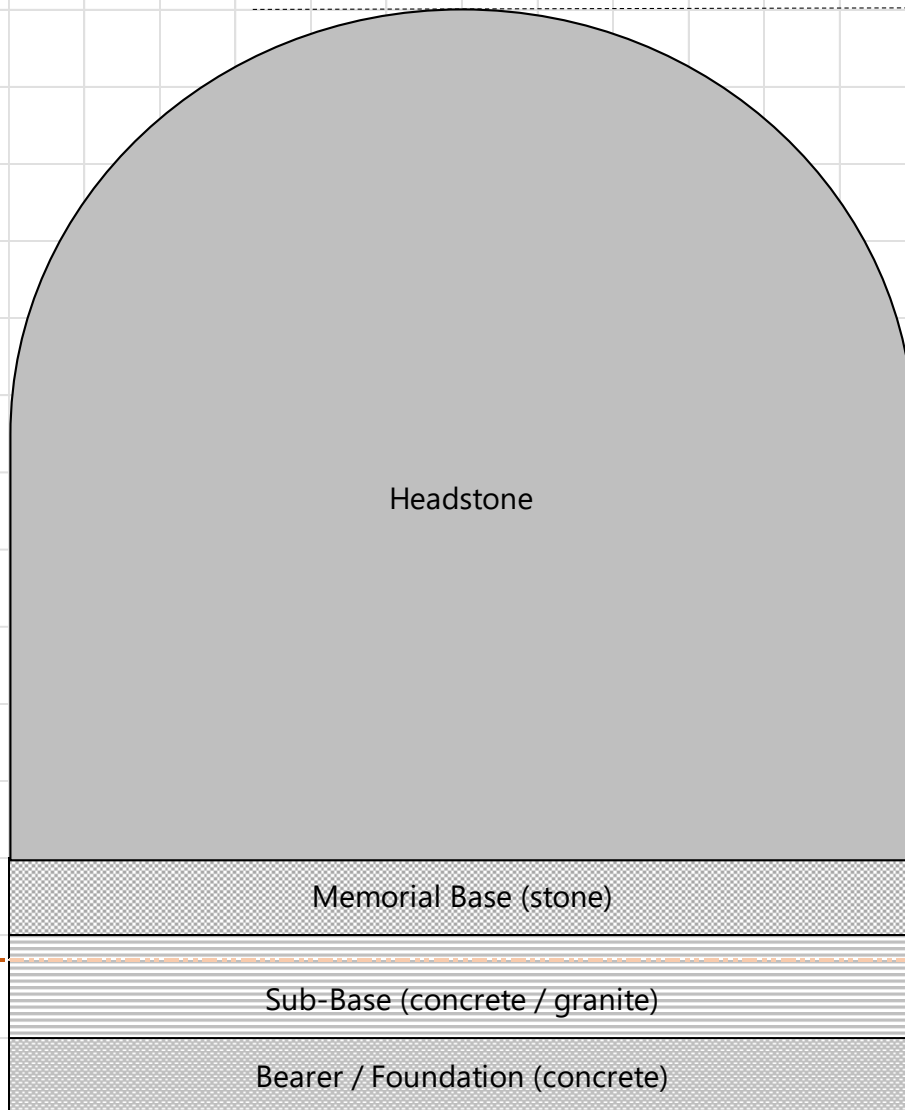
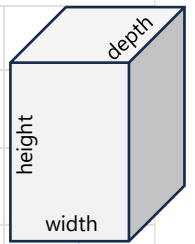
The Council welcomes feedback and suggestions from cemetery users, families and the public to improve services and maintain a respectful environment.

Feedback can be submitted via email, letter, online form or in person at the Cemetery Office.

## Annexure A: Memorial Technical Drawings

### MEMORIAL DIMENSIONS: LAWN SECTION

height x width x depth



Headstone

Total Memorial: 36" x 36" x 18"

Memorial Base (stone)

1" above ground

Sub-Base (concrete / granite)

Max: footprint of bearer

Bearer / Foundation (concrete)

Min: 3" x 36" x 18"

#### Notes:

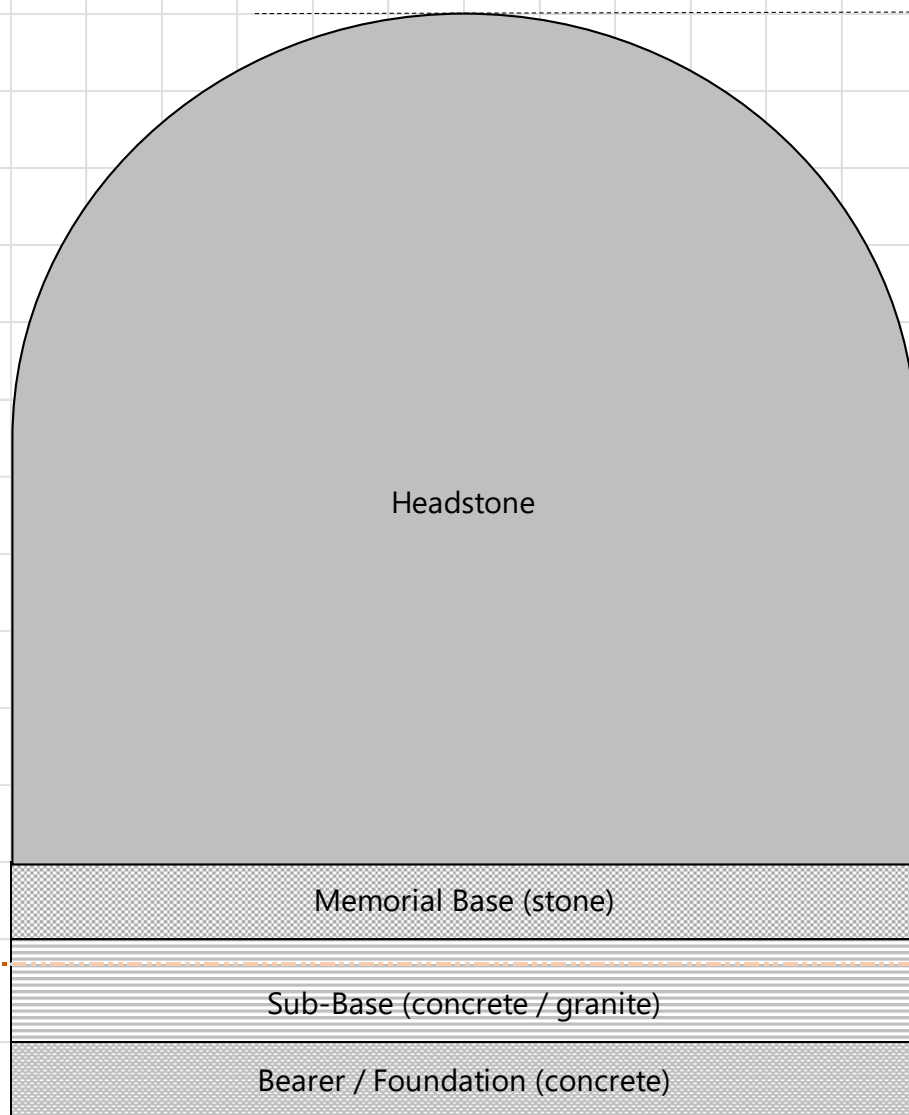
Bearer / Foundation - completely underground

Sub-Base - optional base used to act as a leveller

Memorial = Headstone + Memorial Base (max. height 36")

## MEMORIAL DIMENSIONS: GRAVES FOR ASHES

height x width x depth



Headstone

Total Memorial: 36" x 36" x 18"

Memorial Base (stone)

1" above ground

Sub-Base (concrete / granite)

Max: footprint of bearer

Bearer / Foundation (concrete)

Min: 3" x 36" x 18"

### Notes:

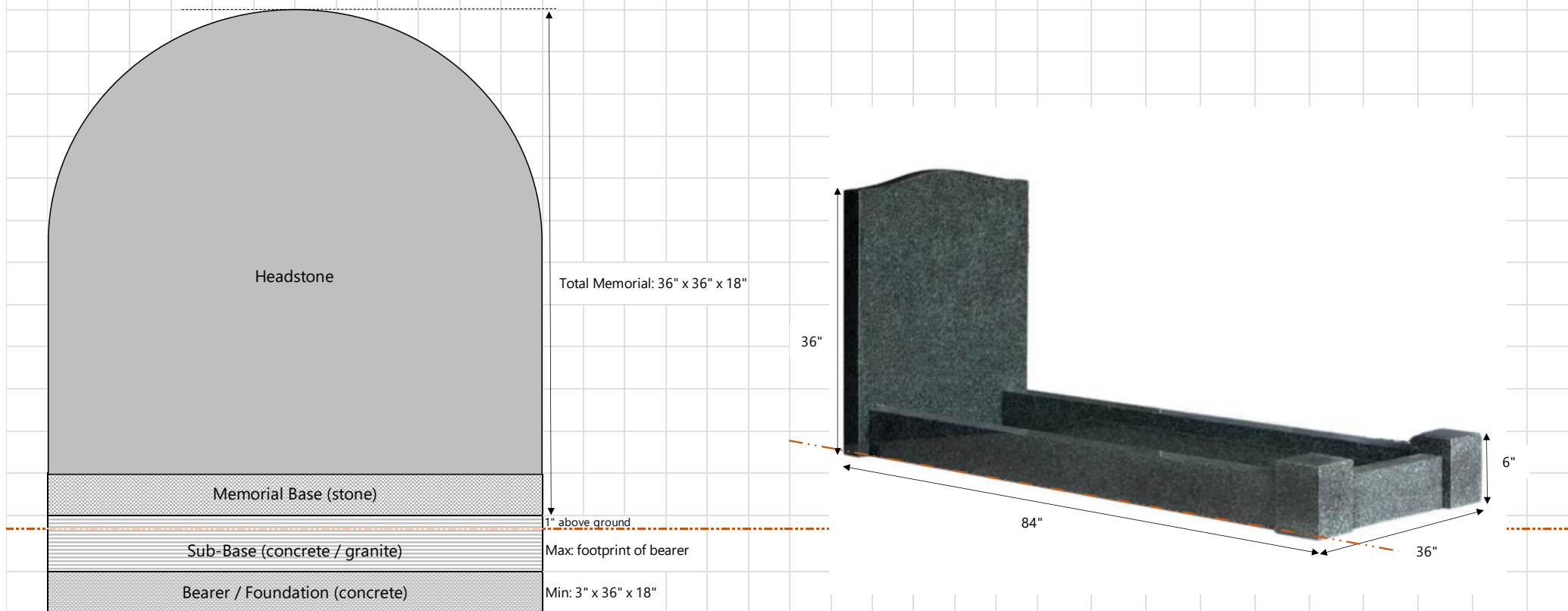
Bearer / Foundation - completely underground

Sub-Base - optional base used to act as a leveller

Memorial = Headstone + Memorial Base (max. height 36")

## MEMORIAL DIMENSIONS: TRADITIONAL PLOTS

height x width x depth



### Notes:

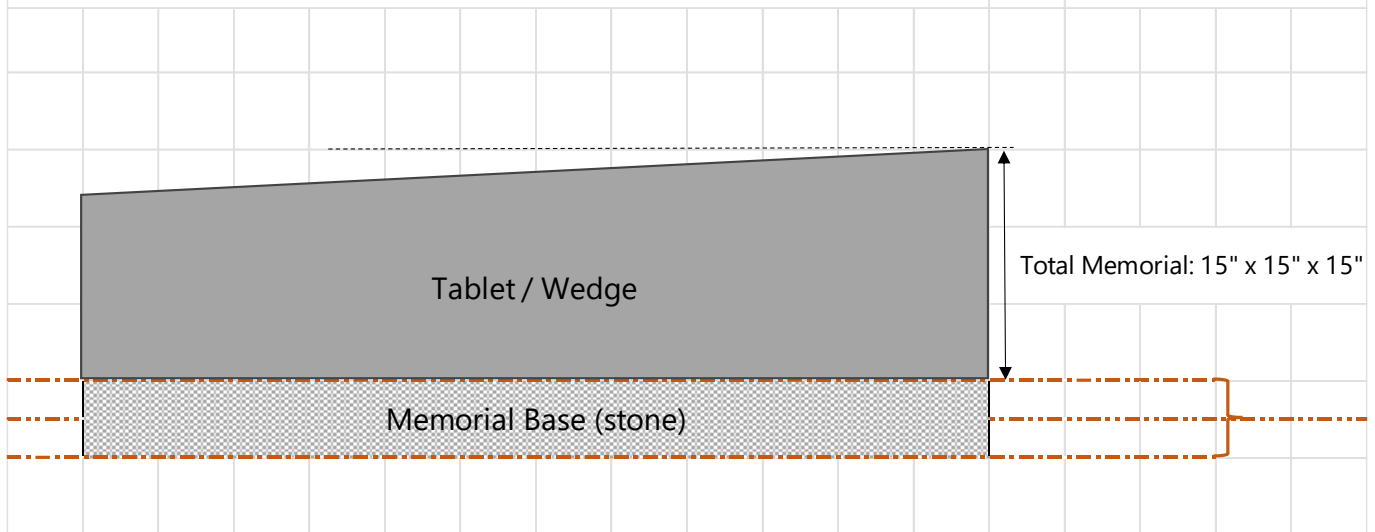
Bearer / Foundation - completely underground

Sub-Base - optional base used to act as a leveller

Memorial = Headstone + Memorial Base (max. height 36")

**MEMORIAL DIMENSIONS: CREMATED REMAINS (Sections L & M)**

height x width x depth



**MEMORIAL DIMENSIONS: CREMATED REMAINS (OTHER Sections)**

height x width x depth

