

**MIDHURST TOWN COUNCIL ACTING AS THE
BURIAL AUTHORITY FOR THE PARISH OF MIDHURST**

Extract from the RULES AND REGULATIONS 2008

4. MEMORIALS

4.1 Memorials - General

- 4.1.i All memorials of any descriptions are subject to the approval of the Council.
- 4.1.ii A drawing showing the description, form and size of every memorial proposed to be erected or constructed over or at any grave, vault or tomb, and a copy of the proposed inscription and its position on the memorial must be submitted to the Council for approval.
- 4.1.iii All memorials will bear the plot number of the grave.
- 4.1.iv **Lawn Memorials will only be permitted into the burial ground if the method of fixing is considered to be adequate and secure by the Council. Any application for such a memorial must include details of the proposed method of fixing.**
- 4.1.v All memorials admitted into the burial ground or permitted to be erected over or at any grave shall be erected and remain at the sole risk of the owner of such memorial, and the Council shall not be responsible for any damage which may occur to the same.
- 4.1.vi The Council reserve the right to make safe any memorial which, in the opinion of the proper officers of the Council, is unsafe or unfit without further reference to the owner of the Memorial in order to protect the safety of visitors to the burial ground. Inspections into the safety of all memorials shall be made by the Burial Authority at least once within each twelve month period.
- 4.1.vii The position for memorials shall be subject to the approval of the Council and the foundations of such works shall be executed to the satisfaction of the Council.
- 4.1.viii Kerb Stones will only be permitted in prescribed sections of the burial ground.
- 4.1.ix All memorials shall be completed before they are admitted into the burial ground, and no work of any kind thereon, apart from that of fixing and cleaning, will be allowed in the burial ground, except any inscription which cannot be made prior to the erection of the memorial within the burial ground.
- 4.1.x Masons or other persons employed in fixing memorials in the burial ground will be required to remove all spare soil and to clean up the ground carefully after completing their work. They will be held responsible for any damage caused by them either to the ground or memorials erected within the burial ground, and charged accordingly with the cost of such damage.
- 4.1.xii The Council reserve the right to remove any memorial not executed in a workmanlike manner, or one which disfigures the ground in any way.
- 4.1.xiii **No mason shall display any advertisement within the burial ground. This includes, but is not limited to, marking memorials with the name address or other contact details of the supplier.**
- 4.1.xiv No mason shall solicit orders, exhibit designs or distribute business cards in the burial ground.
- 4.1.xv No mason shall obtain from any employee of the Council information as to grave owners.
- 4.1.xvi No mason shall take measurements of, photograph or copy any memorial, unless the written permission of the owner is first produced to the Clerk.

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4.1.xvii In case any dispute shall arise on the fitness or suitability of any inscription proposed on a grave or vault within the consecrated portion of the burial ground, it will be referred by the Council to, and determined by, the Lord Bishop of the Diocese. In all cases, expressions fairly recording the faith of the deceased, without offence to the feelings of other persons will be admitted.

4.1.xviii All materials of every description and all private graves, must be kept in reasonable repair at the expense of the owners. Reasonable efforts will be made by the Council to communicate with the owners when repairs are needed, but if such repairs are not carried out within six months (from the date of such notification or efforts to trace) the memorial or grave may be dealt with by the Council as they may think fit.

4.1.xix It shall not be lawful for any person, without the consent of the Clerk, to remove, alter or disturb any memorial which has been erected within the burial ground.

4.1.xx The erection of any memorial constructed of any material other than stone, marble or wood will not be allowed without the special permission of the Council.

4.1.xxi ***Any unauthorised ornaments, flower holders etc. shall be removed by the Council without further reference to the owner***

4.2 Memorials - Garden Of Remembrance

4.2.i Memorial Plaques - these shall measure 350 mm (14") by 230 mm (9") by 52 mm (2") and be of high durability materials

4.2.ii Flower Containers - *where there is already an existing plaque* a flower container, if required, shall be a flush to the ground receptacle or one incorporated with the plaque as have at present been used in the Garden of Remembrance..

4.2.iii Flower Containers - *on new plots* the memorial tablet, if required, shall provide for a flush to the ground receptacle of suitable material and shall not exceed 375 mm (15") by 350 mm (14") overall.

4.2.iv Loose flower containers or other ornaments shall not be permitted within the Garden of Remembrance.

4.2.v ***Any unauthorised ornaments, flower holders etc. shall be removed by the Council without further reference to the owner***

The forgoing Rules and Regulations will come into operation on and as from
1st. April 2008

All previous Rules and Regulations are hereby superseded.