

# **Argyll & Bute Council** **Rules for Management of Burial Grounds**

(March 2023)

## Introduction

These management rules are designed to provide a framework whereby the Burial Authority (Argyll & Bute Council), Undertaker and Memorial Mason can work together in order to provide bereavement services.



3.

Certificate cannot be produced the Indemnity Form on the Notice of Interment Request must be completed and signed.

7. **Forfeiture**

- 8.6 No coffin shall be interred nearer to the ground surface than 0.76 metres (two feet six inches), measuring from the top of the coffin, unless an arrangement is made for special coverings, for which an additional charge will be made.
- 8.7 The Funeral Director / Undertaker shall be responsible for providing sufficient bearers to convey the coffin reverently from the hearse to the graveside and lower it into the grave. If persons acting on behalf of the Council are asked to assist in these activities, neither they nor the Council shall be responsible for any damage to hearse or coffin. If the Council is unable to provide assistance at any time, this should not be taken as a failing on the part of the Council to properly plan for a service.
- 8.8 Where an existing memorial has to be removed in order to excavate the lair, the Lair Holder will be required to arrange for this to be carried out by using an approved Memorial Mason. (See also clause 10)

## 9. **Register of Burials**

- 9.1 The Council will keep the register of Burials, and shall record therein the name and age of the deceased, distinguishing the lair number and section of the cemetery in which the coffin or casket is interred, and the date of burial. The Register will be open to inspection by the public during normal business hours, by appointment, and without any fee being payable for any such inspection.
- 9.2 The Council's representative will, by arrangement, carry out a search of the register on behalf of the enquirer during normal office hours for which a charge will be made. The Council reserves the right to levy an additional charge for complex or lengthy searches. The details contained within the register may at a future date be accessible by electronic means.

## 10. **Monuments (Headstones or similar)**

- 10.1 Monuments may be erected by the Lair Holder upon the completion of an application form and the payment of the appropriate fee. While the Council has a model size and style of monument as detailed on the application form, it is open to the Lair Holder to request changes to this. No memorial may be erected until the Council has issued the appropriate permit.
- 10.2 All monuments must be erected in accordance with the Code of Practice of the National Association of Memorial Masons (NAMM), as revised 1 September 2003, subsequently amended, or in accordance with such other equivalent guidance as the Director of Operational Services deems relevant at a later date. Details of the fixing method is shown on the reverse of the application form to erect a headstone, which mionaents 2ec 0 Tw -1 (h(C)1 (ou3)1 (A)1 (M)-3ai)1 (s)-1 (

headstones (if in place) or should not restrict the grassed area of lairs any farther than 300mm from the face of the headstone.

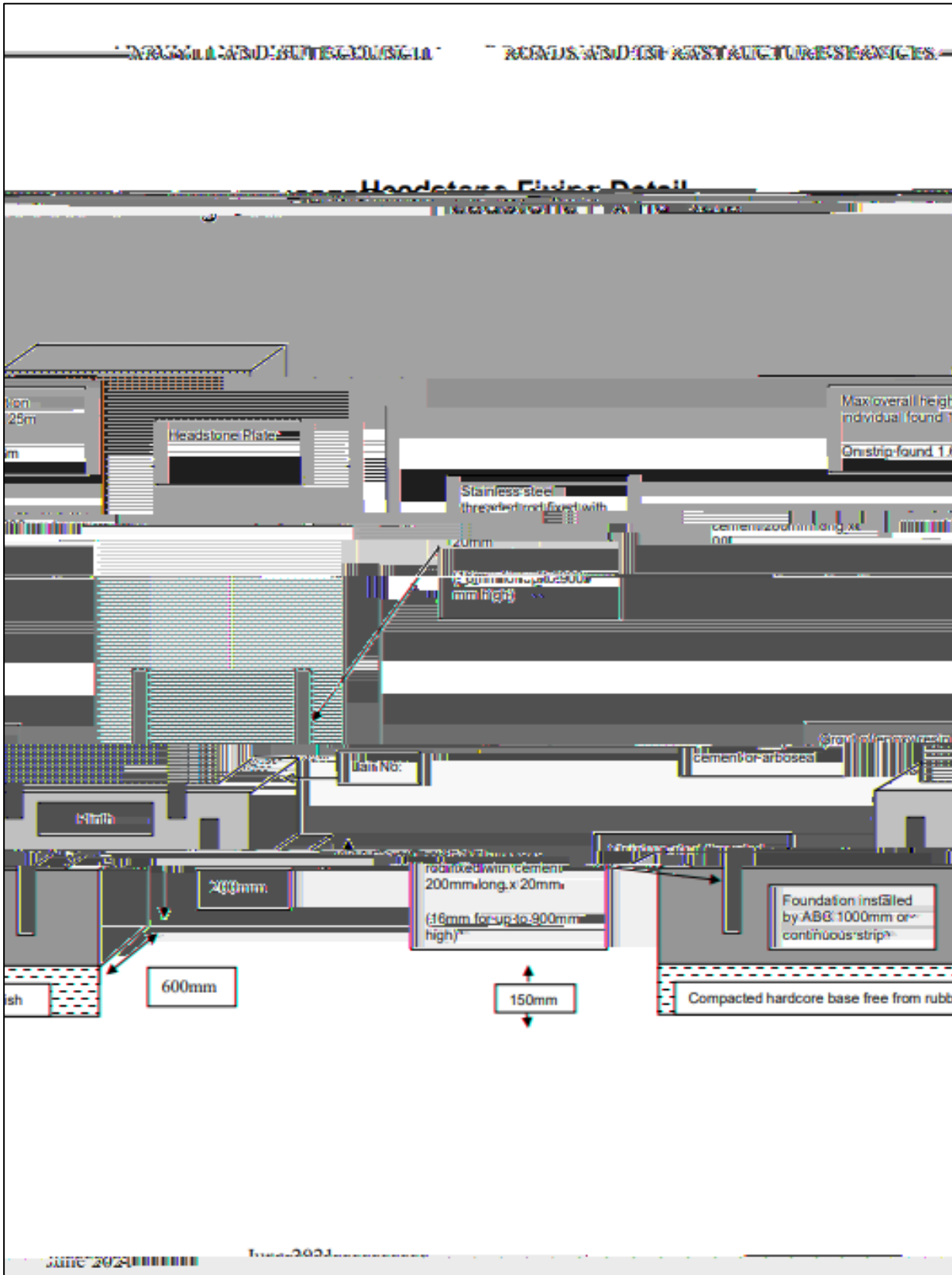
10.4 Beyond this, the laying of kerbs, artificial wreaths, pall stones, globes and the like or the planting of trees, shrubs, bushes or similar planting is generally not permitted and such items will be removed after lair holders have been advised and given 3 months to remove them. The Council reserves the right to cut back or remove any unsuitable material placed on or planted in the lair, where this is considered to disrupt the efficient maintenance of the cemetery or which may interfere with the stability of adjacent memorials, paths or walls.

10.4 **Monuments shall be kept in good repair at the expense of the Lair Holder, failing which, the Council will lay flat any unstable monument in the interests of public safety. Where the Council lays flat any memorial in the interests of public safety the Council will seek to notify the Lair Holder but the Council will not be bound to re-erect the memorial. The Lair Holder is advised to avail themselves of appropriate insurance cover in relation to their memorial.**

10.5 All surplus material remaining after the erection of a monum|CounkC /P-3-C /P-3-C-3 ( )-2 (e

13. **Services**

- 13.1 The Council respect the right of individuals and families to arrange services in accordance with the requests of the deceased or their religious or personal beliefs provided that no upset is caused to others in the vicinity.
- 13.2 Where it is known in advance that a large attendance at a funeral is expected prior arrangements should be made with the Council's representative. (for example a military funeral)
- 13.3 Flowers and wreaths may be left at the graveside at the time of burial, which after a reasonable period wi





**APPENDIX – B MEMORIAL BORDER DETAIL**

