

HOOK PARISH COUNCIL



Clerk to the Council: Anne Atkins
 Hook Community Centre
 Ravenscroft
 Hook
 Hampshire
 RG27 9NN
 Tel: 01256 768687/573
 Fax: 01256 768573
 mailto: clerk@hook.gov.uk

HOOK PARISH CEMETERY OWNED AND MANAGED BY HOOK PARISH COUNCIL

NOTICE OF INTERMENT

1. This notice is to be delivered to Hook Parish Council at least two working days before the interment.
2. Completion of this notice signifies that those responsible for the interment agree to abide by the Rules of Hook Parish Cemetery currently in operation.
3. If the representatives of the deceased persons formerly resident in the Civil Parish of Hook wish to pay the Resident interment fee a Declaration of Residential Status must be completed and submitted with this notice of interment.
4. The granting of Right of Burial includes the granting of Exclusive Rights to the grave plot. Please see our Guidance notes on Grave Ownership.
5. Deceased of any religion or belief may be interred in the cemetery.

Forenames, surname and normal place of residence of deceased	
Last occupation of deceased (if a minor, name and residence of parent or guardian).	
Age or date of birth of deceased	
Date of death	
Place in which death occurred	
Time and date on which burial is to take place	
Type of plot required (grave or ashes)	
Depth of plot required (single or double) (double plot subject to ground conditions)	
If grave, state if first or subsequent burial and number of plot	
If burial of ashes, state if first or subsequent burial and number of plot	
Name and address of funeral director	

Signed.....Date.....

(For and on behalf of the authorised representatives of the deceased)

This form to be returned to Hook Parish Council at the address above.

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DECLARATION OF RESIDENTIAL STATUS

I (full name)
of (address)
.....
.....

being the executor/administrator/next of kin* of
(name of deceased)
of (address)
.....
.....

confirm that the deceased was resident in the Civil Parish of Hook or had been resident in the Civil Parish of Hook for at least seven years consecutively

between.....and.....

and therefore qualifies for burial at the fee payable by a resident of Hook.

*delete as appropriate

Signed..... Date.....

Relationship if next of kin

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RULES OF HOOK PARISH CEMETERY

1 Scope

- 1.1 The Rules shall apply to the interment of both remains and ashes.

2 Notice of Intended Interment

- 2.1 Notice of an intended interment must be given to Hook Parish Council at least two working days prior to the interment; a variation to this rule shall only be made in exceptional circumstances.
- 2.2 The Hook Parish Council shall allocate a plot number and forward this to the applicant together with a plan of the area if required.
- 2.3 Burial must only take place in the plot indicated. This shall be the responsibility of the applicant and in the event of a divergence from the agreed plot the applicant shall remedy the mistake at no cost to Hook Parish Council.
- 2.4 Any sub-contractor employed by the Funeral Directors shall be at their sole discretion and responsibility.
- 2.5 The applicant shall be responsible for the payment of fees as may be determined by Hook Parish Council.
- 2.6 Application for the acceptance of exhumed remains or for the exhuming of buried remains should be made in writing to The Clerk, Hook Parish Council, at the above address. Permission will only be granted after advisement from the Diocese and or the Ministry of Justice. Permission for Exhumation would be at a reduced fee if the family transfer the exclusive rights over the burial site to the Parish Council.

3 Rights of Burial

- 3.1 On payment of the fee as listed in the Table of Fees issued by Hook Parish Council, the right of burial or interment of ashes in Hook Parish Cemetery shall be granted to the following:
 - Persons ordinarily resident in the Civil Parish of Hook at the time of their death
 - Persons who have at any time been resident in the Civil Parish of Hook for at least seven years consecutively, providing that their estate's executor/administrator or the next of kin signs a Declaration of Residential Status.
- 3.2 Persons not resident in the Civil Parish of Hook at the time of death and not qualifying for Right of Burial under the Declaration of Residential Status but with a demonstrable connection to Hook may under exceptional circumstances be granted Right of Burial by Hook Parish Council. Persons with no connection with the Civil Parish of Hook cannot normally be buried in the cemetery.

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- 3.3 The formal granting of Right of Burial gives Exclusive Right (see Guidance notes on Grave Ownership) to the plot allocated at that time for a period of 100 years from the date of the first burial in the plot. After this time Hook Parish Council reserves the right to re-use the plot. One further interment in the same plot may be made subject to the first grave having been dug at a sufficient depth. Further interments may be made in an ashes plot. In all cases the fee as listed in the Table of Fees issued by Hook Parish Council must be paid.
- 3.4 The allocation of all plots shall be made in strict order of the interment. No person may acquire or reserve a particular plot in advance.

4 Maintenance of Graves

- 4.1 New or reopened graves shall be levelled and turfed if required by Hook Parish Council after a minimum of six months.
- 4.2 After levelling, graves will be mowed regularly under Parish Council arrangements.
- 4.3 If a grave is not turfed, it is the responsibility of the owner of the grave to keep it tidy and trimmed. Such graves which, in the opinion of Hook Parish Council, do not meet the required standard, shall be levelled, turfed and mowed. Whenever possible prior notification shall be given, but Hook Parish Council reserves the right to act without notice.
- 4.4 The Council reserves the right to take such measures as it considers necessary to tidy graves in all areas of the Cemetery without giving notice.
- 4.5 Planting of trees or shrubs on graves is not permitted.
- 4.6 The standard size of a grave plot is 3ft by 7ft (91cm x 2.1m). No objects or plants should exceed this area and should not overhang the allocated area. The Parish Council has the right to remove any objects found outside the allocated area or to place them back within the grave space without prior notice to the grave owner.

5 Grave and Ashes Monuments

- 5.1 Only the registered owner of the plot can request a memorial be erected, re-erected or altered (including inscriptions). The Parish Council will only accept written instructions.
- 5.2 No permanent memorial shall be erected (or re-erected) on a burial plot within six months of a burial. This may be extended if ground conditions are unsuitable.
- 5.3 Hook Parish Council encourages the erection of headstones or crosses rather than kerbs, tablets, railings etc. We believe that maintaining a lawned cemetery provides a feeling of peace and harmony and invites individuals looking after graves to do likewise. Plain flat ledgers, flush with the ground, which do not encroach outside the burial area, will be allowed on graves.

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- 5.4 All memorials should be fitted to a quality specification such as the NAMM Code of Working Practice and BS8415. A choice of safely installed memorials in any material including steel or wood should be allowed, providing the installer can submit evidence that the memorial will comply with BS 8415.
- 5.5 Monuments on burial plots may not exceed 3'3" (1 metre) height x 2'6" (76cms) width and should be placed at the head of the grave, precisely aligned with other headstones in that row. All new memorials should be installed on virgin (undisturbed) ground where this is possible and should not be disturbed by future burials.
- 5.6 Monuments on ashes plots may not exceed 1'10" (56 cm) high x 1' 6" (45cm) wide x 1' (30cms) depth.
- 5.7 Full details of all headstones and plaques in the ground, any vases and any inscriptions shall be submitted in writing, to The Clerk, Hook Parish Council at Hook Community Centre, Ravenscroft, Hook, RG27 9NN for formal approval. Unless written approval has been given a memorial shall not be erected, re-erected or altered on the grave plot.
- 5.8 The responsibility for the maintenance of a memorial in a safe condition is the responsibility of the registered plot owner. Hook Parish Council cannot accept responsibility for damage or loss from whatever cause.

6 Interment of Cremated Remains (Ashes)

- 6.1 Ashes may be interred in a grave for which an exclusive right of burial has previously been granted.
- 6.2 Ashes may be interred in a small plot available for ashes. Single or further interments may be made in the plot subject to available space.
- 6.3 Scattering of ashes is not permitted in the Cemetery without the written permission of Hook Parish Council. Applications should be made in writing to the Clerk, Hook Parish Council, at the above address.

7 General

- 7.1 No interment in the Cemetery shall be allowed on Saturdays, Sundays or Public Holidays without the express agreement of the Parish Council.
- 7.2 Two weeks after an interment all floral tributes that are not on the grave or ashes plot will be removed. Any floral tributes, whether they be natural or artificial, may be removed by the Parish Council once they become unsightly. No floral tributes may be left on other grave or ashes plots.
- 7.3 Hook Parish Council reserves the right to review and amend the Rules and Table of Fees of the Cemetery at any time, or to waive specific rules in particular circumstances. Fees shall be reviewed annually on 30th November. It is the responsibility of the applicant to ensure a current fees list is used.

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DECLARATION

I, the undersigned, acknowledge receipt of the Rules of Hook Parish Council's Cemetery and undertake to comply with them. I shall make the Rules known to all concerned and accept that it is my responsibility to ensure they in turn comply with them. I understand that Hook Parish Council shall inform me, at the address below, if infringement of the Rules occurs.

Signed..... Date.....

Name

Address.....

.....
.....
.....

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UNDERTAKERS' AND MONUMENTAL MASONS' CODE OF PRACTICE

Hook Parish Council's involvement with an interment ends with the plot being marked. The condition of the plot and Burial Ground following the interment and/or the erection of a memorial, however, remains the concern of Hook Parish Council. For this reason the following Code of Practice is to be observed by all undertakers and monumental masons working in Hook Parish Cemetery.

1. Undertakers are to provide their own grave diggers; it is their responsibility to ensure that the grave diggers employed are familiar with the Cemetery and that they abide by this Code of Practice.
2. If any undertaker or monumental mason is unfamiliar with the Cemetery and requires advice regarding this Code of Practice they must consult The Clerk to the Council before undertaking any interments or memorial erections.
3. Vehicular access to the Cemetery is to be arranged with The Clerk to the Council only.
4. Vehicles taken into the Cemetery are to remain wherever practical on the path and must not be parked on the grass.
5. The undertaker is responsible for the grave until it has settled; should subsidence occur, the undertaker will be notified. If remedial work has not been completed by the undertaker within fourteen days Hook Parish Council will engage its own contractor to remedy the defect and will seek to recover the cost from the undertaker responsible.
6. The undertaker or mason is responsible for any memorial they erect for a period of twelve months. If remedial work is required the mason will be notified. If such work has not been completed by the mason within fourteen days Hook Parish Council will engage its own contractor to remedy the defect and will seek to recover the cost from the mason responsible.
7. The site is to be left clean, tidy and safe after an interment and after a memorial has been fixed, or removed for renovation purposes.

DECLARATION

I, (Name)

on behalf of (Name of Undertaker or Mason)

acknowledge receipt of the Undertakers' and Monumental Masons' Code of Practice of Hook Cemetery and undertake to comply with it. I shall make the Code of Practice known to all concerned and accept that it is my responsibility to ensure they in turn comply with it. I understand that Hook Parish Council shall inform me, at the address below, if infringement of the Rules occurs.

Signed..... Date.....

Address... ..

.....

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APPLICATION TO ERECT A MEMORIAL

This application is to be sent to Hook Parish Council prior to the erection, or replacement of a memorial or before any work is carried out. Please attach a sketch plan of the memorial and Sub-Base/Foundation with dimensions to the application.

No work is to commence until approval has been given by the Council, in writing.

1. Name of person interred:

2. Date of Burial:..... 3. Plot No:

4. Details of proposed type of memorial:.....

.....

5. Dimensions:.....

6. Type of Stone to be used:.....

7. Proposed Inscription:.....

.....

.....

8. Name of Memorial Mason:.....

Address:

9. Name of Exclusive Rights Holder:.....

Address:

As owner of the Deed of Grant of Exclusive Right of Burial in respect of the grave referred to herein, I hereby authorise the erection, re-erection or alteration of a memorial on the grave.

Signed:..... Date:.....