



## **Cemetery Regulations**

**Swale Borough Council  
2021**

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## 1. Introduction

- 1.1. These regulations have been produced to ensure the effective management of Swale Borough Council's Cemeteries. They are intended to ensure that the cemeteries are maintained to a safe and high standard for the benefit of those who visit and work within them. They ensure a balance between the highest possible standards, whilst avoiding unnecessary restrictions on individual choices.
- 1.2. The Council reserves the right to alter or add to these regulations which shall come into force during 2021.
- 1.3. To assist with Swale Borough Council's ongoing commitment to bereaved people, visitors and workforce, we respectfully request that all visitors to Swale Borough Council's cemeteries comply with these regulations.
- 1.4. These regulations update the approved regulations of 1<sup>st</sup> October 1995 and will replace all former versions of the regulations prior to the commencement of this date.
- 1.5. These regulations apply to all cemeteries and burial grounds owned, provided or maintained by Swale Borough Council.
- 1.6. These sites include:
  - **Bell Road Cemetery**, Bell Road, Sittingbourne ME10 4EP
  - **Capel Road Cemetery**, Capel Road, Sittingbourne ME10 4HB
  - **Murston Cemetery**, Side of Murston Church, Church Road, Sittingbourne ME10 3RU
  - **Halfway Cemetery**, Western Avenue, Halfway, Isle of Sheppey ME12 3BS
  - **Love Lane Cemetery**, Love Lane, Faversham ME13 8BJ
  - **Iwade Cemetery**, All Saints Close, Iwade ME9 8SH
- 1.7. All funeral bookings, general enquiries and comments regarding the cemeteries should be directed to:

Cemeteries Administration  
Swale Borough Council  
Swale House  
East Street  
Sittingbourne  
Kent  
ME10 3HT

Telephone: 01795 417312  
Email: [cemeteriesadmin@swale.gov.uk](mailto:cemeteriesadmin@swale.gov.uk)  
Web: [swale.gov.uk](http://swale.gov.uk)

1.8. Burial registers for the following cemeteries are held at the following location

- **Bell Road Cemetery** – Swale House, East Street, Sittingbourne ME10 3HT
- **Capel Road Cemetery** - Swale House, East Street, Sittingbourne ME10 3HT
- **Murston Cemetery** – Swale House, East Street, Sittingbourne ME10 3HT
- **Halfway Cemetery** – Sheppey Gateway, High Street, Sheerness ME12 1NL
- **Love Lane Cemetery** – The Alexander Centre, Preston Street, Faversham ME13 8NZ
- **Iwade Cemetery** – Swale House, East Street, Sittingbourne ME10 3HT

These are public records and are available to view by appointment only. Please telephone our Customer Service Centre on 01795 417850 to make arrangements.

## 2. Definitions

2.1. In these regulations, the following definitions apply:

**The Council** – Swale Borough Council and any successor

**LACO** – The Local Authorities Cemeteries Order 1977

**Exclusive Right of Burial** – The rights granted by the Council to the purchaser/s for a defined period of time not exceeding 100 years, which when exercised enable the grave owner/s to determine who is buried within a grave space or allow a memorial to be placed thereon. This does not constitute purchase of the land itself, rather the rights associated with the purchased grave.

**Purchased Grave** – A grave in which an Exclusive Right of Burial has been granted.

**Grave Owner** – The person/s to whom the Exclusive Right of Burial has been granted.

**Interment** – The burial of human remains including both a full body burial and cremated remains.

**Authorised Officer** – The Officer appointed by the Council for the management and undertakings within all cemetery sites.

**Resident** – Any person who lived in the Borough at their time of death, or for at least 15 consecutive years during their lifetime.

**Non-Resident** – Any person who was not living in the Borough at the time of their death, or who has not lived in the Borough for at least 15 consecutive years during their lifetime.

### 3. Administration

- 3.1. These regulations are made under and are in addition to the provisions of the Local Authorities Cemeteries Order 1977, The Local Government Act 1972 and any other appropriate legislation currently in force.
- 3.2. Where these regulations prohibit or limit actions which may be taken by members of the public, the Council reserves the right to take any action necessary to ensure compliance and to recharge the cost of that action to the person causing the contravention of the regulations.
- 3.3. The Council reserves the right to amend these regulations as required, and to deal with any circumstances or contingency not provided for in the regulations as necessary.

### 4. Admission to the Cemeteries

- 4.1. Cemetery visiting times are as follows:  
***N.B. All weekends and bank holiday hours are unaffected from the times below***

Month	Open	Close
January	08:00	16:00
February	08:00	16:00
March	08:00	17:30
April	08:00	18:00
May	08:00	19:15
June	08:00	19:15
July	08:00	19:15
August	08:00	19:15
September	08:00	17:30
October	08:00	17:30
November	08:00	16:00
December	08:00	16:00

- 4.2. The cemeteries are places of peace and quiet reflection. They are also workplaces. Visitors to the cemeteries are welcome, but please respect the special nature of the sites, the needs of other users and safety factors. No games, sports, riding of bicycles, skateboards, roller blades, scooters or similar are allowed in the cemeteries. No consumption of alcohol or non-prescription drugs may take place within the cemeteries and any person under the influence of such substances will be asked to leave.
- 4.3. Any person creating a disturbance, such as interfering with a funeral, grave, headstone, flowers, plants, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.

- 4.4. Children under the age of 14 are welcome in the cemeteries but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any trees, monuments, memorials or other structure within the cemeteries.
- 4.5. Dogs are permitted in the cemeteries but are restricted to the main pathways and must always be kept on a short lead and under control, including clearing up any fouling. The Public Spaces Protection Order 2020 applies.
- 4.6. Vehicles are permitted in the cemeteries where it is appropriate to do so but they must not exceed the speed limit of 10mph and must obey any instructions given to them by an officer of the Council or our contractors as our representatives.
- 4.7. Vehicles must only be driven on the main driveways and avoid parking where it will cause a nuisance to other visitors or damage to graves or grassed areas.
- 4.8. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the cemeteries.
- 4.9. Visitors with special access requirements should contact the Council's authorised officer who would be pleased to assist.

## **5. General Regulations**

- 5.1. No employee of the Council or Contractor is permitted to take any gratuity, or to undertake paid private work of any kind in connection with the cemeteries, either in their own time or during their employed hours.
- 5.2. No person shall canvass or solicit for business in the cemeteries.
- 5.3. The approval of the Council must be obtained before photographing or filming (including drones) in cemeteries. Any photography or filming that is approved must not allow the identification of individuals buried within the cemetery.

## **6. Fees and Charges**

- 6.1. The Council will publish a scale of fees and charges annually. Residents of Swale will qualify for reduced fees compared to non-residents.
- 6.2. All fees for interments, memorials, grave transfers or other works must be paid in full to the Council in advance.

## **7. Graves**

- 7.1. Graves for the burial of full coffin interments or the burial of cremated remains are available in Swale Cemeteries. Bell Road, Capel Road, Halfway and Murston

Cemeteries only has the option of re-opening existing family graves for full burial or cremated remains.

- 7.2. All burials shall take place in a purchased grave with a current legal owner.
- 7.3. Where the Council's records indicate that a grave was not purchased in the past, then no burial or memorial works will be permitted without this first being resolved and any resolution must be justified/evidenced. If the grave is a communal grave, then this is unlikely to be possible due to other parties being involved.
- 7.4. The types of full graves available are lawn graves and kerb graves. Cremated remains graves have the option of flat or upright memorials. However, all types may not be available at each site so please enquire first. Further information on memorial regulations can be found in the memorial sections.
- 7.5. All graves will be excavated and prepared by the Council's approved contractors only. No other person or company will be allowed to undertake excavations within the cemeteries except with the express permission of the authorised officer. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities Cemeteries Order 1977.
- 7.6. The maximum number of full coffin burials within a grave space shall be 2 for Sheppey and Iwade cemeteries and 3 for Sittingbourne and Faversham cemeteries. This is subject to the size of the coffin/casket selected.
- 7.7. Graves that have been historically sold to accommodate up to 4 full burials will be honoured where possible.
- 7.8. For full burials in a coffin, the first burial shall be at the maximum depth available, unless otherwise agreed with the Council's authorised officer.
- 7.9. For burials of cremated remains in a full grave space, the grave owner will have a choice whether they are buried at the maximum depth available (incurring an additional fee), if future full coffin burials are required or at a depth of 914mm (36") if only being used for cremated remains. Where the grave is re-opened for cremated remains, following completion of full burials, then less than 914mm (36") may be achieved.
- 7.10. Where the family choose a larger sized coffin or casket, this may have an adverse impact on the number of burials that are achievable within a grave space due to being of a larger construction.
- 7.11. Where a coffin exceeds 762mm (30") in width, an additional fee will be chargeable to enable the grave to be prepared if possible. This may be difficult for a re-open or include the purchase of an adjacent grave if required and available.

- 7.12. In the 12 months following any burial, the contractors will monitor each grave to assess when soil is required to reinstate a grave and make the area level. This is subject to the grave being clear of items and it may also be necessary to mound the soil whilst it settles.
- 7.13. Following grave settlement, the surface of each grave shall be level with the surrounding ground and left suitable for turfing, if this applies to the grave type.
- 7.14. Artificial turf is not permitted for use in any of our cemeteries.
- 7.15. No unauthorised memorial shall be permitted on any grave space. This includes (but is not limited to) vases, jars, bottles or glass containers, plastic, timber or other types of fencing or artefacts of any type. The Council reserves the rights to remove any unauthorised or unsafe items.
- 7.16. The Council are looking to reduce the use of plastic or artificial items as these impact on the wildlife and environment. This includes (but is not limited to) the use of artificial flowers and we reserve the right to remove any items that are considered to be of risk or deemed excessive, inappropriate or of poor condition.

## **8. Exclusive Right of Burial**

- 8.1. The Exclusive Right of Burial to a grave may be issued to either a single person or to a maximum of two people. In the case of joint ownership, each person will have an equal right to the grave and are responsible for authorising any re-opening of the grave or memorial works equally.
- 8.2. The Council no longer offers the option of pre-purchased graves.
- 8.3. Where graves have previously been purchased, the remaining period that the Exclusive Right of Burial runs for will be upheld.
- 8.4. In any instances where unforeseen circumstances prevent a pre-purchased grave from being able to be used, every effort will be made to provide an alternative grave space with no additional cost to the grave owner/s.
- 8.5. The Exclusive Right of Burial will not be issued in the name of any third party such as a memorial mason or funeral director, except in exceptional circumstances granted by the Council's authorised officer. The grave deed on every occasion will be sent directly to the grave owner unless they have given specific instructions otherwise.
- 8.6. The Exclusive Right of Burial to any grave also permits for a memorial to be fitted on the grave subject to the grave owner's permission, payment of any relevant memorial application fee and subject to the Council's regulations on memorials.
- 8.7. The Exclusive Right of Burial can only be transferred via the relevant legal process laid out in the Local Authorities Cemeteries Order 1977.



## 9. Coffins and Containers

- 9.1. Coffins, caskets and urns for burial must be made from suitable biodegradable materials such as wood, wicker, cane, bamboo, wool and cardboard. Non-biodegradable materials such as metal, fibreglass and plastic will not be permitted.
- 9.2. The coffin or container must bear suitable details to allow the identification of the deceased and this must be fixed so as to be visible to the authorised officer or their representative prior to the burial.
- 9.3. Details of any special type of coffin or container must be advised to and approved by the authorised officer at the time of the initial telephone booking and confirmed on the interment notice.
- 9.4. A coffin must not be opened in the cemetery without the permission of the authorised officer. Cremated remains containers may be opened for the purpose of scattering ashes.

## 10. Booking of Burials

- 10.1. A provisional booking for a burial must be made by telephone to the authorised officer at Swale Borough Council offices on 01795 417312.
- 10.2. The provisional booking must be followed up by the submission of a completed Notice of Interment, registration form and any other required burial paperwork to the authorised officer a minimum of **3 working days** in advance of the intended date and time of the funeral. Receipt of the accurately completed burial paperwork will act as confirmation of the provisional booking. It may be necessary to request details of the coffin size or other information in advance to assist with the arrangements and preparation.
- 10.3. If there is any issue obstructing the receipt of burial forms by the Authority outside of the specified timeframe, then this should be brought to the authorised officer's attention immediately.
- 10.4. As much information relating to the funeral as possible must be given to the authorised officer in advance of the burial time, particularly if such information will assist with the smooth running of the service, such as but not limited to, horse drawn hearses, large congregations, large coffins, releasing of doves, singers or additional speakers.
- 10.5. In order to reopen a grave for a further interment, the written permission of the registered owner/s must be given through their signature on the Notice of Interment prior to the burial service.

- 10.6. If a grave owner is deceased and not the person who is to be buried, then a legal transfer of ownership must occur before a burial can take place. If the person being buried is the grave owner, the burial can be permitted (space permitting) but it would be advised to arrange for the transfer of ownership of the grave space at the earliest convenience. Advice can be given regarding this process by contacting Swale Borough Council offices on 01795 417312.
- 10.7. It is the responsibility of the person making the funeral arrangements to ensure that any memorial on a grave to be opened is removed asap and at least **3 working days** in advance of the intended date and time of the burial. The memorial (including any landings or foundations) must be removed from the cemetery and stored at the memorial mason's premises until such time as they can be replaced following the burial service and appropriate settlement of the soil.
- 10.8. The authorised officer will determine the appropriate fees to be paid for the funeral which must be paid fully in advance.

## 11. Burials

- 11.1. At all times of the year, funerals will normally be permitted during the following times:

Monday	10:00 – 14:00
Tuesday	10:00 – 14:00
Wednesday	10:00 – 14:00
Thursday	10:00 – 14:00
Friday	10:00 – 13:00

Note: If using the chapel then bookings will take place 30 mins prior to the finish times, except for Friday which will be 60 mins.

The authorised officer retains the right to vary these times in exceptional circumstances and to charge additional fees if necessary.

- 11.2. All funerals will be subject to control of the authorised officer but will be represented by our contractors, who will meet the cortege at the cemetery gates or the previously agreed meeting place and direct the route to the chapel and/or graveside, as appropriate.
- 11.3. The time appointed for a burial must be punctually observed. The authorised officer reserves the right to delay a late arriving funeral in the event that it impacts on another service. Should unavoidable costs be incurred due to a late arriving or late running funeral, the Council will seek to recover these costs from the funeral director arranging the funeral service.

- 11.4. It is the responsibility of the person making the funeral arrangements to organise a minister, celebrant or other officiant for the funeral service if one is required.
- 11.5. Any floral tributes from the funeral service will be placed on top of the grave following the backfill and will remain in situ for a minimum of 14 days before being cleared by Council staff.

## **12. Memorials – General Regulations**

- 12.1. All memorial masons applying to work in Swale Borough Council cemeteries must be suitably qualified to NAMM or BRAMM standards and must hold sufficient and suitable public liability insurance.
- 12.2. All memorial masons must agree to abide by the Council's regulations and work to current industry standards such as the NAMM Code of Working Practice/ BRAMM Blue Book. All memorials and fixing methods must comply with the current version of the British Standard, BS8415.
- 12.3. Memorials must be constructed of materials suitable to the environment and of natural stone and fit for the intended period of the grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 12.4. Before any memorial can be erected or works undertaken to an existing memorial, an application must be submitted to the authorised officer on the appropriate form supplied by the Council. The application should include accurate dimensions, a drawing of the memorial, the exact wording for any inscription and details of the foundation and fixings to be used.
- 12.5. The memorial mason is responsible for checking that the size of the memorial will fit on site without causing any problems or inconvenience to other visitors or grave owners prior to submitting the memorial application.
- 12.6. The owner of the Exclusive Right of Burial must sign the memorial application form giving their permission for any proposed works. If the owner is deceased, a lawful transfer of ownership must be completed before any memorial permit can be authorised, subject to the provisions of the Local Authorities Cemeteries Order 1977.
- 12.7. Once an accurately completed memorial permit application has been received, the Council will then process this and issue the fixing mason with the appropriate paperwork to proceed with the works. The memorial mason will be responsible for ensuring that the ground conditions are suitable for installation, there is room for the memorial and foundation and that sufficient time has been left following the interment.
- 12.8. No memorials are allowed on graves other than those for which an application has been approved for a suitably qualified and insured memorial mason.

- 12.9. The right to place and maintain a memorial will only be granted for the same period of time that the Exclusive Right of Burial on any grave space has left to run.
- 12.10. The Council may take specialist advice when considering the suitability of any memorial to be placed in the cemeteries. The cost of this advice must be paid for by the person applying for permission to place the memorial in the cemetery.
- 12.11. The Council reserves the right to reject any application that is deemed inappropriate. Should the Council give approval, the memorial must not be taken into the cemetery until the memorial mason (or funeral director on behalf of the applicant) have received the authority to install.
- 12.12. Memorials shall be placed on the grave space so that the centre of the memorial shall be in line with the centre head position of the graves unless permission has been otherwise granted by the authorised officer.
- 12.13. The memorial mason must inscribe their company name, grave and section reference either on the reverse of the memorial or either side of the base plate in lettering not exceeding 25mm (1") in height. No trademark, phone number or other advertising is permitted.
- 12.14. Memorial masons will only be allowed to work within the cemeteries between office opening hours. No work is permitted outside of these hours without the express permission of the authorising officer.
- 12.15. All memorials or other materials for any memorial or grave may be brought into the cemeteries by a light motor vehicle with a maximum laden weight of 3.5 tonnes along the main roads in the cemetery in such a manner as the authorised officer may direct.
- 12.16. Any such vehicle must be removed from the cemetery immediately on request from the authorised officer or their representatives. Any damages arising which may be caused to the grounds, walls, trees, buildings or memorials or any other part of the cemetery shall be repaired at the expense of the business or person responsible for carrying such materials.
- 12.17. Memorial masons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not permitted for memorials to be stored in the cemetery prior to re-fixing following a burial. All such memorials must be removed from the site by the memorial mason appointed to remove the memorial, prior to the grave being excavated and stored at their premises.

### **13. Temporary Memorials**

- 13.1. A temporary wooden marker may be placed on the grave as soon as practicable after a burial bearing the name of the person interred and may also show additional information such as their age, date of death or grave reference.
- 13.2. The temporary marker is for the purpose of identifying the grave until the placing of a headstone or other permanent vase or memorial.
- 13.3. Temporary markers will be permitted for a period of 18 months following a burial service and removed either after this period or at such a time that the temporary marker falls into disrepair.

### **14. Memorials – Lawn Graves (Note - Iwade Cemetery has specific technical guidance)**

- 14.1. In lawn section memorials shall not exceed 1000mm (39") in height measured from ground level, 1000mm (39") in width and it is recommended to be at least 76mm (3") in thickness. Vases shall not exceed 200mm (8") in height.
- 14.2. Memorials must be fixed in accordance with British Standard BS8415 and the relevant industry codes of practice.
- 14.3. Lawn memorials must be set in straight lines and may feature up to two flower vases incorporated into the base. No other vases, railings or artefacts that will impede grass cutting are permitted on the grave. The planting of fresh flowers may take place at the head of the grave in an area of up to 3 square foot immediately in front of the lawn memorial.
- 14.4. The Council reserves the right to remove any items from the grave that do not comply with regulations and that present a health and safety risk or interfere with proper maintenance of the cemetery. Such items include, but are not limited to: Balloons, alcohol, trees, solar lights and ornamental edging.
- 14.5. Such items will be stored by the Council for 90 days and may be collected during this time by prior notification to the authorised officer. Should any items not be collected within this time, they will be disposed of at the Council's discretion. Items that are broken or dangerous will be disposed of immediately.

### **15. Memorials – Full Memorial Graves**

- 15.1. On plots where kerb memorials are permitted, lengths shall not exceed 2135mm (84") and widths shall not exceed 915mm (36") excluding the foundation stone/landing which should be appropriate for the size of the installed memorial. Kerbstones are restricted to these areas and cannot be added or placed on lawn graves. Any height above 1000mm (39") will need to be considered by the Council's authorised officer, must be appropriate to the surrounding area and structurally sound.

- 15.2. Memorials must be fixed in accordance with British Standard BS8415 and the relevant industry codes of practice.

## **16. Memorials – Cremated Remains Graves**

- 16.1. There are currently two types of cremated remains memorials. Some sections of the cemeteries have separate plots for these, therefore the memorial should be designed for the appropriate area.
- 16.2. Flat ashes memorials shall not exceed a width and length of 760mm (30"). The tablet should not exceed 150mm (6") in height from the ground.
- 16.3. Upright ashes memorials shall not exceed a height of 1000mm (39") and width of 760mm (30"). A small cremation kerb is allowed, but the overall feature should not exceed 760mm (30") in depth.
- 16.4. Memorials should be set in straight lines and must be fixed in accordance with British Standard BS8415 and the relevant industry codes of practice.

## **17. Care of Graves and Memorials**

- 17.1. All memorials are the sole responsibility of the grave owner during the period of the Exclusive Right of Burial of the grave, and the Council shall not be held responsible for any damage to or caused by the memorial. Due to ever increasing costs of Memorial purchase and maintenance, it is recommended that owners make arrangements to insure their memorial.
- 17.2. The Council reserves the right to repair or make safe any memorial that becomes unsafe or falls into disrepair and to recover any expenses from the registered owner.
- 17.3. The Council will undertake routine safety checks of all memorials and will notify the grave owner at the last registered address, where it is possible to do so, to make them aware of the concerns. The grave owner will be given a period of 6 months from the date of the letter to affect the necessary repairs.
- 17.4. The Council reserves the right to temporarily make safe any memorial that poses a threat to health and safety until such works in 17.3. are completed.
- 17.5. If required repairs are not made by the grave owner, the Council reserves the right to either repair or remove the memorial at the grave owner's expense.
- 17.6. Grave spaces are required to be kept in an orderly condition and all litter must be removed from the cemetery.

- 17.7. All flower holders or other items left on graves are at the owner's risk. The Council cannot be held responsible for any damage howsoever caused. The Council reserves the right to remove any articles from any grave that are likely to cause risk, damage or offence to other visitors of the cemetery, or that interfere with the Council's management of the site.
- 17.8. No tree shall be planted on any grave space. Only suitable planting such as annual bedding or small shrubs will be permitted in the head border of a lawned grave. The Council may remove plants or trees that it considers unsuitable or that infringe on other grave spaces or interfere with the Council's overall maintenance of the cemetery.
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## 1. Introduction

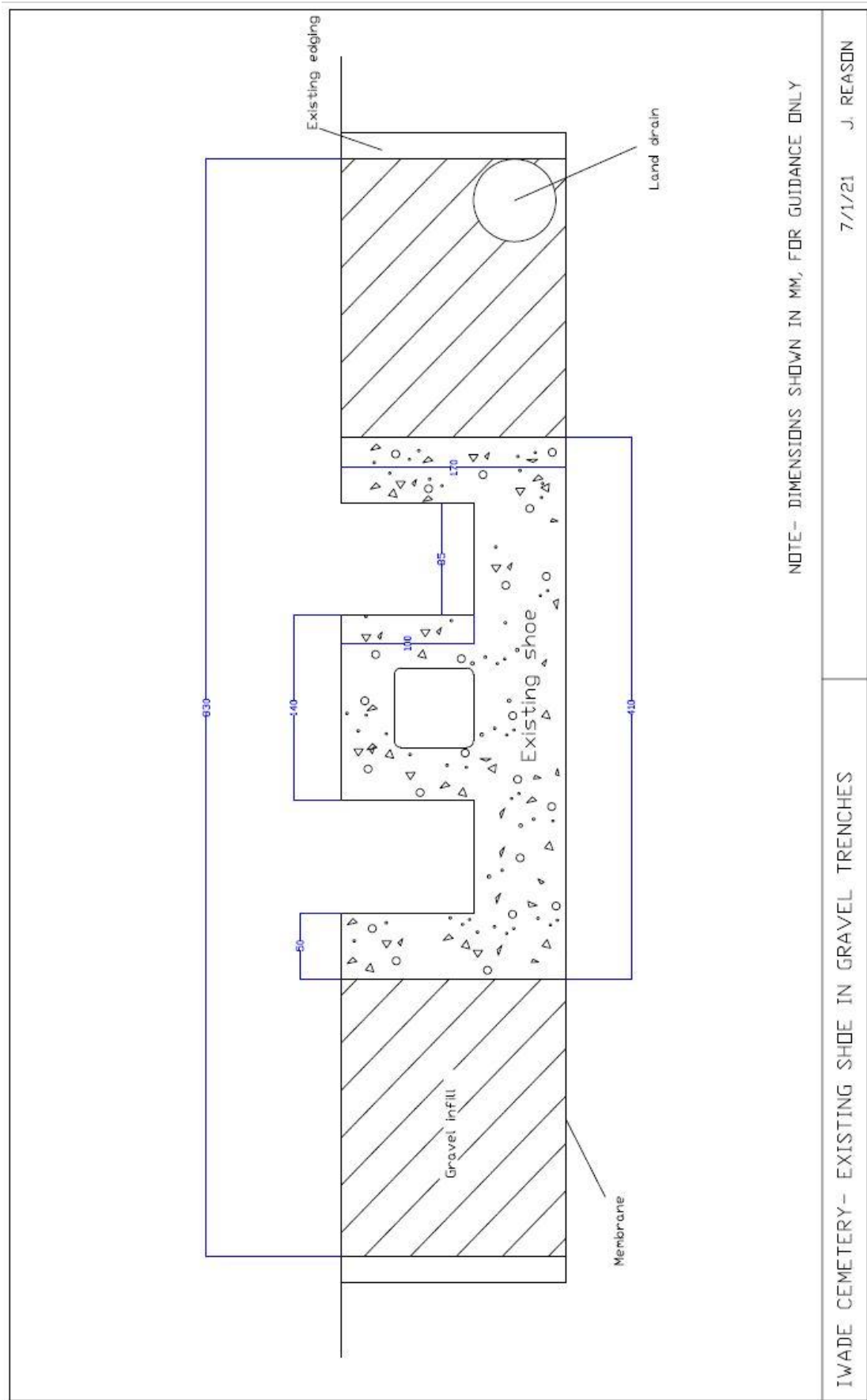
- 1.1 These notes are supplementary to the Swale Regulations 2021.
- 1.2 These notes set out additional guidance in relation to the setting out and methods to be adopted specifically for graves within Iwade Cemetery situated at All Saints Close, Iwade ME9 8SH
- 1.3 Attention is drawn to the drawing titled 'Iwade Cemetery Grave Layout,' Appendix A.1 attached, which shows the layout of the grave plots and gravel trenches that have been provided for the purposes of installing headstones. Some of these trenches have pre-installed bases for accommodating headstones and others contain only gravel, a land drain and membrane.
- 1.4 The drawing titled 'Iwade Cemetery – Existing Shoe in Gravel Trenches,' Appendix A.2 attached, shows the arrangement of the trench with installed Shefford shoe foundations and the drawing titled 'Iwade Cemetery – War Memorial Shoe Installation Details' Appendix A.3 attached, shows the detail for the gravel-only filled trenches, using the War Memorial type of shoe. It should be noted that some additional excavation is required to accommodate the War Memorial shoe; the gravel trenches were designed for the installed shoes and these are no longer available. These additional excavations are set out in the latter drawing and will require an approximately 914mm wide x 102mm long x 127mm deep (36" x 4" x 5") adjustment to the trench; dug by hand with particular attention to be paid to the existing land drain – this is to be retained and relocated accordingly within the trench. The excavation shall be carried out on the 'downhill' side of the trench, facing in a South Easterly direction. All dimensions to be checked on site.
- 1.5 Headstones for both types of foundation shall be 76mm (3") in depth in order that they fit into the Shefford shoe/War Memorial shoe and shall be set into an approved mortar; Ordinary Portland Cement (see also 1.8).
- 1.6 Please note that surface-placed memorial planters will be permitted, of the type roughly shown in drawing titled 'Memorial Planter, Appendix A.4 attached, and free-standing units, but these must be contained within the gravel bed in front of the headstone and shall not overlap onto the timber edging and grass, or exceed the width of the headstone. The dimensions for any such planter(s) shall be ascertained prior to installation to ensure compliance with this condition and shall not exceed 2 Nr units in any case. Notification and details of the arrangement of the planter is to be submitted to Swale Borough Council also prior to installation.
- 1.7 It should be noted that when selecting any reinforced pre-cast concrete foundations, the mason must firstly consult the foundation manufacturer to confirm that their foundations fully comply with the current BS8415:2018 Recommendations for the Reinforcement of Pre-cast Foundations. Also note that no actual size of pre-cast concrete lawn memorial foundation is stipulated in BS8415 but, for standard lawn

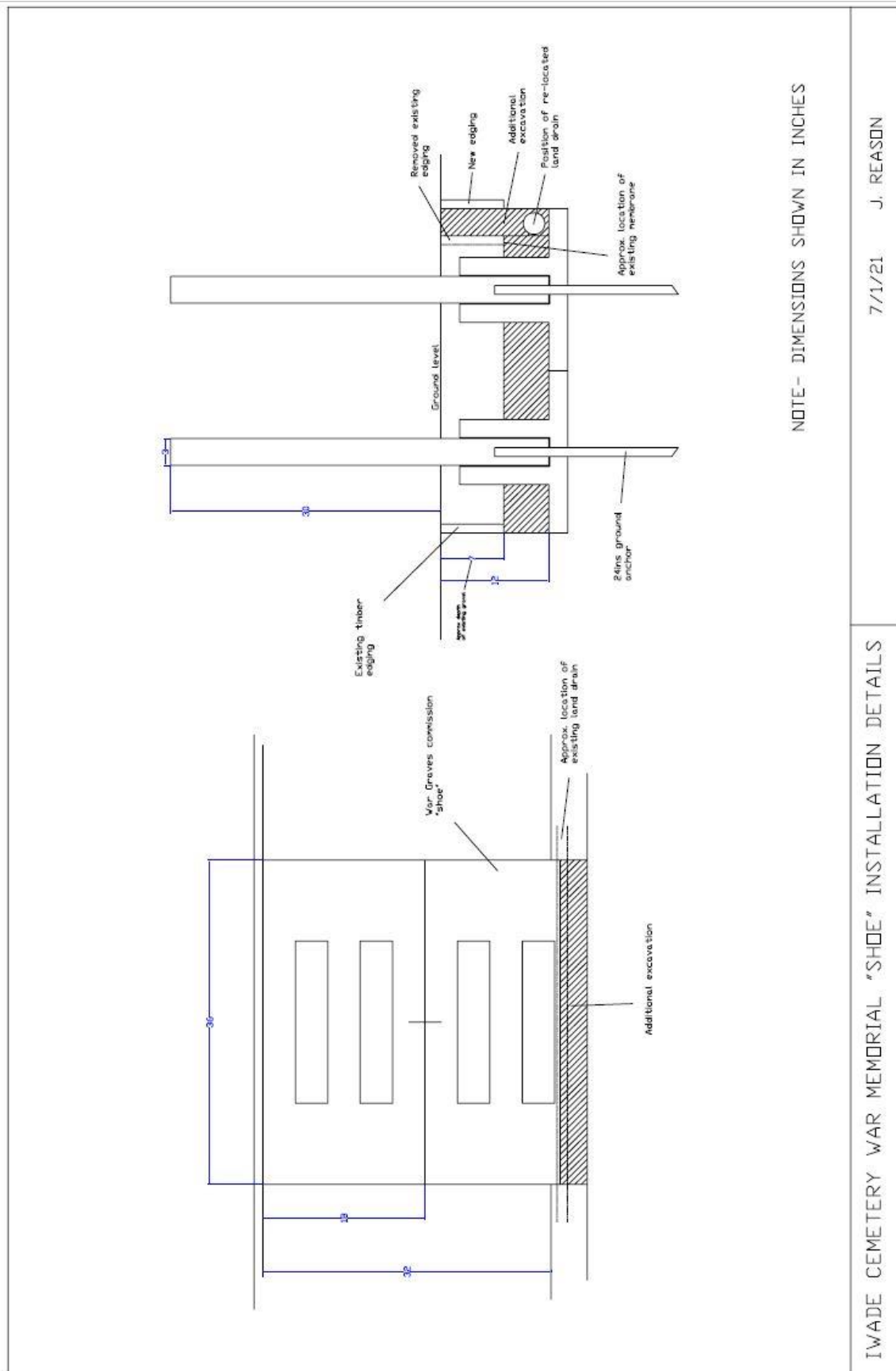


memorials, BRAMM Blue Book (Reference guide for Memorial Masons and Burial Authorities) strongly recommends that a minimum size should be 914mm x 381mm x 76mm (36" x 15" x 3") for suitably reinforced concrete. In line with this, memorials should have dimensions of 1219mm x 610mm x 76mm (48" x 24" x 3") as a maximum, and 914mm x 559mm x 76mm (36" x 22" x 3") as a minimum size requirement, given that 152mm – 229mm (6"- 9") of this will be below ground level leaving a maximum of 1000mm (3' 3") visible. The minimum size above will allow two inscriptions of reasonable length plus some additional space for any embellishment/artwork/ carving/photoplaques etc, should this be required. Maximum size has been calculated for three or so inscriptions.

- 1.8 These explicit guidelines have been issued to avoid the use of memorial stones that do not comply with BS8415 and the repercussions of over- or undersized stones that will not be suitable for the foundations required/already installed. Any alterations or adaptations to new or existing foundation shoes is not permitted. Only the foundation arrangements on the attached drawings shall be used at Iwade, with the specified memorial stones as set out in 1.6. No other arrangements or deviations from sizes or methods is permitted and any installation will require approval by Swale Borough Council with details to be provided as necessary.
- 1.9 It is necessary that 'moderate' pointing only be employed (preventing memorial 'rocking') to allow ease of lifting the stone(s) when/as necessary. It is considered that any further action other than this will lead to broken foundations and subsequent potential long-term instability. Only Ordinary Portland Cement pointing shall be used; chemical fixing will not be permitted.
- 1.10 The installed shoes comply with BS8415 and have been load-tested for validation. Swale Borough Council is responsible for the structural integrity of the installed shoe foundations and any failure thereof including any future movement of the shoe when compliant memorial stones have been fitted. This responsibility will not be valid however if there is any damage caused to existing shoes or the guidance within these notes has not been followed. In the event of any damage caused, the mason will be responsible for rectifying this or replacement at his own cost. The mason will be responsible for newly installed War Memorial foundations and shall provide guarantees/warranties accordingly for structural integrity/non-movement and memorial stone stability.



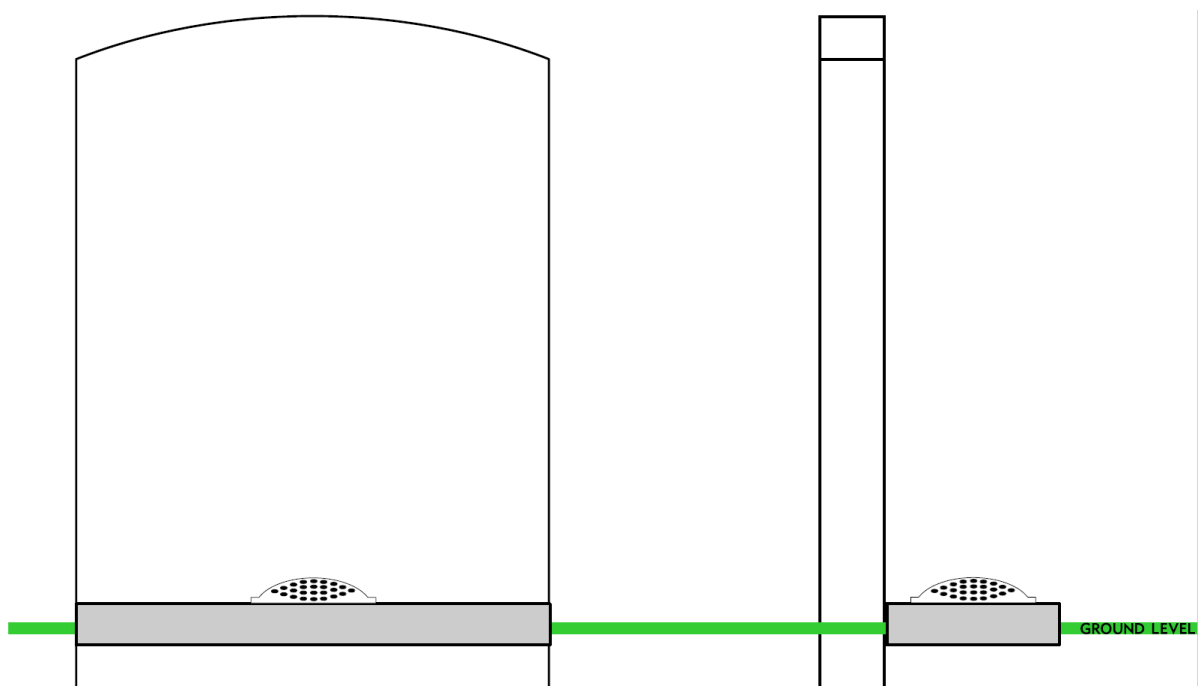




IWADE CEMETERY WAR MEMORIAL "SHOE" INSTALLATION DETAILS

7/1/21

J. REASON



**1. Car Park**

The car park area is shared with Iwade @ The Barn Trust. Please park responsibly and do not block access to the facilities or any gates. Vehicles should not be left in the car park overnight. The Trust reserves the rights to lock the gate if they encounter problems with the site.

**2. Toilet facilities**

There is a toilet within the barn, which is available for our staff/contractors use only.

**3. Burial Ground access**

Only contractors or hearses are permitted to drive through the inner gate which leads to the grave plots. There is limited space at the hammer head for turning and it is designed for a vehicle to pull into one side and then back into the other.

**4. Burials**

The cemetery includes full burial plots, child plots plus a small section for Muslim burials and cremated remains. There is no funeral bier on site so please be aware of this for carrying the coffin to graveside.

**5. Floral tributes**

Funeral tributes can be placed across the length of the grave after the burial but faded and dying flowers will be removed by the Contractors when it is appropriate to do so. For families maintaining the grave space, only the shingle area can be used and this must not encroach on adjoining graves.

**6. Memorial works**

Iwade Cemetery allows headstones only – there are no kerb sections and monolith memorials are fixed using either one of the provided ‘in situ’ Shefford Shoe or a Commonwealth War Grave shoe type fixing. Please refer to the separate technical guidance on installation and use of the foundations needed for the memorials.

The shingle section sits outside of the burial space so allows for the placement of the memorial quicker than is permitted on other sites within the borough. An application will need to be made in the usual way but the memorial can be installed once approved and when the Mason is able to supply it.

There is the option of a vase plinth being added to the memorial but nothing should be placed in the buried section which will be maintained as lawn only for ease of maintenance and for a more uniform visual appearance at this site. Any unauthorised items will be removed.

Memorials will be installed back to back, apart from a few areas at the end of rows where this is not possible and also the Muslim section where the layout has single rows.

The cremated remains section will allow upright memorials only and must comply with our regulations for this style of memorial.

It is not permitted to install any surround or structure at this site and there should be no planting. Section 14.4 of the regulations apply for all cemeteries but in addition there should be no personal artifacts so these are left at the owners risk and any unauthorised items will be removed.

## **7. Facilities**

There is a litter bin for visitors to use.

There is a standpipe available for access to water for fresh flowers.

There is a plan of the site available for viewing on the noticeboard.