

KYNASTON ROAD CEMETERY

REGULATIONS & MANAGEMENT RULES



April 2019
Amended November 2020

1. GENERAL

1. These regulations and management rules shall apply to Kynaston Road Cemetery, Kynaston Road, Didcot, Oxfordshire.
2. In these regulations:
 - a. Any reference to 'the Principal Officer' will mean the person appointed by the Council in the position of Proper Officer or any person authorised by him/her or by the Council to exercise any of the powers or duties conferred on him/her by these regulations.
 - b. 'The Council' will mean Didcot Town Council.
 - c. The Principal Officer is the manager of this facility and can be contacted at the Town Council Offices, Civic Hall, Britwell Road, Didcot, OX11 7HN. The office is open to the public Monday to Thursday between the hours of 9.00am and 4:45pm, and 9:00am and 3:45pm on Fridays. No business shall be conducted outside these hours or on Saturdays, Sundays or public and local holidays.
3. All applications for the purchase of a plot and/or interment must be submitted on forms provided by the Council (see **Appendix 1 & Appendix 2**).
4. It is of the utmost importance that the funeral party arrives at the cemetery at the arranged time.
5. All vehicles must be parked in the parking spaces provided. Parking on the grass/obstructing access is strictly prohibited.
6. No overnight parking is allowed. The Town Council reserves the right, after warning, to remove any cars suspected of being parked for non-Cemetery related purposes.
7. Children visiting the cemetery must be supervised at all times by a responsible adult.
8. Visitors to the cemetery must conduct themselves in an appropriate manner. No person shall climb upon or over any memorial, boundary fence or gate.
9. No cycling is permitted within the cemetery.
10. No ball games are permitted within the cemetery.
11. Dogs are not permitted in the cemetery.
12. Floral tributes may be placed on all graves. The Council reserves the right to remove floral tributes that are decaying.
13. The Council reserves the right to remove any unauthorised items/ ornaments/ memorials/ planters etc. from any area within the cemetery.

14. The Council will not be responsible for any damage to monuments, gravestones, plaques, flower vases, tributes etc caused by storms, wind, lightening, subsidence, vandalism or any other cause.
15. Stone chippings/decorative dressings are permitted on grave gardens but must be retained by granite kerbing only, which must be installed at ground level to allow for mowing. Families choosing this option must keep the area free of weeds and the grass surrounding the garden must be edged. The Council reserves the right to remove any edgings and turf over any garden which is not maintained to an acceptable standard.
16. After interment, no body shall be removed or exhumed without the correct Licence from the Home Office.
17. The Council reserves the right from, time to time, to revise these Regulations & Management Rules.

2. BURIAL PLOTS

1. All grave spaces are allocated in sequence with no opportunity for selection – except for exceptional circumstances to be agreed by members of the Environment & Climate Committee.
2. The purchase of an exclusive right of burial is limited to a fixed period of 65 years.
3. No owner of an exclusive right of burial shall have the power to transfer that right without the consent in writing of the Council.
4. Burial plots will accommodate a maximum of two coffins. Cremated remains may be included within a burial plot, but the presence of cremated remains will preclude any further coffin burials.
5. The excavation of the grave shall only be carried out by approved contractors working in accordance with Health & Safety Executive excavation policy and the Town Council's Agreement with grave diggers.
6. The Council requires that all interments of an uncremated body must be in a coffin. The maximum coffin dimensions are 7ft by 30in wide by 18in high.
7. The Council reserves the right of passage over all graves as circumstances may require.

3. CREMATION PLOTS

1. All cremation plots are allocated in sequence with no opportunity for selection – except for exceptional circumstances to be agreed by members of the Environment & Climate Committee.

2. The purchase of an exclusive right of burial is limited to a fixed period of 65 years.
3. No owner of an exclusive right of burial shall have the power to transfer that right without the consent in writing of the Council.
4. Cremation plots will accommodate a maximum of four caskets.
5. The Council reserves the right of passage over all graves as circumstances may require.

4. RESERVED PLOTS

1. Didcot Town Council does not allow the reservation of plots

5. PRIVATE BURIALS

1. Didcot Town Council recognises the right of individuals to organise a funeral without a funeral director. For non-cremated remains burials, such private burials attract a fee and must be accompanied by a Private Burial application form (see **Appendix 3**) which provides the terms and conditions for making a private burial.

6. MEMORIALS

1. Didcot Town Council's *Memorial Policy* applies to all memorials.
2. All applications for a memorial or additional inscription must be made using the correct Town Council memorial application forms (see **Appendix 4 and Appendix 5**)

7. MEMORIAL BENCHES

1. All applications for memorial benches must be made using the Town Council's memorial bench application form (see **Appendix 6**). The Town Council reserves the right to refuse any bench application and will refund any payments made if it does so.
2. The fee for the memorial does not include the cost of the bench, which must also be paid by the applicant
3. Didcot Town has final say over the standard of the bench, which will be in-keeping with the aesthetic and atmosphere of the cemetery.
4. The Council is also responsible for arranging the correct location of the memorial bench within the cemetery grounds.
5. The Council reserves the right to remove a memorial bench after 10 years or before if the bench becomes unsafe.

8. FEES & CHARGES

1. A current charges schedule is available on application from the Town Council Office and online at <http://www.didcot.gov.uk/Kynaston-Road-Cemetery.aspx>
2. Fees apply to interments, exclusive rights of burial, private burials, memorials and benches.
3. Fees are payable to the Council as shown on the charges schedule on submission of an application for any cemetery related services.
4. The late or incomplete paperwork fee will apply in the following circumstances
 - Paperwork or payment for a burial is outstanding 48 hours (not including weekends) prior to any interment
 - Paperwork has been completed with insufficient detail as to allow the interment/purchase of exclusive right of burial/memorial to proceed
 - Applications for interments are made neither by the registered owner(s) of the exclusive right of burial for a grave space, nor for the interment of the owner of the exclusive right of burial
 - Applications for memorials are made by persons other than the registered owner of the exclusive right of burial
 - In the event that a Form 18 has been issued for lack of a disposal certificate at the time of burial by Didcot Town Council staff, this fee will be levied at triple the rate
5. Late afternoon burial fees will apply for interments arriving after 15:00 Monday to Thursday, and 14:30 on Fridays. The fee will apply to the actual time of arrival, not the time booked.
6. Private burial fees at the Town Council's stated rate will apply to all interment applications made without the support of a funeral director.
7. Out of area surcharges apply in respect of arrangements for any person living outside Didcot parish unless i) they resided within Didcot parish less than a year prior to their death, or ii) they resided within Didcot parish within the last five years but moved away to a care facility.

9. PAYMENT

1. All fees and charges shall be paid to Didcot Town Council, Civic Offices, Britwell Road, Didcot, OX11 7HN. All cheques should be made payable to Didcot Town Council.

10. ADDITIONAL GUIDANCE

1. Further religion specific information and guidance is available from the Town Council office on request.

11. REVIEW OF PROCEDURE

1. This will be reviewed every 3 years.

NOTICE OF INTERMENT

THIS FORM, SIGNED BY THE APPLICANT, TOGETHER WITH ALL MONIES DUE, MUST BE RECEIVED AT THE BELOW OFFICE AT LEAST 2 FULL WORKING DAYS BEFORE THE INTERMENT OR THE COUNCIL'S LATE/INCOMPLETE PAPERWORK FEE WILL BE LEVIED



NAME OF FUNERAL DIRECTORS.....

IS THE BURIAL TO TAKE PLACE IN A PLOT THAT HAS ALREADY BEEN PURCHASED?		YES	NO
<i>IF NO</i> , PLEASE ATTACH AN <u>EXCLUSIVE RIGHT OF BURIAL PURCHASE FORM</u>			
<i>IF YES</i> ,			
PLOT REFERENCE:		NAME OF ANY EXISTING BURIAL:	
REGISTERED PLOT OWNER AT TIME OF CURRENT INTEREE'S DEATH			
DATE OF APPLICATION			
DATE OF INTERMENT			
REGISTRAR REFERENCE			
FULL NAME OF DECEASED (INC. MIDDLE NAMES)			
ADDRESS			
AGE AT DEATH			
GRAVE REQUIRED	DOUBLE PLOT	CREMATED REMAINS	CHILD GRAVE
	1 st BURIAL IN DOUBLE PLOT	REOPEN/2 ND BURIAL IN DOUBLE PLOT	
DATE OF DEATH			
PLACE OF DEATH			
NEXT OF KIN NAME			
NEXT OF KIN ADDRESS			

INTERMENT DEPTH:	FULL GRAVE - NEW (1 ST BURIAL) – 6FT 6IN	REOPEN (2 ND BURIAL) – 4FT	
	CREMATED REMAINS - 3FT	CHILD - 4FT	
NAME OF GRAVEDIGGER (FULL BURIALS ONLY):			
FUNERAL ARRIVAL TIME		FUNERAL DEPARTURE TIME	
FEES DUE			
*Non-Didcot residents attract a 200% surcharge	INTERMENT	EXCLUSIVE RIGHT OF BURIAL	TOTAL
COFFIN BURIAL			
CREMATED REMAINS			
CHILD	FREE	FREE	
DECLARATION FROM APPLICANT			
I/WE CONFIRM THAT I/WE (THE APPLICANT/S) ARE THE LEGAL OWNERS OF THE EXCLUSIVE RIGHT OF BURIAL FOR THIS GRAVE		YES	NO
IS THE PERSON TO BE INTERRED THE OWNER OF THE EXCLUSIVE RIGHT OF BURIAL?		YES	NO
<i>IF THE ANSWER TO BOTH OF THESE IS NO, PLEASE CONTACT DIDCOT TOWN COUNCIL</i>			
SIGNATURE OF APPLICANT		RELATIONSHIP TO DECEASED	

PRIVACY NOTICE

Kynaston Road Cemetery

Didcot Town Council is the Data Controller under the new data protection law and will use the information you provide on this form to process your application to purchase a grave space.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is Didcot Town Council Offices, Britwell Road, Didcot, Oxfordshire, OX11 7HN

In addition to enabling the Town Council to maintain the burial records we will retain this data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <https://www.didcot.gov.uk/local-council-privacy-and-cookie.html>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

KEEPING IN TOUCH

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.



EXCLUSIVE RIGHT OF BURIAL APPLICATION

APPLICANT DETAILS			
TITLE:		INITIALS:	
SURNAME:			
FIRST NAME(S):			
ADDRESS:			
POSTCODE:		TELEPHONE:	
EMAIL:			
JOINT OWNER (IF APPLICABLE):			
GRAVE DETAILS			
GRAVE REQUIRED	DOUBLE PLOT	CREMATED REMAINS	CHILD GRAVE
GRAVE REFERENCE (FOR OFFICE USE)			
APPLICABLE FEES:	BURIAL DIDCOT PARISH RESIDENT (LIVED IN DIDCOT WITHIN LAST 12 MONTHS)	BURIAL DIDCOT PARISH RESIDENT MOVED TO CARE HOME IN LAST 5 YEARS	BURIAL NON-DIDCOT PARISH RESIDENT (+ 200% SURCHARGE)
FEES DUE:			
<p>DECLARATION:</p> <p>I, the purchaser, give permission for Didcot Town Council to keep and share these details in the event that an interment or memorial application is submitted by anyone who is not in ownership of the Exclusive Right of Burial for the plot/grave.</p>			
SIGNATURE OF APPLICANT		DATE	

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Memorial Application Form



FOR THE STONEMASON			
GRAVE REFERENCE:		BURIAL NAME:	
EXCLUSIVE RIGHT OF BURIAL OWNER:			
GRAVE TYPE:	COFFIN	CREMATED REMAINS	
MEMORIAL TYPE:	TRADITIONAL	TABLET	BOOK
TOTAL OVERALL DIMENSIONS (INC BASE)	HEIGHT	WIDTH	DEPTH
IS THIS WITHIN MAXIMUM PERMITTED DIMENSIONS?	YES		
MEMORIAL MATERIAL	MEMORIAL COLOUR	STONEMASON NAME	
DETAILS OF INSCRIPTION		DIAGRAM OF PROPOSED MEMORIAL	
I AM BRAMM/NAAM REGISTERED	YES		
I AGREE TO ADD ON THE BACK OF THE MEMORIAL MY COMPANY NAME, THE GRAVE SECTION, ROW AND NUMBER TO WHICH IT RELATES:	YES		
I AGREE TO INFORM THE OUTDOOR SERVICES MANAGER WHEN I WILL BE WORKING ON SITE:	YES		

Memorial Application Form



FOR THE APPLICANT	
I AM/WE ARE THE OWNERS OF THE EXCLUSIVE RIGHT OF BURIAL	YES
I HAVE ASKED MY MEMORIAL MASON FOR ADVICE ON MEMORIAL INSURANCE	YES
I HAVE READ THE TOWN COUNCIL'S POLICY ON MEMORIALS AND AGREE TO ABIDE BY THEM, INCLUDING: - MY RESPONSIBILITY FOR MAINTENANCE OF THE HEADSTONE - RECOGNISING THAT I AM NOT ALLOWED TO PLANT TREES - NOTING THE RIGHT OF THE TOWN COUNCIL TO REMOVE MEMENTOS WHEN NECESSARY TO MAINTAIN THE AMBIENCE OF THE CEMETERY	YES
SIGNATURE:	DATE:

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**MEMORIAL APPLICATION FORM
ADDITIONAL INSCRIPTION**



FOR THE STONEMASON			
GRAVE REFERENCE:		INTERNEE NAME(S):	
EXCLUSIVE RIGHT OF BURIAL OWNER:			
NAME OF STONEMASON:			
DETAILS OF INSCRIPTION:			
I AM BRAMM/NAAM REGISTERED		YES	
I AGREE TO ADD ON THE BACK OF THE MEMORIAL MY COMPANY NAME, THE GRAVE SECTION, ROW AND NUMBER TO WHICH IT RELATES:		YES	
I AGREE TO INFORM THE OUTDOOR SERVICES MANAGER WHEN I WILL BE WORKING ON SITE:		YES	



MEMORIAL APPLICATION FORM
ADDITIONAL INSCRIPTION

FOR THE APPLICANT	
I AM/WE ARE THE OWNERS OF THE EXCLUSIVE RIGHT OF BURIAL	YES
I HAVE ASKED MY MEMORIAL MASON FOR ADVICE ON MEMORIAL INSURANCE	YES
I HAVE READ THE TOWN COUNCIL'S POLICY ON MEMORIALS AND AGREE TO ABIDE BY THEM, INCLUDING: - MY RESPONSIBILITY FOR MAINTENANCE OF THE HEADSTONE - RECOGNISING THAT I AM NOT ALLOWED TO PLANT TREES - NOTING THE RIGHT OF THE TOWN COUNCIL TO REMOVE ADDITIONAL MEMENTOS WHEN NECESSARY TO MAINTAIN THE AMBIENCE OF THE CEMETERY	YES
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MEMORIAL BENCH APPLICATION FORM



PURCHASER NAME:			
PURCHASER CONTACT:			
ADDRESS:			
PHONE/EMAIL:			
DEDICATEE NAME:			
DEDICATION TEXT:			
SHORT DESCRIPTION OF THE DEDICATEE'S LINKS TO DIDCOT:			
TERMS AND CONDITIONS			
<ol style="list-style-type: none"> 1. THE TOWN COUNCIL RESERVES THE RIGHT TO REFUSE ANY BENCH APPLICATION AND WILL REFUND ANY PAYMENTS MADE IF IT DOES SO. 2. THE FEE FOR THE MEMORIAL DOES NOT INCLUDE THE COST OF THE BENCH, WHICH MUST ALSO BE PAID BY THE APPLICANT 3. DIDCOT TOWN HAS FINAL SAY OVER THE STANDARD OF THE BENCH, WHICH WILL BE IN-KEEPING WITH THE AESTHETIC AND ATMOSPHERE OF THE CEMETERY. 4. THE COUNCIL IS ALSO RESPONSIBLE FOR ARRANGING THE CORRECT LOCATION OF THE MEMORIAL BENCH WITHIN THE CEMETERY GROUNDS. 5. THE COUNCIL RESERVES THE RIGHT TO REMOVE A MEMORIAL BENCH AFTER 10 YEARS OR BEFORE IF THE BENCH BECOMES UNSAFE. 			
I, THE UNDERSIGNED, AGREE TO ABIDE BY THE RULES FOR MEMORIAL BENCHES AS SET OUT BY DIDCOT TOWN COUNCIL.			
SIGNATURE:		DATE:	

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