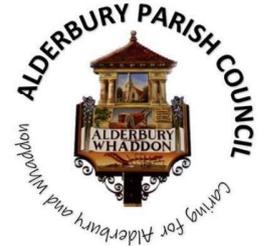


ALDERBURY PARISH COUNCIL

Caring for Alderbury and Whaddon



Regulations and Fees

Alderbury Parish Burial Ground

Persons having rights of burial in Alderbury Burial Ground

The following persons have right to be buried in the council's burial ground at Tunnel Hill, Alderbury:

- a) A parishioner
- b) Any person who owns an exclusive right of burial in the Burial Ground.
- c) Any parishioner leaving the parish to be admitted to hospital or a home or for some exceptional circumstance and who subsequently dies there.
- d) The Parish Clerk shall be the sole judge of right of burial.

All other cases at the discretion of the Parish Clerk, at treble the normal fees

The Parish Clerk shall be the sole judge of the right of burial under clauses c and d above.

Fees and charges

A list of the current fees is set out below.

Registers and documents

All Burial Records are kept by the Parish Clerk and will be made available on request, to individuals with a reasonable interest who requests information from the Parish Clerk (contacts below).

Allocation of grave spaces and Exclusive Rights of Burial

- 1) The cemetery and each grave space within are the property of the council. Ownership of the ground does not, at any time, pass from the control of the council.
- 2) The Parish Clerk will determine which grave should be allocated in liaison with a designated member of the Parish Council, but the wishes of the applicant(s) shall be met as far as is practicable
- 3) An Exclusive Right of Burial may be purchased at any time and is currently granted for a period not exceeding 50 years from the date of purchase.
- 4) The council will issue a formal Deed of Grant of Exclusive Right of Burial for each grave or plot and, together with these regulations and the terms issued this forms the legal contract between the council and purchaser.
- 5) The Exclusive Right of Burial entitles the registered holder(s) to:
 - a) Be buried in the grave or plot (subject to space being available)
 - b) Authorise burials in the grave or plot (subject to space being available)
 - c) Apply for permission to erect a memorial (Memorial Application form)
 - d) Apply for an additional inscription the memorial (Memorial Application form)
- 6) An Exclusive Right of Burial will be issued in the names of up to three people.

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- 7) No burial may take place within a grave and no memorial may be erected upon a grave without the written consent of the registered owner of the Exclusive Right of Burial of that grave. The Council may require the registered owner provides a copy of their Exclusive Right of Burial documents.
 - a) Each registered owner of the Exclusive Right of Burial may be buried in the grave without the consent of the other registered owner (subject to space being available)
 - b) The consent of all registered owners will be required to enable a memorial to be erected on the grave or to permit the burial in the grave of any other person.
- 8) Ownership of the Exclusive Right of Burial does not give an individual or families the right to place any items on the grave or plot that are not permitted
- 9) Possession of the Deed of Grant of Exclusive Right of Burial in itself does not prove ownership of the exclusive rights. The ownership of the Exclusive Right of Burial belongs to the purchaser as registered with the council at the time of the sale of the right or following the registered transfer of ownership.
- 10) The ownership of the Exclusive Right of Burial may be transferred either during the owner's lifetime or after death. This is subject to registration with the council, the endorsement of the deed of grant and payment of the appropriate transfer fee.
- 11) Transfer of the Exclusive Right of Burial from the living owner(s) to another individual(s) is done through the completion of an Assignment Form.
- 12) Transfer of the Exclusive Right of Burial on the death of the registered owner to the person or persons entitled to it requires the production of a Grant of Probate or Letters of Administration. If these legal documents have not been applied or issued then ownership may be transferred to the executor by Statutory Declaration.
- 13) At least one year prior to the expiry of the Exclusive Right of Burial for a grave, the council will seek to contact the registered owner to extend the Exclusive Right of Burial and where the right expires without renewal it shall revert to the council.
- 14) In such cases, neither the original purchaser nor anyone to whom the right may have been transferred has any rights to the grave and the council reserves the right to remove any memorial on said grave and after three months to use or disposal of it in any manner it thinks fit.
- 15) It is the responsibility of the owner of the Exclusive Right of Burial to inform the council of any change of address or their intention to transfer ownership of the right.

The Funeral

- 1) All funerals will be met by the Parish Clerk or a member of the Parish Council. The time fixed for a funeral is the time when the procession is to arrive at the Cemetery. It is important that the time is strictly adhered to, in order to prevent one funeral interfering with another and to avoid time wasted by the Council's Officers. In the event that a funeral arrives early, the coffin should not be lowered before the Clerk or representative of the Parish Council has checked the grave and verified the name plate.
- 2) The registrar's certificate of disposal (green or white form) or Coroner's certificate, where applicable, must be sent to the Parish clerk before the funeral or handed to the Council's representative at the time of the funeral.

Maintenance of burial ground

The Council will maintain the Burial Ground in a good and decent order. The Council reserves the right to prune, cut down or remove any shrubs or trees within the Burial Ground at any time in order to maintain decent order.

Re-opening of Graves and Cremation Plots for further interments

Permission in writing from the surviving relative or executor must be submitted to the Parish Council when a grave is to be re-opened. There shall be no disturbance of any previous burial.

Applications for Burials

The following rules shall apply:

1. No burials shall take place without the prior permission of the Parish Clerk.
2. All applications for Burials shall be made to the Clerk of the Parish Council in the form specified by the Council at the time of the request and fees paid to the Parish Clerk by the applicant at the same time of application.
3. Such applications must allow a minimum of 48 hours' notice excluding weekends, Public and Bank holidays.
4. The digging and reinstatement of graves will be the responsibility of the appointed Funeral Director or an approved grave digger. The Council does not allow the digging of any plots by applicants.
5. Nothing shall be erected or planted in the Burial Ground without permission and no raised mounds shall be made.

Memorials

The following rules shall apply:

1. No Memorial of any kind shall be erected in the Burial Ground nor any inscription cut on any memorial stone, without permission of the Parish Clerk. The design and inscription shall be submitted to the Parish Clerk before the order for the memorial is placed. All memorial stones or tablets to be erected in parallel rows.
2. The application must include a sketch / drawing with measurements and nature of the proposed memorial, along with full details of the proposed inscription.
3. For the purpose of these regulations a memorial stone is defined as concrete or stone.
 - a. Memorial Stone to be mounted vertically on base, and top of base to be set flush with ground level.
 - b. Base to be erected as per Parish Council instructions.
 - c. Tablet to be set flush with ground level.
 - d. No other monuments will be permitted.
4. The applicant or family of the deceased is responsible for care of the memorial. The Parish Council can not accept any liability for any damage unless it is caused by its employees or contractors carrying out maintenance work.
5. Any memorial that is found to be loose must be secured to provide stability. It is the responsibility of the owner to arrange for this to be done. An application to re-fix a memorial must be made to the parish council before any work is started.
6. In the event of any headstone or memorial becoming unstable, broken or dangerous, the Parish Council will attempt to contact the applicant or surviving family by posting a notice or sending a letter to the last known address of the owner in order that repairs can be carried out. Should this not be possible or the relatives fail to act within a reasonable time (6 months) then the Parish Council may remove, lay flat, or dispose of headstones, memorials or other structures without further notice.

Vases and flower containers

No glass or china vases or containers are permitted. No plastic flowers or other items will be permitted.

Alderbury Parish Council reserve the right from time to time to make alterations or additions to the foregoing regulations.

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Fees for Alderbury parishioners February 2026

Exclusive Right of Burial	Child under the age of 18	No fee
	Adult – double or single depth	£365
	Cremation plot	£120
	Assignment of existing right	£35
Interment	Child under the age of 18	No fee
	Adult	£185
	Cremated remains in an ashes plot	£95
	Scattering ashes on a grave (under turf only)	£45
Memorials	Flat stone on a cremation plot	£65
	Headstone	£120
	Each additional inscription	£30

Exclusive Rights and Interment Fees are trebled for non-parishioners.