

CEMETERY RULES AND REGULATIONS

ISSUE 2 (A)



LLANELLI DISTRICT CEMETERY

SWANSEA ROAD

LLANELLI

CARMARTHENSHIRE

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ISSUE 2 APPROVED AND ADOPTED AT A BURIAL
AUTHORITY MEETING HELD ON WEDNESDAY, 12TH
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Llanelli District Cemetery is administered by:

Llanelli Joint Burial Authority

Vauxhall Buildings

Vauxhall, Llanelli

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The cemetery is administered under the provisions of the Local Government Act 1972 and The Local Authorities Cemeteries Order 1977 (as amended).

Introduction

It is the aim of Llanelli Joint Burial Authority to provide the highest standards within its cemetery service, both for the bereaved and others who visit or work within the cemetery. It is essential therefore, that cemetery regulations are in place to ensure that dignity and respect can be maintained at all times.

Cemetery Office Opening Hours

The cemetery administration office is located at the Swansea Road main entrance.

The office is open to the public:

Monday –Thursday 8.30am - 4.00pm & Friday 8.30am – 3.30pm.

The office is closed on Saturday, Sunday, Public and Bank Holidays.

Cemetery Grounds Opening Hours

The cemetery grounds opening times vary between summer and winter months. Variation to opening times will be posted on the information boards located throughout the cemetery grounds and on the front and rear gates.

The cemetery opening times remain the same for public and bank holidays. The cemetery gates are locked to vehicles outside of these times.

Summer Opening:	March – October	Winter Opening:	November - February
Monday – Friday	8.00 am – 6.00 pm	Monday – Friday	8.00 am – 5.00 pm
Saturday – Sunday	10.00 am – 6.00pm	Saturday – Sunday	10.00 am – 5.00pm

Times of Burial Services

Full Burial services normally take place between the hours of 9.00 am and 2:30 pm Monday to Thursday, 9.00 am– 2.00 pm on Friday.

Cremated remains interments normally take place between the hours of 9.00 am and 3.00 pm Monday to Thursday, 9.00 am– 2:30 pm on Friday.

The time booked for a burial service is the time the cortege is due to arrive at the cemetery. To avoid disruption to other funerals and to ensure that all services and staff are in place, the time booked must be strictly adhered to and punctually observed. The funeral party may have to wait until it is convenient to proceed if it arrives at the cemetery early or late.

The cemetery office must be advised in advance if it is anticipated that a large number of persons may be expected to assemble at any one burial.



Burials are not permitted on Saturday, Sunday or Bank Holidays, except in the case of urgent necessity or on the grounds of public health when a medical certificate must be produced. Every effort will be made to accommodate a valid request; however provision of a burial service outside of normal published hours is subject to the Cemetery Manager's discretion and the availability of staff. Additional charges and fees will be applicable for services provided outside of normal published times.

Ministers and Clergymen

A burial can take place with or without a religious service. It is the responsibility of the funeral director or the bereaved family to arrange for a Minister or other person to officiate at the burial.

Allocation of Grave Space

Practical considerations mean that all new grave spaces will be excavated at the Cemetery Manager's discretion with no prior selection. The most recently developed areas of the cemetery have been designed to accommodate lawn type graves. There is also one section available for new traditional graves (section 10). Preference for burial in that section must be preselected when the burial is originally requested.

The Authority also provides Gardens of Remembrance for the burial of cremated remains. Each plot can accommodate up to three sets of cremated remains. It is also permitted to bury cremated remains in traditional or lawn graves. Cremated remains must be contained within a suitable solid casket or container with a permanent name plate securely attached. Burial in containers or vessels made from plastic, glass or ceramic is not permitted. Burial of cremated remains is strictly prohibited without prior permission of the Cemetery Manager via the completion of a Notice of Interment Form and payment of the appropriate fee.

Scattering of Cremated Remains

Scattering of cremated remains is not permitted within Llanelli District Cemetery without authorisation from the Cemetery Management. Scattering of cremated remains over or under the surface of any grave is not permitted without prior written consent of the registered grave owner.

Notice of Interment

Any person wishing to arrange a burial must liaise with the cemetery administration staff who will allocate a day and time. The completed Notice of Interment Form must be delivered to the cemetery office, together with the appropriate fees at least two full working days before the date of the burial service.

Telephone bookings are accepted in the first instance as a provisional booking; however a completed Interment Request Form must be received by the cemetery administration staff to confirm the booking.

Exact coffin or casket dimensions (**maximum external dimensions**) must be provided on the Interment Request Form in all cases. Additional fees will be payable if incorrect sizes have been provided which results in cemetery staff revisiting the grave to increase the grave size. The cemetery will not be held responsible for any actions resulting from incorrect coffin sizes being provided by the funeral director.

Certificate for Burial

A Registrars Certificate or Coroners Order for Burial must be delivered to the cemetery administration office before a burial can proceed and must accompany the Interment Request Form. The burial cannot proceed if the Certificate is not available.

A Certificate of Cremation must be delivered to the cemetery administration staff before a burial of cremated remains can take place. The Certificate must be kept with the remains and should be delivered to the cemetery administration office immediately prior to the burial of the cremated remains.

Re-opening Graves

Unless the person to be buried is an owner of the Exclusive Right of Burial, a grave cannot be re-opened without the prior written consent of the owner.

The cemetery administration staff will request sight of the Deed of Exclusive Right of Burial before a grave is re-opened. The Burial Authority, through its staff, has a duty to ascertain that whoever is making the application for burial is legally entitled to do so, and/or that the deceased has a legal right to the grave.

In certain circumstances when opening a grave it may be necessary to place or store soil on or over a neighbouring grave plot. The Authority has the right to do this; however it will ensure that no damage occurs to the memorial and any impairment to the grass surface or surrounding area will be rectified as soon as possible after the interment.

Removal of Memorials for the re-opening of graves

The funeral director or anyone arranging a burial must arrange to have the memorial removed in time for the grave to be re-opened. This is required at least 48 hours before the interment, or at a time as requested by the cemetery administration staff in support of existing workload and staff availability. The memorial is removed at the expense of the applicant for the interment.

All components of a memorial and its foundations must be completely removed from the cemetery until such a time as the grave is ready to accept re-instatement.

A minimum of six months must lapse on all graves that have been re-opened before a memorial can be replaced. A memorial may not be granted a permit for re-instatement if the ground conditions are not deemed suitable. Administration staff will advise accordingly.

Memorials do not necessarily need to be removed when interring cremated remains. Administration staff will advise accordingly.

Chapel

A service at the cemetery chapel must be requested at the time the original interment request is formalised. The time allowed for a chapel service is thirty minutes. Extended times must be requested in advance. Hire of the chapel includes use of an electric organ and a public address

system. Arrangements for an organist, CD player or any other provision for music at the service must be made in advance directly with the funeral director.

It must be reported to the cemetery office if it is anticipated that a large number of persons may be expected to assemble at any one chapel service.

Fees

All fees must be paid before a burial, interment or scattering of cremated remains or chapel service takes place and before any fee bearing memorial work takes place. Receipts will be issued for any money paid to the Authority.

Cemetery Records

All details relating to a burial are recorded within registers maintained by the Burial Authority. The registers are available for public viewing and are kept at the cemetery office. Any person who wishes to inspect the registers must first make an appointment with cemetery administration staff. There is no charge for viewing the Registers however the Burial Authority may charge a fee for carrying out searches and providing copies of entries in the register.

Exclusive Rights of Burial (EROB)

As part of the provisions of the Local Authority Cemeteries Order (LACO), the Burial Authority may grant to any person the EROB in any grave or grave space. The power to grant burial rights to individuals is contained under article 10(1) of LACO. The Burial Authority may grant EROB on such terms as it thinks proper. The rights subsist for the period specified by the Burial Authority.

Llanelli Joint Burial Authority presently offers the purchase of Burial Rights for the following periods:

- Burial in a lawn or traditional grave: 30 or 50 years
- Interment of cremated remains in lawn or traditional graves: 30 or 50 years
- Burial or interment of cremated remains in a natural area grave 30 years
- Burial of cremated remains in gardens of remembrance 30 or 50 years
- Interment of cremated remains in an above ground vault 30 years
- Interment of cremated remains in a memorial garden : 15 years

All fees must be paid in advance and accompany the Interment Request Form. Following the purchase of the Exclusive Rights for a new grave a Deed will be issued to the owner after the interment has taken place. The deed must be kept in a safe place as it may be needed to be produced at a later date to prove ownership. Grave owners are required to notify the cemetery administration office if they change address.

The process of Inheritance Law for England and Wales will be applied to ascertain the legality of any claim for ownership. Following an interment where the grave owner is the deceased the administration office will contact the named person who claimed rights to inherit ownership on the interment request form to seek the appropriate information to validate the claim and commence the process of transfer.

Historically, burial rights on graves were issued for a period of 99 years. If a burial takes place within a grave originally issued with a 99 year period of Burial Rights a new Deed will be issued for the remaining time left up to the completion of the 99 year period. The purchase of a new

period of EROB will be offered if an interment is requested in a grave where the Rights of Burial have expired. It is possible to extend or renew the EROB for a grave.

Purchase of the EROB gives the grave owner burial rights for the period of the grant. It also permits the owner to install and maintain a monument or gravestone on the grave in accordance with the cemetery rules and regulations. It does not give ownership of the land to the grave owner. The land remains the property of the Burial Authority who will maintain it as per the provisions of paragraph 4 of the Local Authorities Cemetery Order which states:

- *A Burial Authority may enclose, lay out and embellish a cemetery in such a manner as it thinks fit, and from time to time improve it and shall keep the cemetery in good order and repair.*

EROB can be transferred when the grave owner is alive or deceased. If the Deed holder is alive, ownership can be transferred to a new owner or another owner can be added by instruction from the grave owner. If the owner is deceased, then the applicable process of Inheritance Law for England and Wales must be applied to ascertain the legality of any claim for ownership.

If the grave owner is deceased the transfer of grave ownership must be completed before any further burials can take place in the grave or before a memorial may be installed or amended.

Types of Graves

At Llanelli District Cemetery new graves are normally excavated to accommodate two burials. However, graves can also be excavated to accommodate up to a maximum of three burials. The additional depth of the grave must be requested on the Interment Request Form. Grave depth for three can only be accommodated if the geology of the allocated grave space is suitable. An additional fee is charged to purchase a grave depth for three.

The depth to which graves are excavated complies with the guidelines set out in the Local Authorities Cemetery Order. No grave shall be excavated by any person unless appointed by the Burial Authority.

The Local Authorities Cemetery Order (LACO), Schedule 2, Article 10, Part 1 states:

- No body shall be buried in such a manner that any part of the coffin is less than three feet below the surface of the prevailing ground.
- Provided that the burial authority may, where they consider the soil to be of suitable character, permit a coffin made of perishable materials to be placed not less than two feet below the level of any ground adjoining the grave.
- No body shall be buried in a grave unless the coffin is effectively separated from any other coffin interred in a grave on a previous occasion by means of a layer of earth not less than six inches thick.
- When a grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove therefore any soil which is offensive.
- Any reference in this part to a coffin includes a reference to the wrappings or shroud of an un-coffined body.

In the event that a coffin is buried in such a manner that any part of the coffin is less than three feet below the surface of the prevailing ground, and the soil is not considered to be of suitable

character, it may be possible in certain circumstances to create or install a chamber within the grave to comply with the requirements of LACO and adhere to public health requirements.

Detailed guidelines exist in LACO to control burial less than three feet below the surface. A sealed chamber must be constructed to contain the coffin. Additional costs will be applicable if chambers are constructed or installed within a grave. This procedure may also delay the funeral date.

Construction or installation of a below ground vault or chamber is permitted strictly at the discretion of the Burial Authority. The requirements of LACO must be completely satisfied in all cases.

Lawn Grave and Remembrance Gardens

Lawn burial areas are designed to aid grounds maintenance and allow the graves to be maintained with motorised mowers. Only headstone or tablet type memorials are permitted in these areas. It is not permitted to install items such as vases, kerbs, chippings or shrubs on the grassed areas of any lawn or garden grave space. Containers or any items made from glass or ceramics are not permitted anywhere within the cemetery grounds.

Cemetery employees monitor all areas and can remove any unauthorised items, without notice, that inhibit maintenance, or are deemed dangerous for staff and visitors.

Columbaria Vaults

The Burial Authority offers above ground vaults for the interment of cremated remains with an Exclusive Rights of Burial period of 30 years. If the Rights are not renewed at the end of the period, the Vault returns to the Burial Authority who reserves the right to remove the cremated remains following the expiry of the Rights of Burial.

- Holders of the EROB will be notified in writing at the last known address twelve months before the expiry of the Rights takes place and again one month before the expiry date.
- If no contact is received, or the Authority is notified that the Rights will not be renewed, a further letter will be issued immediately following the expiry of the Rights advising of the date that the casket(s) will be removed from the vault.
- Removed caskets will be stored for twelve months at the cemetery offices before any further action is taken.
- If the remains are not claimed within the twelve month period, following another written notice, the remains will be scattered over a designated area in the cemetery grounds.
- The location of the remains will be recorded in the appropriate section register.
- The cremated remains can be scattered or interred elsewhere by prior arrangement following a request of the next of kin.

Additional memorial items; trinkets, vases, containers etc are not permitted on or around the vaults. The position of the vaults cannot be altered. The vault structure must not be altered or amended in any way. Vaults can only be opened by consent of the registered grave owner.

Only cemetery employees are permitted to open vaults.

Memorial Gardens

The Burial Authority offers Memorial Gardens where cremated remains may be scattered below ground.



- The registered holder of the EROB maintains the garden and may install plants, shrubs, bulbs, decorative chippings etc.
- Shrubs/plants or memorial items must not exceed 24" high or encroach beyond the perimeter of the garden or onto neighbouring plots.
- Planting must be kept under control and high standards of maintenance must be upheld at all times.
- Glass items are not permitted.
- The Authority may take action on a garden if standards of maintenance are not upheld.
- The border of any garden will be maintained by the Burial Authority.
- Only memorials supplied by the Burial Authority may be installed in the remembrance gardens.

Traditional Graves

Memorial sets outlining the grave space are permitted in older sections of the cemetery not strictly designated as lawn type. A specific area (section 10) has also been designated a traditional grave area to accommodate new traditional graves.

By selecting a burial in section 10 the grave owner commits to install a traditional memorial set manufactured from quarried stone outlining the grave space. The memorial set must be installed within two years of the burial.

Public Graves

The Burial Authority provides public grave space. Sometimes known as Public Health Burial. The burial is arranged by Health Boards or Local Authorities who have a statutory duty to bury the deceased if no one claims responsibility or it is impossible to fund a funeral by any other means.

- Exclusive Rights of Burial is not available for public graves.
- Memorials or markers of any kind are not permitted on this type of grave.
- The grave is not provided for the sole use of the family of the deceased.
- Unrelated persons can be buried within the same grave at the discretion of the Burial Authority.
- Appropriate costs for grave digging and processing the interment application will apply for all public graves.
- Public graves will not be visibly identified as such.

Natural Burial Areas

Certain areas of the cemetery will be managed to promote biodiversity and 'natural' burials will be permitted in these areas to promote minimal environmental impact.

Specific regulations will apply to areas designated as natural burial areas. The following fundamental policies and regulations will apply to provide the key elements to create and manage the natural burial areas.

- The areas will be ecologically managed to encourage sustained biodiversity.
- All graves will be hand dug whenever feasible.
- All graves will be single depth.
- The deceased must be contained in a completely biodegradable coffin or shroud. Non biodegradable liners, handles and coffin ornaments are not permitted.

- The deceased must not be embalmed or “hygienically treated” (except in special circumstances, e.g. repatriation).
- Funeral wreaths must be made from ecologically friendly materials and not contain items such as cellophane wrapping, nylon ribbon, plastics, wires or oasis.
- A recycled granite marker will be buried below the ground on all graves.
- Manufactured stone memorials are not permitted on the graves.
- Exclusive Rights of Burial will be offered for 30 years.
- One adjacent grave can be reserved by the next of kin or partner. Reserved graves are renewable every 10 years. A reservation fee will apply.
- Cremated remains can be interred within an existing grave. Containers or caskets will not be permitted.
- Individual cremated remains plots will be made available in the area, at the base of trees, under or adjacent to hedgerows or in smaller clearings.
- Scattering of cremated remains over the surface of the natural area will be permitted upon receipt of an application to the authority and payment of the appropriate fee.
- The bereaved will be offered a choice in the way the graves are identified.
- The grave surface will be levelled or left mounded by request.
- Graves can be left unidentified at the surface if requested.
- Graves in the wooded and meadow area may be identified with a cemetery supplied wooden marker post made from sustainable managed sources and engraved with the name of the deceased.
- Graves in the meadow area may be marked with a new tree, shrub or wooden marker post as requested.
- Individual cremated remains plots will be marked with a small wooden marker post or left unmarked if requested. The surface of individual cremated remains plots will be levelled.
- Marker posts or trees may not be adapted or altered in any way. Marker posts will be removed if indelibly altered.
- Markers will be repaired or replaced by the Authority if naturally deteriorated for the period of the burial rights.
- Memorial items, trinkets, pots, vases, containers or decorative items will not be permitted on any grave.
- Native species seasonal or perennial flowering plants may be planted on a grave space. These must not be an invasive species, they must be conducive to the natural biodiversity of the area and must be contained to the grave space. Approval must be sought from the cemetery manager regarding the quantity and species of plants prior to planting.
- Unapproved planting may be removed by cemetery staff without notice.

Reserved Graves / Purchase of Exclusive Rights of Burial (EROB)

Reserved graves are only offered in the natural burial areas. Historical reservations will be honoured.

To use a reserved grave, proof of reservation must be provided. Kinship or a legitimate legal claim must be ascertained. The present day burial and EROB fees will apply. It must be noted that the fee paid at the time reflected *reservation* of the space and not the outright purchase of the land, burial rights or interment fees.

Advance purchase of the **Exclusive Rights of Burial (EROB)** for a new grave, cremation plot or vault is permitted. The Rights of Burial period commences on the day of purchase. The appropriate interment costs are payable at the time when the grave is used.

Supervision of Funerals and Burial Services

To ensure that all legal requirements are strictly adhered to and to ensure that all cemetery rules and regulations are observed, an appointed member of the cemetery staff, i.e. the Cemetery Manager or Cemetery Supervisor must be in attendance at all burials and services.

Coffins

- Coffins can be made from solid wood, wooden products, cardboard, willow, wicker etc.
- The Coffin must be constructed to support and contain the body of the deceased during transportation to the graveside and during the burial process.
- Requests to use metal or composite coffins will be considered.
- The exact external coffin size must be accurately provided to the cemetery administration staff in writing two working days before the scheduled burial.
- All coffins used in the natural burial area must be completely biodegradable.

Shroud burials

Shroud burials are permitted by prior arrangement only. Appropriate processes and equipment must be deployed by the funeral director to ensure levels of decency and safety are maintained during transportation of the body in the cemetery.

Temporary or Coffin Covers

Where a cardboard coffin or a shroud burial has been selected, the deceased may be transported to the grave in a temporary coffin or within a removable coffin cover. The funeral director is responsible for clearly notifying the family and all mourners attending the funeral that the shrouded body of the deceased or the cardboard coffin will be removed from the temporary coffin cover for the interment.

Open Coffin

Requests in advance must be made in writing to the cemetery administration office for an 'open coffin' service at the graveside or during a chapel service. An 'open coffin' will not be permitted if the deceased had a notifiable disease. A 'Certificate of Embalming' may be required in certain circumstances.

Funeral Directors

Funeral directors or anyone engaged in undertaking a funeral or burial must adhere to all cemetery rules and regulations at all times. Anyone professionally engaged in undertaking funeral services must provide the Burial Authority with copies of up to date public and employers' liability insurance cover. Details of appropriate insurance policies must be provided to the Authority annually. Minimum public liability cover for £5 million for any one incident and Employers liability cover to the minimum value of £10 million will be required. Extant levels of cover will be reviewed periodically and may be amended with due notice to observe national or industry guidelines.

Cemetery Staff will provide assistance and advice to anyone wishing to undertake a funeral without engaging the services of a professional funeral director.

During a funeral service levels of decorum and respect for the deceased and the bereaved must be maintained at all times. Funeral directors must provide and adequately maintain equipment used to transport the deceased to the graveside safely and with dignity. The funeral director must provide suitable webbings. The funeral director is responsible for providing persons to act as bearers to remove the coffin from the hearse and transport and place the coffin in the grave. The funeral director must advise the bearers on the estimated weight of the coffin and provide clear instruction and guidance. The route to the grave and any safety concerns must be conveyed clearly to the bearers and the funeral cortege. The funeral director must ascertain that the bearers are physically capable to carry out their duties. The funeral director must liaise and follow any direct instruction given by the cemetery supervisor or manager.

Before removing any webbing or straps, the funeral director is responsible for ensuring the coffin is placed centrally and level within the grave and orientated as per tradition, family preference or cultural requirement.

The funeral director is responsible for the safety and wellbeing of their staff and the mourners when positioned directly at the graveside. The funeral director must not take any action or instruct anyone in any way that places them or others at risk of injury at the graveside.

The funeral director is responsible for explaining to the bereaved, in advance, all aspects of the burial process and the services that can and will be supplied and operated by the Burial Authority. The funeral director must ensure that the bereaved have been adequately informed regarding the process and requirements of purchasing or transferring the Exclusive Rights of Burial for a grave at Llanelli District Cemetery and the regulations and responsibilities of maintaining a memorial on the grave. The funeral director commits to the above by signing the Interment Request Form.

Maintenance of Graves

Following an interment, wreaths and floral tributes will be removed from the grave once they have become unsightly or following a request by the bereaved. The cemetery administration office must be notified as soon as possible if any items are to be retained.

Cemetery staff will top up the surface of graves and level with soil as required during settlement. Once settlement is thought to be complete a final layer of top spoil and grass seed will be applied to the grave.

Some settlement may continue for many years. Cemetery staff will monitor the ground conditions. The Burial Authority has the right to level and maintain the surface of any grave at any time as it deems fit.

Christmas Wreaths/Tributes

Cemetery staff will commence a programme to remove Christmas wreaths and floral tributes annually on February 1st. Grave owners must notify the cemetery administration office before this date if they wish to retain or remove the wreaths personally.

Temporary Marker

Following burial in a new grave the Authority will supply a simple temporary wooden marker on the grave detailing the name of the deceased and the grave number. The marker will be removed after twelve months or when a permanent headstone or memorial is installed (whichever is sooner). Markers are not provided following successive burials in a grave, or following the interment or scattering of cremated remains.

Wooden Crosses

Wooden crosses are considered temporary markers by the Burial Authority. They must not be concreted or fixed permanently into place. If a cross falls into disrepair, or is obstructing grounds maintenance it can be removed or repositioned without prior notice. Crosses must be placed at the head of the grave and in line with memorials within the row. Crosses must not exceed 36 inches in height.

Managing Memorials

The authority wishes to encourage a broad choice of memorial designs. However not all designs will suit the aesthetics of the burial area or remembrance gardens. Any proposed memorial within the dimensional rules but does not follow an already accepted design or colour must be pre-approved by the Cemetery Manager who may decide to seek approval from the members of the Burial Authority.

Nobody other than memorial masons included on the Authority's approved list will be permitted to install, remove, refurbish or repair any memorial or part thereof within the cemetery grounds.

All requests for memorial work must be supported by a work permit. Once authorised, the work must comply with the document "Cemetery Rules and Regulations for Memorial Masons" and the latest version of BS8415 as a minimum standard.

Memorial Safety

All new memorial installations must adhere to BS8415 as a minimum standard. Any memorial that is repaired, refurbished or altered in any way must be re instated as per BS8415.

The Burial Authority employs a memorial safety policy which provides strict guidelines and procedures to manage and apply the memorial safety programme.

The Burial Authority maintains a memorial safety policy in line with BS8415.

The Burial Authority, in accordance with the provisions of the Local Authorities' Cemeteries Order 1977, following appropriate periods of notification; reserves the right to dismantle unsafe memorials either fully or partially, and lay them flat on the graves.

The Burial Authority, in accordance with the provisions of Schedule 3 and Article 10 of the Local Authorities' Cemeteries Order 1977, upon expiry of the Exclusive Rights of Burial and following appropriate periods of notification; reserves the right to consider removing from the grave any memorial that is unsafe or dilapidated by reason of neglect.

Memorial Regulations

Only memorial masons who are included on the Burial Authority's approved register are permitted to install, repair or refurbish memorials within the cemetery.

For inclusion on the Burial Authority's Memorial Masons Register, Memorial Masons must be accepted on the NAMM or BRAMM Business Accreditations Registers, employ a licensed Fixer and maintain appropriate Public Liability and Employers Insurance policies.

All memorials must be manufactured and installed as per BS8415 as a minimum. Permits must be submitted for all memorial work. Memorials installed or refurbished without an approved permit or do not comply with the original permit application may be removed from the cemetery.

Memorials must be manufactured from natural quarried stone - i.e. granite, marble or slate. The colour and finish must be derived from a honing or polishing process. Artificially coloured or painted memorials will not be permitted. The cemetery manager shall exercise discretion to ensure colour and design choices remain tasteful to cemetery aesthetics.

Lawn Memorials:

- The maximum permitted overall size for a lawn memorial including its base is 34" high from the top of the foundation and should not exceed more than 48" wide at its lowest base.
- To aid stability the base must be appropriately proportioned to the headstone.
- Each memorial must be clearly engraved on the rear with the plot number.

Traditional memorial sets (kerbs and headstone covering grave space):

This type of memorial is only allowed in section 10 of the cemetery and in older sections where full memorial sets already exist.

The maximum permitted overall size for a full set memorial is normally dictated by the existing grave space and dependant where the grave is located within the cemetery.

Wherever possible the areas adjoining neighbouring full sets should be filled in with smooth finished concrete to form a solid path. This may be a requirement of the permit if the area between neighbouring memorials is difficult for cemetery staff to maintain. If in doubt regarding the overall size of the memorial, please check with the cemetery administration office.

- The maximum overall height of the memorial at the apex of the headstone should not exceed 38".
- Suitable foundations meeting BS8415 must be utilised to support the memorial. Each memorial must be clearly engraved on the rear with the plot number.

- The memorial must not encroach onto any neighbouring grave space, or more than half the ground distance shared between neighbouring graves.
- Decorative chippings and plants are allowed on full set graves where they are contained within the memorial.
- Plants or shrubs must not be allowed to overwhelm or affect the stability of the memorial.

Baby Section:

- The maximum permitted overall size for a baby section memorial including its base is 27"high x 30"wide.
- To aid stability the base must be appropriately proportioned to the headstone.
- Suitable foundations meeting BS8415 must be utilised to support the memorial.
- The foundation must not exceed 30" x 14".

Small garden or planter kerbs are allowed in this section. Three different sizes are permitted:

- Small Planter: Overall dimensions must not exceed 30"wide x 35"
- Medium Planter: Overall dimensions must not exceed 48"wide x 38"
- Large Planter: Overall dimensions must not exceed 48"wide x 70"
- Planting and decorative chippings are allowed when contained within the memorial set.
- Each memorial must be clearly engraved on the rear with the plot number.

Gardens of Remembrance:

Memorials must be manufactured from natural quarried granite. Only stone coloured black, dark grey, pearl and visage will be allowed. Artificially coloured or painted memorials will not be permitted.

- Memorials must be installed on the concrete beam foundation provided by the Burial Authority.
- The memorial must be placed centrally to the appropriate interment plot or plots.
- Garden of remembrance memorials may be installed before the interment by prior arrangement with the cemetery administration office.
- The maximum permitted overall size for a single garden of remembrance upright memorial is 22"high x 12"wide x 14"deep x 3"thick with a single flower container positioned centrally within the base.
- If a larger memorial is required a maximum of one adjoining plot can be purchased by the grave owner and a memorial not exceeding 22"high x 30"wide at its base may be installed spanning the two plots.
- Larger memorials may contain more than one flower container but their positions must not allow floral tributes to encroach onto neighbouring plots.
- The maximum permitted overall size for a single garden of remembrance tablet or wedge memorial is 18"deep x 12"wide x 4 -2" thick, containing a single flower vase positioned centrally on the memorial.
- If a larger memorial is required a maximum of one adjoining plot can be purchased simultaneously by the grave owner and a memorial not exceeding 18"deep x 30"wide x 4-2" thick may be installed spanning the two plots.
- Larger memorials may contain more than one flower container but their positions must not allow floral tributes to encroach onto neighbouring plots.
- Each memorial must be clearly engraved on the rear with the plot number.

Memorial Gardens: Only memorials sourced through the burial Authority may be placed in memorial garden plots.

Columbaria Vault Plaques: Vault plaques must be sourced and engraved via the cemetery office

Private and Leased Memorial Benches

A leasing scheme for memorial benches is offered by the Authority.

Upon application and appropriate payment the bench is installed by the authority that has sole responsibility for its safe installation and ongoing maintenance for the period of the lease.

A leased bench, if installed within cemetery grounds cannot be retained solely for private use. Full terms and conditions are detailed in the lease agreement which can be obtained from the cemetery office.

New applications for private benches will not be accepted.

Memorial benches previously installed by members of the public following a formal application to Llanelli Joint Burial Authority must be maintained in perpetuity by the applicant or their descendants.

Planting trees or shrubs adjacent to the bench is not permitted. Adding additional memorial items on or around the bench is not permitted.

A privately installed bench cannot be reserved solely for the use of the owner. The bench can be used by any member of the public.

The Burial Authority will routinely check and record the condition of all private benches. Any bench assessed to be unsafe may be cordoned off to prevent its use and the owner notified with a request to refurbish or repair. If the owner fails to maintain or make appropriate repairs the bench it may be removed. In extreme circumstances to eliminate immediate danger to members of the public a bench may be removed without prior notice.

Public Benches

The Burial Authority provides benches in various locations throughout the cemetery for the use of members of the public. It is not permitted to add memorialisation or engraving of any kind to public benches.

Vehicles

A speed limit of 5 miles per hour is enforced within the cemetery grounds. A one way system operates within the cemetery to aid traffic management and to assist in moving traffic freely and safely. All drivers must adhere to the traffic control system unless directed otherwise by cemetery staff. During extreme weather conditions or to facilitate a funeral service or to carry out essential maintenance and repairs, it may be necessary to temporarily close or restrict traffic on part or parts of the roadway. It may be necessary in extreme circumstances to temporarily close the cemetery to pedestrians and vehicles. Notices and/or staff members will be placed strategically throughout the cemetery to guide and warn drivers and pedestrians if this is the case. Vehicle users are required to park in the designated parking areas unless otherwise instructed by cemetery staff.

Dogs

Dogs must be kept on a lead at all times and restrained from straying off paths and roadways. Owners must not allow their dogs to foul on any grave or memorial within the cemetery. Dog owners are expected to be equipped with suitable 'waste bags' to clean the area if their dog

fouls within the cemetery grounds. Failure to do so may lead to prosecution under the Dog (Fouling of Land) Act 1996.

Children

Children must be supervised by an adult at all times. Children must not play or climb near memorials.

Litter

All litter must be placed within the bins provided. Only litter associated with tending a grave, i.e. spent flowers, packaging etc must be deposited in the cemetery bins.

Depositing of household or commercial waste anywhere in the cemetery grounds, including in bins or skips will be reported to Carmarthenshire County Council Environmental Control Department and legal action will be pursued.

Conduct within the cemetery

Visitors must behave with dignity and respect whilst visiting the cemetery. Visitors shall keep to the surfaced roads or paths whenever possible except when directly approaching the grave they are visiting. Visitors must take care when crossing or entering grassed areas. Special care should be taken when entering areas of uneven or sloping ground especially in wet or icy conditions.

Offences

No person while in the cemetery grounds shall:

- Willfully create any disturbance.
- Commit any nuisance.
- Wilfully interfere with any burial taking place;
- Wilfully interfere with any grave, vault, tombstone, memorial, flower or plant.
- Play at any game or sport.
- No person not being an officer or servant of the Burial Authority or any person so authorised by or on behalf of the Burial Authority shall enter or remain in the cemetery at an hour when it is closed to the public.

If any of the above requirements are contravened a person shall be deemed to be committing an offence and shall be liable on summary conviction to a fine not exceeding the limit as stated in the governing Act or Parliament ; The Local Authorities' Cemeteries Order 1977.

In addition to the offences detailed in the Local Authorities Cemetery Order 1977, the following are strictly prohibited in Llanelli District Cemetery:

- The discharge of any firearms, except when authorized by the Burial Authority at military funerals;
- The riding of pedal cycles, skates, skateboards or similar wheeled items, including micro motor cycles;
- Visitors, or other persons shall not interfere with the staff in their duties and shall not employ them to execute any private work whatsoever within the cemetery;
- The Burial Authority forbids any gratuity being received by any of its employees. The receipt or demand of a gratuity, fee or unauthorized charge by any employee of the Burial Authority will subject such employees to immediate dismissal.

The Burial Authority, at its absolute discretion, reserves the right to ask any person to leave the Cemetery.

Complaints

Llanelli Joint Burial Authority operates a complaints procedure. Issues can normally be dealt with directly by front line staff. However if this process fails to satisfy the complainant, the formal complaints procedure can be initiated.

A complaints form and copy of the complaints procedure can be obtained from the cemetery administration office.

Alterations to Cemetery Rules and Regulations

The Burial Authority reserves the right to alter these Rules and Regulations and the table of charges and fees, or any part of them from time to time as it sees fit.