



CEMETERY ADMINISTRATION

1. Receiving Bookings for Burials

a) Bookings

When taking these, the following should be regarded as the minimum information required:

- Date and time at which the funeral will take place
- Name and address of the deceased
- Grave number – if rights already purchased.
- For new graves, the number of burials expected in the grave i.e. single or double depth
- The name and contact number of the funeral director
- Any other relevant information such as client details, certificate of registration or cremation
- In the case of Re-openings, whether the Right of Burial is held/ available

First Check

The information that is relayed during the conversation should be repeated back to the Funeral Director for confirmation of accuracy.

If a reopening, inform the Funeral Director a check of the grave space detail and the area itself will be made and the Rights of Burial will be checked **before the booking is confirmed**.

Second Check

For reopened graves only:

- If possible, identify the current owner of the exclusive right of burial from your purchased graves register/ register of grants/ or computer system.
- Ask the Contractor to check the grave space area and adjacent memorials for safe working procedures. Inform the Funeral Director that the client must sign the appropriate form regarding removal/ reinstatement of memorials etc. before final confirmation

If the area is safe, and the deceased/ applicant is the registered owner of the exclusive right of burial in the grave concerned, inform the Funeral Director the booking is confirmed and the interment will proceed.

In the case of an applicant, that person should sign the notice of interment.

(See Article 10(6) Local Authorities Cemeteries Order 1977 for authorisation by owner of rights).

b) Ownership of Right

i) If the registered owner is the **current deceased person** inform the Funeral Director that the applicant should make contact with the Council after the funeral in order to arrange a transfer of ownership of rights. The Funeral Director should also be requested to inform the applicant that this action is in the best interest of the family concerned as they will be able to secure their interest in the grave into the future and thereby protect their rights. It should also be stated that a transfer of ownership, for which there is a charge, should be arranged before the applicant arranges any additional inscription to the memorial so as not to delay this process.

ii) If **neither the applicant or the current deceased person** are registered as owner of the exclusive right of burial the Funeral Director should be requested to ask the applicant of the current circumstances of that person (remember, in these instances the owner may have been buried in the grave in question at some time in the past with the family not transferring ownership at that time).

Should it transpire that the **current owner is living but not personally making the current funeral arrangement** the Funeral Director should be informed that the signature of the living owner will be required on the notice of interment (*As per Article 10(6) Local Authorities Cemeteries Order 1977.*)

iii) If the **current owner is deceased** and was buried or cremated elsewhere at some time in the past and **no transfer of ownership** took place at that time the Funeral Director should be requested to instruct the applicant to visit the Council offices immediately so that a transfer of ownership, for which there is a charge, can be arranged **before the grave is reopened for burial**. In this case it is vital to establish a new owner prior to reopening the grave so as to comply with Article 10(6) of the Local Authorities Cemeteries Order 1977 as mentioned above.

c) Notice of Interment and Certificates

The notice of interment **must** be received **at least 48 hours** before the burial is to take place in order to check details of grave location/ make the practical arrangements needed.

[A check must have been made to ensure that the notice of interment is signed by the registered grave owner or if the owner is deceased that procedures have begun to secure a transfer of ownership, for which there is a charge, to the person or person who are entitled.]

On receipt of an interment notice, the details must be checked against the details in the diary entry. Any discrepancies must be investigated and rectified immediately.

The Notice should have the: Personal and Administration Details as requested

Coffin size - overall dimensions including handles

It is important to note that the Notice is effectively a **contract** between the parties concerned.

In addition to the Notice of Burial, **legal authorisation** for the burial to go ahead is also required.

*This will be in the form of a Registrar's Certificate for Disposal (commonly known as the Green Form) issued by the Registrar of Births and Deaths following sight of the Death Certificate. The Registrar's Certificate proves the death has been registered, a legal requirement **before** burial. This form has a detachable 'Part C' that must be completed by the burial authority and returned to the Registrar of Births and Deaths.*

Alternatively, a Coroner's Order for Burial (Form 101) is acceptable, where the death was sudden, accidental or otherwise unusual. In these particular circumstances the Coroner arranges the registration of the death. The Coroner's Order for Burial is a white form and has a detachable 'Part C' that must be completed by the burial authority and returned to the Registrar of Births and Deaths.

Should the death have occurred abroad, a Certificate of Non-Liability to Register will be issued by your local Registrar of Births and Deaths. This is a small white certificate with a detachable 'Part C' that must be completed by the burial authority and returned to the Registrar of Births and Deaths.

Should the burial be of a stillborn child a Registrar's Certificate for the Disposal of a Stillborn Child will be issued by the Registrar of Births and Deaths. This is a white certificate and has NO Part C.

In the case of **burial of cremated remains** the crematorium at which the cremation took place will issue a certificate stating that the death has been registered and that all forms and certificates relating to the cremation are held at the crematorium.

Whilst this certificate for cremated remains has no legal standing it does confirm to a burial authority (the Council) that the death has been registered. Should such a **certificate not arrive** with the cremated remains the **Administration Staff** will need to make a phone call to the crematorium where the cremation took place asking for verification to prevent delaying the burial. Should it not be possible to contact the crematorium for any reason, a call to the Registrar of Births and Deaths for the sub-district where the death occurred would also provide such confirmation. Either of these will incur an **additional charge** to the Funeral Director.

The Part C of the certificates mentioned above should be completed **after** the burial has taken place and returned to the appropriate Registrar of Births and Deaths.

2. Checking Registers and Records

a) **New graves**

It is advisable to mark the grave plan when the grave is allocated.

In the case of previous custom, pre-purchased graves (i.e. where the grave rights have been purchased to reserve the space for future use) the grave will need to be accurately located.

The grave number **must** be added to the notice of interment and diary entry at this point.

b) **Re-opening graves**

Details and ownership of rights should be checked for existing graves that are to be reopened for further burial. A site visit to check the grave location may be needed. This will establish what work is required in re-opening the grave and confirm any health and safety measures required.

Should the registered grave owner be living, the notice of interment requesting that the grave be reopened must be signed by the registered owner as this is a legal requirement (see Article 10(6) Local Authorities' Cemeteries Order 1977)

Should the impending burial be that of the registered owner no written permission is required to reopen the grave (see Article 10(6) (Note) Local Authorities' Cemeteries Order 1977)

[In these cases the person applying for the burial of the registered owner signs the notice of interment giving an address and needs to secure a transfer of ownership after the burial.]

In some instances the registered grave owner may have been buried in the grave (or buried or cremated elsewhere) and at that time the family did not transfer the ownership of the grave. In these circumstances a new owner will need to be registered **before** the impending burial takes place.

Inform the Funeral Director that the client must sign the appropriate form regarding removal/ reinstatement of memorials etc. before final confirmation of the interment will be given.

3. Issuing grave digging orders

Once the Notice of Burial is confirmed, a signed order for the excavation of the grave should be issued to the Contractor.

This will contain instructions to dig the grave, including:

- Exact measurements
- Location
- Time and date required
- Name of deceased

4. Checking graves prior to burial

The contractor must check any dug grave first thing on the morning of the funeral to ensure there has not been a collapse or water build up.

This check should ensure that, if used, shoring is still in place and supporting the grave structure. Any ingress of water can be removed.

A final check of depth, length and width dimensions should also be made at this point and the grave side correctly prepared for the interment.

5. Receiving forms and certificates

[As mentioned above the Notice of Interment should be received at least 48 hours before the burial is due to take place.]

The Administration Staff must accept the Registrar's Certificate for Disposal, Coroner's Order for Burial or Registrar's Certificate of Non-Liability to Register or Registrar's Certificate for Disposal of a Stillborn Child before the funeral **arrives** at the cemetery.

The law requires the delivery of the Certificate or Order to the authority **prior to the burial taking place** however it could transpire that the Funeral Director has forgotten to bring it with him/her. In these circumstances **FORM 18** as prescribed in the **Births and Deaths Registration Act 1926, Section 1(1) will be used.**

This declaration must be completed by the Funeral Director and explains why the certificate has not been delivered and promises to deliver it as soon as possible, preferably on the same day as the burial or, in exceptional circumstances, on the next day.

6. Registering burials

After the burial, the cemetery's statutory registers and records require completion.

a) Register of Burials

The burial will be recorded in the Register of Burials. Entries are made in this register **immediately after** each burial takes place with each burial being allocated a consecutive and unique number, known as the Burial Register Number. This register is therefore in chronological and burial register number order. The record will also give details of the depth of the grave space. (See Article 11 Local Authorities' Cemeteries Order 1977)

b) Record or Register of Graves

A separate register in grave number order will also be maintained electronically.

(See Article 9 -(2) Local Authorities' Cemeteries' Order 1977).

Details of the deceased buried in graves are made in the record or register of Graves alongside the appropriate grave number.

c) Register of Purchased Graves

For the first burial in a new private grave where other burials may take place an entry will be made in the Register of Purchased Graves (sometimes referred to as the Register of Grants), recording the purchase of the rights of burial and the period that this covers. This may be an electronic register.

(see Schedule 2 Part 2 Paragraph 2 Local Authorities' Cemeteries Order 1977).

d) Maintaining Registers and Records on a Computer

Since 1986, when legal approval was given (Local Authorities Cemeteries (Amendment) Order 1986), authorities have the right to maintain burial records on computer. These records must be maintained forever and are available for enquiries and research.

A record of graves will be kept electronically- alphabetically and in date order. The record or register will also contain other details such as the details of ownership of the Purchased Right and those relating to memorials erected on graves. This will be updated regularly.

e) Completing Part C of Registrar's Disposal Certificate or Coroner's Order for Burial

Within 96 hours of the burial, the detachable Part C of the Registrar's Certificate for Disposal, Coroner's Order for Burial or Registrar's Certificate of Non-Liability to Register must be sent by the burial authority to the Registrar of Births and Deaths indicating the date and place of burial (Births and Deaths Registration Act 1926). It is important to note that at the present time the place of burial is not actually recorded by the Registrar of Births, Deaths and Marriages, and subsequently locating the place of burial through the Registration Service is not possible. The burial is recorded only at the Council.

7. The Statutory Grave Plan

New purchased graves must be indicated on the grave plan as required by the Local Authorities' Cemeteries Order 1977, Article 9.-(1)

It is important to note that **the plan is a statutory document** and is the key to the management of graves within the cemetery. Grave plans should be treated carefully and preserved from loss or damage.

8. Issuing Deeds of Grant of Exclusive Right of Burial

Whenever a new private grave is purchased a deed of grant of right of burial (sometimes referred to as the grave grant or grave deed) must be issued. This official document confirms with the purchaser their rights to burial within a defined grave space within the cemetery (It should be noted that the rights of burial only are purchased and not the land itself, which remains the property of the burial authority).

The Deed reflects the entry made in the Purchased Graves Register / Register of Grants as required by Schedule 2 Part 2 paragraph 1

It is common practice to keep a duplicate of the deed issued on file.

It should be noted that the right must only be issued for a period NOT exceeding 100 years as required by Article 10(2)

[The Right of Burial in Amble West Cemetery is presently for a period of 50 years. Prior to 2009, it was for 99 years]

9. Issuing Deeds of Grant of Right to Erect and Maintain a Memorial

These relate specifically to erection of memorials. This gives the flexibility to manage memorials independently of burials rights. The period of the memorial rights is limited to 50 years as this is seen as being a reasonable time in which to expect a properly installed memorial to remain standing and not become unstable and therefore dangerous. Should a deed be issued for say 75 years it would follow that no action could be taken should the memorial become unstable and hazardous, except action designed to make it safe, during the period of the rights issued. This thinking was brought about due to the liabilities and duty of care placed on burial authorities in relation to dangerous memorials and the push to gain workmanship guarantees from memorial masons. The position at present in Amble West Cemetery is that for new memorials, the Memorial Masons guarantee conformity to nationally accepted standards and issue certificates for the lifetime of the memorial. From 1st May 2018, all memorials must be insured and a copy of this placed on file so clients can be reminded to renew it.

10. Transferring Ownership of Exclusive Rights of Burial

Introduction When families are asked to transfer burial rights on a grave, it can be a very difficult time for them. In particular, if burial rights have not been dealt with properly in the past then there is often a lack of understanding and questions which effectively say, "We've never had to do this in the past, why are you starting to make us do it this way now?"

However families are moving around the country much more than in the past, or even abroad; levels of divorce and remarriage are much higher than in the past so families are often becoming disjointed; and there are often disputes between different parts of the family.

It is not for the Council to determine what is considered the correct line of action. Owners of the burial rights have legal entitlements and local authorities have a statutory obligation to comply with the law. So it is **the law** that must be considered.

The basic principal to be understood is that it is **illegal** to permit a burial in a grave which has an existing exclusive right of burial without first obtaining permission from the owner of the right. The only exception to this is where the owner of the right is being buried, then permission can be obtained from anyone. The **Local Authorities Cemeteries Order 1977** states, "10(6) *No body shall be buried, or cremated human remains interred or scattered, in or over any grave or vault in which an exclusive right of burial for the time being subsists except by, or with the consent in writing of, the owner of the right.*"

This means if the owner is already deceased when an application is received, a transfer must take place and permission received from the new owner prior to the burial in that grave.

Where this has not been required in the past, it will result in situations where urgent action is required to transfer the grave rights prior to burial. To avoid such situations in the future, the Council should always identify when the owner of the rights is buried into the grave; shortly after the burial the family should be contacted (whilst there is an active address) and it should be recommended that the rights be transferred to avoid potential delay in any subsequent burial.

[Authorities must comply strictly with the law, whilst providing help and assistance in enabling the rightful owner to resolve the problem, then they will be beyond criticism. Should the authority breach statutory legislation and allow the burial to take place without receiving the specific permission of the owner of the rights, then it is possible they could be sued by any injured parties. They could also be left with the substantial costs of obtaining a licence from the Ministry of Justice, possibly a faculty from the church diocese and then exhuming the body for transport and re-burial elsewhere.]

When a grave is "purchased" this refers to the purchasing of the **exclusive right of burial** in a grave space and **not** the purchase of the land itself. The exclusive rights of burial are separate from the right to erect a memorial.

A Grant of Exclusive Right of Burial (grave deed) should be issued to the owner, or owners of the exclusive right of burial and right to erect a memorial for the specific grave number. Grave rights can legally be sold to one person, or multiple persons. Advice should be given to keep the Grant in a safe place, it will be required should there be a further burial in the grave at some point in the future. If the owner of the rights then wishes to transfer those rights to another person, the documents that the Council will require from the owner are detailed below.

In accordance with the Local Authorities Cemeteries Order 1977, all grave rights are sold for a fixed period; perpetuity rights are no longer permitted. In Amble West Cemetery this period is now 50 years.

It is important that this information is given to the purchasers of rights and that they be advised to keep the Council updated on any changes of address; this is the single biggest factor in losing contact with the owner of the rights- it is very important to enable the Council to keep records up to date.

If the owner of the rights wishes to transfer the ownership during their lifetime it is relatively straightforward. They must complete a **Form of Assignment** and submit it to the Council, together with the Grant of Exclusive Right of Burial.

Documents required by the Council - to transfer the ownership of a grave when the owner dies

If a will- recognised as valid by the laws of England, Scotland and Wales- has been left, grave rights are normally included in the residual estate of the deceased, they are seldom referred to directly.

1 **If the deceased owner left a will**

If the deceased owner left a will stating who the Grant of Exclusive Right of Burial should be passed to then the person identified in the will should provide the Council with:

- the Grant of the Exclusive Right of Burial

- the Grant of Probate – Probate is the document issued by the Court after the will has been proved in Court. It should be the original document bearing the Court Seal. A copy of the relevant part of the document can then taken and retained for the files
- if the person is not also the Executor of the will, an Assent from the Executor(s) of the Will giving the Grant of Exclusive Right of Burial to that person.

If the deceased owner left a will of insufficient value to merit application to be made for Grant of Probate and someone wishes to claim the exclusive right of burial, then the Council should ask for:

- the Grant of the Exclusive Right of Burial
- the Death Certificate
- a Statutory Declaration detailing the relationship of the person claiming the right of exclusive burial to the deceased owner. (This is detailed later.)
- a Form of Renunciation from all other people who would be entitled to claim the Grant of Exclusive Right of Burial.

2 When there is no will

[It should be remembered that Scottish Law on intestacy is different to England and Wales, so if in doubt refer to legal advisors.]

If the owner of the rights dies without leaving a will, this is generally referred to as dying intestate and the Council should ask for:

- the Grant of the Exclusive Right of Burial
- the Grant of Letters of Administration – letters of administration are granted to a person or persons who apply to the Court to receive permission to administer the estate of the deceased. The Letters of Administration should name the administrator/s and once again should bear the official seal of the Court. The relevant part of the document should be copied and retained on file. An Administrator of an estate has the same powers and responsibilities as an Executor
- if the person is not also the Administrator then an Assent Form is required from the Administrator(s) giving the Grant of Exclusive Right of Burial to the person.

If the estate is of insufficient value to merit application for Letters of Administration the Council should ask for:

- the Grant of the Exclusive Right of Burial
- the Death Certificate
- a Statutory Declaration detailing the relationship of the person claiming the rights to the registered grave owner.
- a Form of Renunciation from all other people that would be entitled to claim the Grant of Exclusive Right of Burial.

If a Statutory Declaration is to be used then it must comply with the Statutory Declaration Act 1835 and must be witnessed by a Commissioner for Oaths (normally a practicing solicitor) or a Magistrate. **A form of Indemnity is not acceptable.** A typical Indemnity Form states:

- *“I (state full name) of (state full address) hereby declare that I am the (state relationship) of the late (state full name of deceased). The said deceased died on (date) and the said Exclusive Rights of Burial has not been otherwise dealt with.*
- *I am the proper person to exercise the burial and memorial rights in the said grave, and no other relative or person to my knowledge claims any right...and I hereby indemnify the Council against all claims and losses”*

This will not stand up in a Court of law and the Council may find themselves jointly or wholly liable for any damages as it is unable to be indemnified from something that is illegal.

A statutory declaration is needed in place of an indemnity form, this normally seeks to identify just how the person who is to become the new owner of the rights, is the legally entitled next of kin to the current owner of the rights. A valid statutory declaration is made up of the following sections:

- Section 1 - details of the person making the declaration. This may read:
I (name of person making declaration) of (address)

in the (County)

do solemnly and sincerely declare that (name of current owner), purchased/owned the exclusive Right of Burial, described in the Plan Book as Section (letter) No (number) Grant (number) in the West Cemetery, West Avenue, Amble in the County of Northumberland, and that...

Section 2 – the body of the declaration explaining specific circumstances (detailed examples below)

Section 3 – the declaration in the presence of a magistrate or commissioner for oaths. This should read:

And I make this solemn declaration conscientiously believing the same to be true by virtue of “The Statutory Declaration Act, 1835”

Signed (name of person making the declaration)

Declared at

in the of.....

This Day of, 20.....

Before me (Magistrate or commissioner for oaths)

Due to the number of people now dying intestate (without a will) there is a need for a statutory declaration.

It has many uses, some of which are as follows:

- Correction of mistakes made on the deeds, either during the life of the owner or after death. An example of Section 2 of the declaration may read as follows:
“the said *Frederick John Smith* shown on Disposal certificate Dis28 41894 dated 1st June 2000 issued by the registrar of births and deaths for the district of Newham is one and the same person as *John Smith* his name having been incorrectly given when the exclusive Rights of Burial was purchased and I make this declaration in order that the said *John Frederick Smith* may be buried in the said grave space on Monday 6th June 2000 as is his right as owner thereof AND FURTHER I hereby indemnify (Name) Council and all its officers and servants from any liability whatsoever in this matter or arising therefrom.”
- Transfer to spouse/ partner when Letters of Administration have not been applied for. An example of Section 2 of the declaration may read as follows:
“the said *John Frederick Smith* died intestate leaving an estate that does not warrant applying for Grant of Letters of Administration THAT I the said *Ann Smith* am his lawful surviving wife and next of kin and therefore the present rightful owner of the said Right of Burial AND FURTHER I hereby indemnify (Name) Council and all its officers and servants from any liability whatsoever in this matter or arising therefrom.”
- Transfer from a deceased owner who is widowed and one or more sons/ daughters are jointly entitled to the ownership of the right. An example of Section 2 of the declaration may be as follows:
“the said *John Smith* died a widower intestate leaving an estate that does not warrant applying for Grant of Letters of Administration THAT *Colin John Smith, Brian Alan Smith* and myself the said *Mary Ann Smith* are his only lawful surviving children and next of kin and therefore the present rightful owners of the said Right of Burial AND FURTHER I hereby indemnify (Name) Council and all its officers and servants from any liability whatsoever in this matter or arising therefrom.”
- Transfer from a deceased owner who is widowed and whilst one or more sons/ daughters may be entitled, it has been agreed that only one will claim the right. This requires agreement from the other siblings and should be accompanied by a Form of Renunciation from the other siblings. An example of Section 2 of the declaration may be as follows:
“the said *John Smith* died a widower intestate leaving an estate that does not warrant applying for Grant of Letters of Administration THAT *Colin John Smith Brian Alan Smith* and myself the said *Mary Ann Smith* are his only lawful surviving children and next of kin and therefore the present rightful owners of the said Right of Burial BUT *Colin John Smith* and *Brian Alan Smith* desire that the exclusive Right of Burial be vested solely in my name as

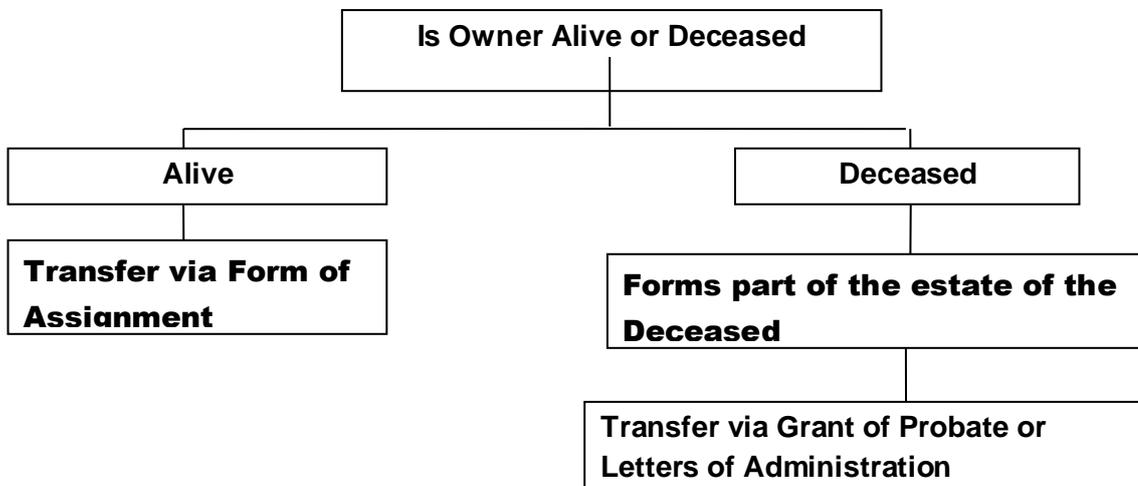
Mary Ann Smith and have given their consent in the document attached hereto which I declare to be genuine AND FURTHER I hereby indemnify (*Name*) Council and all its officers and servants from any liability whatsoever in this matter or arising therefrom.”

- Transfer of burial rights in accordance with a valid will, however, the will has not been proved in Court so there is no Deed of Probate. An example of Section 2 of the declaration may be as follows:

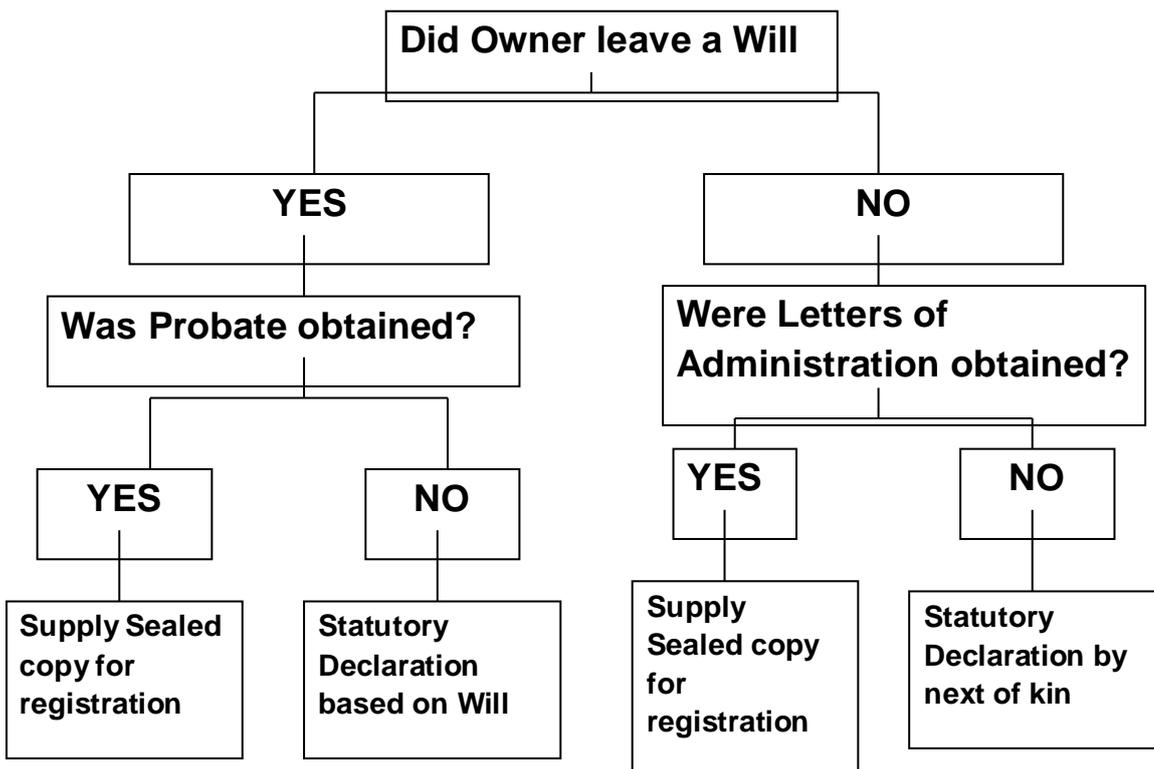
“the said *John Smith* died a widower leaving a will that does not warrant applying for a Deed of Probate THAT *Colin John Smith, Brian Alan Smith* and myself the said *Mary Ann Smith* are his only lawful surviving children and next of kin and therefore the present rightful owners of the said Right of Burial AND FURTHER I hereby indemnify (*Name*) Council and all its officers and servants from any liability whatsoever in this matter or arising therefrom.”

These are just a few examples of where a statutory declaration will be required, there are obviously many more scenarios, however, the statutory declaration should be an explanation of the reasons why a particular person, or persons, are entitled to own the right.

Easy Guidance Chart 1:



Easy Guidance Chart 2:



Transfer of Exclusive Rights of Burial - Summary

- Burial rights do not give the owner title over the land. It is simply a right of burial.
- Lease periods for exclusive rights of burial are at the discretion of the authority, but must not exceed 100 years. Amble West Cemetery rights are for 30 years renewable for 2 further periods of the same time.
- Ownership can be in single or multiple names
- Written permission of the owner of the right must be obtained **before** the burial can take place. If the owner is deceased then **transfer** must take place **before** the burial can go ahead.
- An essential part of the administration process will be to identify when the owner of the right is buried into the grave and arrange for the transfer of ownership shortly after this.
- No written permission is required when the burial is that of the owner of the rights.
- Indemnity Forms are not legal documents and should not be used. Statutory declarations can be used as an alternative.
- A Statutory declaration is very useful in the absence of legal documents such as a Grant of Probate or Letters of Administration, however, it is not an alternative to these.
- If the rights are not legally transferred then the Council could be exposed to the likelihood of legal proceedings at some point in the future.

11. Receiving memorial applications

a) New memorials

Applications will be required for all new memorials to be installed within the cemetery. An application for the installation of a new memorial will include:

- Name and address of the applicant (normally the owner of the right of burial)
- Name and address of memorial mason who must be registered under the Council scheme to ensure membership of a nationally recognised body with full compliance to the current version of the NAMM Code of Working Practice and BS 8415.
- Grave details (section, plot number etc)
- Details of memorial to be installed including:
 - Dimensions of memorial
 - Proposed memorial inscription
 - Type of stone (or other material) to be used in the construction of the memorial
 - Full construction details of the memorial including dowel sizes, dowel holes sizes and type of ground anchor (if required).
 - The issue of a Certificate of Compliance to guarantee the memorial for its lifetime
 - An Insurance Certificate

Once the application is received, normally completed by the memorial mason, it should be checked against the requirements of the NAMM Code/BS 8415 and the Council's Cemetery Regulations. If the application is in order then a permit to fix can be issued to the memorial mason. A mason should not be allowed to fix a memorial unless a permit has been issued by the Council and they have indicated when they will be entering the cemetery to carry out the installation (this can either be by appointment or simply by agreement to a date or am/pm on a date). This will allow random checking of memorial masons as they install memorials.

Should memorial installation details not meet the requirements of the NAMM Code/BS 8415 or cemetery regulations, then a permit must not be issued and the application will be rejected.

b) **Additional inscriptions, renovation and other work**

Applications for additional inscriptions, renovation and other work will follow a very similar process to that outlined above for new memorials.

If a memorial is to be removed from its original fixing then it will not be allowed to be refitted unless it complies with the NAMM Code/BS 8415 and follows the same procedures as a new memorial with a requirement for a permit before it can be reinstalled.

Where memorials are being refitted care should be taken to ensure that all lawn type memorials have new dowels fitted between the upright plate of the memorial and the base, as well as a new foundation, if required, and a suitable ground anchor.

Cleaning or other work, even that which will not necessitate the removal of the memorial from its original fixing, requires a letter of intent so that the Council is aware of the work and that the correct materials are being used and the work carried out safely.

12. Storage and preservation of registers, records and plans

The following, namely:

- the plan maintained under article 9(1);
- the records maintained under article 9(2);
- the register of burials maintained under article 11(1);
- any register of burials in the cemetery maintained before the coming into operation of this order;
- the record of disinterments maintained under article 11(9); [amended LCAO art 2(4)]
- the register maintained under Part 11 of Schedule 2;
- the registers described in paragraph 2(b) of the said Part 11; and
- the records of memorials made and kept under paragraph 16 of Schedule 3,

shall be stored so as to preserve them from loss or damage and be in the charge of the Superintendent/ the Clerk appointed for that purpose.

Agreed: