



Cemeteries Rules & Regulations

Made by the Lisburn & Castlereagh City Council , (the Council), for the General Management, Regulation and Control of Council Operated Cemeteries provided by Council and prescribing the Rules and Regulations under which the exclusive right of burial may be purchased in such parts as may be appropriated for that purpose.

The rules apply to the Council Cemeteries and should be read in conjunction with the Burial Grounds Regulations (Northern Ireland) 1992. As amended.

MADE BY THE LISBURN & CASTLEREAGH CITY COUNCIL FOR THE GENERAL MANAGEMENT, REGULATION AND CONTROL OF THE COUNCIL CEMETERIES PROVIDED BY THEM, AND PRESCRIBING THE RULES AND REGULATIONS UNDER WHICH THE EXCLUSIVE RIGHT OF BURIAL MAY BE PURCHASED IN SUCH PARTS AS MAY BE APPROPRIATED FOR THAT PURPOSE.

1. Allocations into Proprietary and Other Ground
 - (a) The Burial Grounds shall be divided into Sections and numbered in sequence as determined by the Council.
 - (b) Sections shall be allocated for use as Proprietary Ground and any other use determined by the Council.
 - (c) An area will be set aside for welfare burials whereby cremated remains will be committed, except when advised otherwise by the Police Service for Northern Ireland (PSNI).

2. Proprietary Ground
 - (a) In the proprietary ground the exclusive right of burial shall be granted in perpetuity to the purchasers and shall confer upon the purchasers, their heirs and assigns the right to erect headstones, subject to the conditions hereinafter contained. (Rule 16 refers)
 - (b) A person desiring to purchase the exclusive right of burial in a grave in the proprietary ground shall conform to the Burial Grounds Regulations (Northern Ireland) 1992 and to all rules and regulations in force at the time of purchase and to any rules and regulations to be made thereafter by the Council for the regulation, management and control of the Burial Grounds, and upon payment of the prescribed charge for the grave the Grant shall be issued to the purchaser in due course, signed by the Director of Environmental Services.

3. An entry of the date of each grant of a right of burial in the proprietary ground, and of the purchaser's name and residence, the number on the plan of the grave, the section of the ground in which the right of burial has been purchased, shall, upon the execution of each such grant, be made in the Register. The Register may be perused at all reasonable times by a grantee or assignee of any such right.

4. No sub-division of a family plot or alterations to a grave lease can be made without the prior consent of the Council.

5. If the registered proprietor of a right of burial in the proprietary ground shall prove by statutory declaration to the satisfaction of the Council that he/she has lost the Grant, he/she shall be entitled, upon payment of the prescribed fee, to be reviewed annually, to receive a duplicate Grant. Provided that if the original Grant be discovered the duplicate Grant shall be returned to the Council and cancelled.

6. On the demise of a proprietor, his/her heir or assign entitled thereto shall have his/her name entered in the register of the Cemetery on production of evidence of his/her right to the Grant, and shall receive a Grant for which a fee, reviewable annually, will be charged.

Proprietors wishing to dispose of their Grant otherwise than to a member of their family, or by will, are required to offer it first to the Council.

7. Opening of Graves for Interment.

No grave in the proprietary ground for which a Grant has been issued shall be opened for interment except on the application of the registered owner or someone acting on his/her behalf and producing the Grant.

8. A person requiring to have an interment made in any grave shall sign an application for that purpose giving the following particulars for registration, viz:- The Full Forenames, Surname, date of death, sex, age, date of birth, religious persuasion, occupation or rank in life, last place of residence, place of death and marital status of the person to be buried, name of lessee, grave number, section and ground.

The Council shall stipulate the time for interment in the Order for Interment. This shall be the time that the funeral shall arrive at the burial ground and must be observed.

All applications for interments must be accompanied by a statutory certificate of death issued by a Registrar of Births and Deaths or the Statutory Order for Burial issued by a Coroner or Cremation Papers.

9. An application for interments including cremated remains must be made at least 24 hours before the interment takes place.
10. Upon receipt of an application and on payment of all fees the Cemetery Administrator shall make out an Order for the opening of the grave, and shall pass one copy of the Order to the person managing the arrangements for the interment.
11. The Council shall not cause or permit a body to be buried in a grave in such a manner that any part of the coffin is less than 70 centimetres below the level of any ground adjoining the grave.

12. Exhumation

No grave shall be opened and no body or the remains of a body be removed from a grave to be transferred from one place of burial to another place of burial or exhumed except under the circumstances and subject to the conditions specially provided in law. The Council will not consent to an exhumation unless there are exceptional circumstances and upon payment of all relevant fees.

13. Signing The Register of Burials

All burials shall be duly recorded in the Register by the Cemetery Administrator.

The person having the management of the interment shall sign the Register of Burials.

14. Hours for Interment

The hours during which the Cemetery shall be open for interments and for the public shall be fixed by the Council.

15. Testing Graves for Opening

On receiving an application to open a grave for burial the opinion of the Director of Environmental Services as to whether the interment can take place or not shall be final.

Testing of graves will take place during weekdays 9am -12.30pm and 2pm – 4pm and Saturday 9am – 12.30pm except in special circumstances.

16. Erections on Graves

(a) Monuments and Headstones

All monuments, headstones, memorials to be placed on the foundation and all inscriptions thereon shall be subject to the approval of the Council. Rules 16(f) and 16 (g) refer.

(b) Headstones

Headstones only will be allowed to be erected as Memorials and no other commemorative items shall be permitted in the Lisburn New Cemetery Extension. The headstones must comply with the specifications set by the Council and detailed at Rule 16(c).

(c) Materials for Headstones/Tables

All such erections shall be of stone or other non-perishable material and shall be located only on the solid foundation.

(d) Every erection placed on a grave shall bear the distinctive section and number of the grave marked in clear characters.

(e) The Council does not accept any responsibility for moveable memorials or floral arrangements whether placed by consent of the Council or at a proprietor's own initiative.

(f) The proprietor of a grave proposing to place any erection on a grave shall first submit to the Council for its approval a drawing with particulars of the dimensions and of the proposed inscription together with grave lease and appropriate fee.

All additional inscriptions must have the approval of the Council before being inscribed to an existing memorial as appropriate. The inscription particulars to be retained by the Council.

(g) Where sketch plans are submitted for the Council's approval for proposed erections on any grave or graves, the measurements shown thereon will not be accepted as being accurate by the Council, and in order to avoid any error

proprietors are required to have the ground measured in the presence of a Council official prior to the work being commenced.

- (h) Any erection placed on a grave without the prior approval of the Council shall be removed. Any erection that falls into disrepair and is deemed to be unsafe may be removed by the Council. The cost of works so carried out by the Council, will be recovered from the registered owner of the grave or his/her heirs or assigns.

17. Where memorials etc are erected in the Cemeteries it is advisable in the proprietor's interest to arrange suitable insurance cover.

18. Removal of Refuse on Completion of Work

When carrying out work at a grave plot the proprietor shall ensure that the adjacent grave plots, headstones, paths, trees, moveable memorials or flowers are not damaged in any way and that the proprietor or his/her agents will remove any soil or any form of refuse from the works to another place away from the Cemetery. If any default shall be made in observing this rule the Council will make good any damage and recover the cost of the work from the registered proprietor, his/her heirs or assigns.

19. Planting on Grave Plots

- (a) Trees and shrubs must not be planted on any grave
- (b) The Parks & Cemeteries Manager shall be at liberty at any time to remove any tree or shrub so planted on any grave in any cemetery within the control of the Council, the cost of which will be recoverable from the registered proprietor, his/her heirs or assigns.

20. Commemorative Tree Planting

(a) Woodland Remembrance

Existing trees can be selected, by agreement, by relatives for the placing of cremated remains. The location to be recorded. Applicants will supply details of the deceased and the Cremation papers for inspection. The applicant will be entitled to have erected at the tree, at the applicant's cost, a plaque of standard design. The plaque to be bronze in colour and no more than 300 mm x 125 mm in size. All inscriptions thereon shall be subject to the approval of the Council. The plaque to be mounted no more than 150 mm above ground level on a vertical support securely fixed to an appropriate concrete foundation.

(b) Commemorative Tree Planting

Where it is appropriate, the Council will provide a new tree to be planted. Similar conditions to the Woodland Remembrance will apply except that:

- (1) The tree will be chosen, provided and planted by the Council, in a location within the Cemetery agreed with the Council.

General

21. No monument, headstone or memorial shall be removed or altered without the written permission of the Council.

22. In these Rules "The Council" means the Lisburn & Castlereagh City Council.
23. No person shall enter or leave the Cemetery except by the entrance gates, or walk or trespass upon any of the graves, or damage any tree, plant, or shrub; or pluck any flower, or trap snare, injure, wilfully destroy birds' nests etc; or meddle or interfere with any monument, tomb or gravestone. A parent or guardian must accompany children under sixteen years.

No dogs or other animals shall be allowed into the Cemetery other than guide Dogs (Blind/Deaf).

24. The person in charge of the Cemetery, may remove from it any person who shall conduct himself or herself improperly therein, and shall prevent any person from entering the Cemetery during prohibited hours.
25. Every person who shall wilfully destroy or damage any building, wall, or fence, in or connected with the Cemetery, or destroy or damage any tree, shrub, plant or flower in it, or rub or disfigure any of the walls, or put up any bill thereon; or wilfully destroy, damage or deface any of the monuments, tablets, inscriptions, gravestones or do any other wilful damage, or play any game or sport, or discharge firearms (save at a military funeral) in the Cemetery; or wilfully disturb any persons assembled therein for the purpose of burying anybody, or who shall commit any nuisance, shall be dealt with in a Court of Law.
26. In the event of an outbreak of any epidemic disease within the Lisburn & Castlereagh City Council area, the Council may make special orders regulating the order of interments, and the length of notice to be required therefore.
27. In the event of a certificate signed by a legally qualified medical practitioner, certifying that the immediate interment of a body is essential for public health, shall be produced to the Chief Executive who shall, on the production thereof, issue an order for the interment of the body without requiring the prescribed length of notice.
28. The foregoing Rules shall remain in force, and be binding on all proprietors of the right of burial in the cemetery, and all other persons, until same are altered by the Council
29. Funeral Directors will be responsible for ensuring that suitable wooden coffins or caskets for earth burials are used. In instances where the total Coffin/Casket weight including the remains is in excess of 95Kg, additional requirements are required in relation to manual handling. Coffin/Casket measurements including total weight are to be supplied.

These Rules and Regulations, having been adopted by Council.

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- (d) The Burial Grounds shall be divided into Sections and numbered in sequence as determined by the Council.
- (e) Sections shall be allocated for use as Proprietary Ground and any other use determined by the Council.

31. Proprietary Ground

- (c) In the proprietary ground the exclusive right of burial shall be granted in perpetuity to the purchasers and shall confer upon the purchasers, their heirs and assigns the right to erect headstones, subject to the conditions hereinafter contained. (Rule 16 refers)
- (d) A person desiring to purchase the exclusive right of burial in a grave in the proprietary ground shall conform to the Burial Grounds Regulations (Northern Ireland) 1992 and to all rules and regulations in force at the time of purchase and to any rules and regulations to be made thereafter by the Council for the regulation, management and control of the Burial Grounds, and upon payment of the prescribed charge for the grave the Grant shall be issued to the purchaser in due course, signed by the Director of Environmental Services.

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33. No sub-division of a family plot or alterations to a grave lease can be made without the prior consent of the Council.

34. If the registered proprietor of a right of burial in the proprietary ground shall prove by statutory declaration to the satisfaction of the Council that he/she has lost the Grant, he/she shall be entitled, upon payment of the prescribed fee, to be reviewed annually, to receive a duplicate Grant. Provided that if the original Grant be discovered the duplicate Grant shall be returned to the Council and cancelled.

35. On the demise of a proprietor, his/her heir or assign entitled thereto shall have his/her name entered in the register of the Cemetery on production of evidence of his/her right to the Grant, and shall receive a Grant for which a fee, reviewable annually, will be charged.

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39. Upon receipt of an application and on payment of all fees the Cemetery Administrator shall make out an Order for the opening of the grave, and shall pass one copy of the Order to the person managing the arrangements for the interment.
40. The Council shall not cause or permit a body to be buried in a grave in such a manner that any part of the coffin is less than 70 centimetres below the level of any ground adjoining the grave.

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(m) The Council does not accept any responsibility for moveable memorials or floral arrangements whether placed by consent of the Council or at a proprietor's own initiative.

(n) The proprietor of a grave proposing to place any erection on a grave shall first submit to the Council for its approval a drawing with particulars of the dimensions and of the proposed inscription together with grave lease and appropriate fee.

Inscriptions may contain name, date of death, age and an appropriate verse.

All additional inscriptions must have the approval of the Council before being inscribed to an existing memorial as appropriate. The inscription particulars to be retained by the Council.

(o) Where sketch plans are submitted for the Council's approval for proposed erections on any grave or graves, the measurements shown thereon will not be accepted as being accurate by the Council, and in order to avoid any error proprietors are required to have the ground measured in the presence of a Council official prior to the work being commenced.

(p) Any erection placed on a grave without the prior approval of the Council of the erection and the inscription placed thereon shall be removed. Any erection that falls into disrepair and is deemed to be unsafe may be repaired or removed by the Council. The cost of works so carried out by the Council, in either case, will be recovered from the registered owner of the grave or his/her heirs or assigns.

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(d) The Parks & Cemeteries Manager shall be at liberty at any time to remove any tree or shrub so planted on any grave in any cemetery within the control of the Council, the cost of which will be recoverable from the registered proprietor, his/her heirs or assigns.

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No dogs or other animals shall be allowed into the Cemetery other than guide Dogs (Blind/Deaf).

53. The person in charge of the Cemetery, may remove from it any person who shall conduct himself or herself improperly therein, and shall prevent any person from entering the Cemetery during prohibited hours.
54. Every person who shall wilfully destroy or damage any building, wall, or fence, in or connected with the Cemetery, or destroy or damage any tree, shrub, plant or flower in it, or rub or disfigure any of the walls, or put up any bill thereon; or wilfully destroy, damage or deface any of the monuments, tablets, inscriptions, gravestones or do any other wilful damage, or play any game or sport, or discharge firearms (save at a military funeral) in the Cemetery; or wilfully disturb any persons assembled therein for the purpose of burying any body, or who shall commit any nuisance, shall be dealt with in a Court of Law.
55. In the event that Lisburn & Castlereagh City Council area shall be affected by an epidemic disease, the Council may make special orders regulating the order of interments, and the length of notice to be required therefore.
56. In the event of a certificate signed by a legally qualified medical practitioner, certifying that the immediate interment of a body is essential for public health, shall be produced to the Chief Executive who shall, on the production thereof, issue an order for the interment of the body without requiring the prescribed length of notice.
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