

RULES AND REGULATIONS  
FOR CEMETERIES MANAGED BY WOKINGHAM DISTRICT COUNCIL

1. To inter an urn of ashes or coffin in any Council managed cemetery it is necessary for the funeral organiser to complete and forward to the Council Offices an official "Notice of Interment" (available from the Council). This must be received by the Council at least two full working days prior to the intended interment.
2. All fees and charges relating to the interment and memorials must be settled in full at least two full working days prior to the intended interment.
3. The funeral organiser must make all arrangements for the ceremony and service. However, written notice that a burial is to take place without the Rites of the Church of England must be given to the Council.
4. There are two types of grave - a public grave and an exclusive right of burial grave.

Public grave - no memorial may be erected  
- up to Wokingham District Council's discretion who and how many people may be interred in each grave (usually two).

Exclusive right - may be purchased for immediate or future use  
- usually valid for 100 years from date of purchase/reservation  
- allows for up to three coffins to be placed in the same grave, at the discretion of the person entitled to the right (including those to whom the right has been assigned or bequeathed).

5. (i) Grave regulations - all coffins must be laid at least three feet (0.915m) below the ordinary level of the ground  
- a coffin may not be laid further than 9 feet (2.745m) below ground  
- A minimum layer of six inches (0.15m) of soil must be allowed between coffins in the same grave  
- a public grave shall generally be six feet (1.830m) in depth.

\* Regulations concerning bricked vaults and graves are available for inspection upon request.

(ii) Cremation regulations - only two urns may be placed in any one cremation plot.

6. All coffins must be made of wood and all memorials of durable quarried stone.
7. Special provisions for vaults or bricked graves may be granted upon request. Unfortunately, no tombs or mausoleiums may be erected.
8. No interred body or urn may be removed after burial without full written official permission from the Secretary of State for the Environment.

9. Memorials and kerbs may be erected on graves for which the exclusive right of burial has been granted. A fully scaled impression, detailing the exact dimensions, proposed inscription and the type of stone to be used, must be submitted to, and approved by, the Council.
10. Memorial dimensions - they must not exceed 1.515 metres in height, nor kerbs by 2.135 by 0.105 metres in plan.
11. The funeral organiser and stonemason are responsible for ensuring that the memorial and kerbing are erected in a correct and safe manner. Excess soil or rubbish materials must be tidily disposed of.
12. The official number of the grave (as kept in the Council's Register), must be cut clearly in 3/4 inch letters on the bottom right hand corner of the memorial.
13. Work on memorials must only be carried out during the cemetery opening hours - 9am until half hour before sunset.
14. The Council reserve the right to remove and dispose of any memorial, should it become unsafe or else fall into a state of disrepair.
15. Alterations to memorials may only be made if full written permission from the Council is obtained.
16. Wokingham District Council shall remain the owner of the land, because burial or granting of the exclusive right to burial does not confer land ownership upon the holder or occupier.
17. The Council reserve the right to;
  - i) remove or prune any overgrown or unsightly shrub, plant or flower,
  - ii) remove any object or article left on or near any grave space or cremation plot. Artificial flowers/wreaths will be removed.
  - iii) temporarily remove a memorial in order to excavate an adjoining grave,
  - iv) revise any regulation, policy, right or fee

CRB/CEM/AD294  
9. 2. 94