

**A SUMMARY OF THE**  
**RULES AND REGULATIONS**  
**FOR THE MANAGEMENT OF**  
**GREATNESS PARK CEMETERY,**  
**SEAL ROAD**  
**SEVENOAKS, KENT**

(The full Rules & Regulations will apply in all cases  
where a detailed ruling is sought)

SEVENOAKS TOWN COUNCIL  
TOWN COUNCIL OFFICES  
BRADBOURNE VALE ROAD  
SEVENOAKS, KENT, TN13 3QG

GREATNESS PARK CEMETERY

GENERAL INFORMATION

CEMETERY OPENING HOURS

Monday - Thursday (inclusive) .. . . . . . 7.30am - 3.30 pm  
Friday .. . . . . . 7.30am - 3.00 pm

TOWN COUNCIL OFFICE HOURS:

Monday - Thursday (inclusive).....8.45am - 5.00 pm  
Friday.....8.45am - 4.30 pm

(Closed on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day and on such other days as may be appointed a general holiday or may from time to time be approved by the Council).

HOURS OF INTERMENT:

Monday - Thursday (inclusive) .. . . . . . 9.30am - 4 pm  
Friday .. . . . . . 9.30am - 3 pm

(The Town Clerk may give permission if necessary for interments out of these hours).

POSTAL ADDRESSES  
OFFICE

Sevenoaks Town Council, Town Council Offices, Bradbourne Vale Road, Sevenoaks Kent TN13 3QG

CEMETERY

Greatness Park Cemetery, Seal Road, Sevenoaks, Kent TN14 5AA

TELEPHONE:

- 1) Cemetery (answering device in operation) .. . . . . . Tel. 01732 457565
- 2) Council Offices .. . . . . . Tel: 01732 459953  
.. . . . . . Fax: 01732 742577

HOURS OF OPENING OF GREATNESS PARK CEMETERY FOR VISITORS

Monday – Friday .. . . . . . 8.00 am - 8.00 pm or sunset, whichever is the earlier.  
Saturday & Sunday .. . . . . . 9.00 am - 8.00 pm or sunset, whichever is the earlier.

Further details, forms and information may be obtained from:

CEMETERY & OPEN SPACES MANAGER,  
GREATNESS PARK CEMETERY,  
SEAL ROAD,  
SEVENOAKS,  
KENT, TN14 5AA

## SUMMARY OF RULES & REGULATIONS FOR THE GREATNESS PARK CEMETERY

### **1 INTERPRETATION**

Throughout these Regulations:

"the Council" means the Sevenoaks Town Council;

"the Cemetery" means the Greatness Park Cemetery;

"the Town Clerk" means the person for the time being holding office by that designation under the Council;

"the Council office" means the offices of the Town Council;

"the Cemetery Manager" means the person for the time being holding office by that designation under the Council.

### **2 GENERAL**

- (a) TELEPHONE MESSAGES. The Town Council cannot be held responsible for the misinterpretation of telephoned instructions. Any instructions so given must immediately be confirmed in writing.
- (b) PLAN OF CEMETERY. A plan of the Cemetery may be freely inspected at the Cemetery during office hours only.
- (c) REGISTER OF BURIALS. A register of burials will be kept at the Cemetery, where searches may be made during office hours only.
- (d) CHAPEL. Burials are not allowed in the chapel nor may any memorial plaques be placed on the interior walls.
- (e) PUNCTUALITY. The time fixed for a funeral shall be the time at which the procession is to arrive at the Cemetery, which must be strictly observed.
- (f) COMPLAINTS. Any complaints should be made to the Town Clerk.
- (g) ADVERTISEMENTS. No advertisements of any kind may be displayed in any part of the Cemetery.
- (h) FLOWERS & WREATHS. Flowers and wreaths may be placed upon any grave on the day of interment and left there for 10 days.

### **3 INTERMENTS**

- (a) NOTICE OF INTERMENT. All notices of interment shall be delivered to the Council Office or the Cemetery on the forms provided. It is important to note the period of notice required for interment.
- (b) ATTENDANCE OF CLERGY. The funeral director or other person having charge of any funeral is responsible for arranging for a clergyman/minister to be present if required.
- (c) CERTIFICATE OF DEATH. The certificate of the Registrar of Deaths relating to the death of the person to be buried must be produced to the Manager before interment takes place. In the case of stillborn children a certificate from the Registrar of Deaths or an order from the Coroner is required,

#### 4 EXCLUSIVE RIGHTS OF BURIAL

- (a) GRANT OF EXCLUSIVE RIGHTS OF BURIAL. The exclusive rights of burial in a grave space may be purchased and shall be recorded by Deed of Grant. The Grant shall be granted for a period of seventy-five years at the expiration of which all rights in the grave revert to the Council.

##### GRANT OF EXCLUSIVE RIGHTS OF BURIAL - CEMETERY EXTENSION

The above paragraph applies excepting that the Exclusive Right of Burial shall be granted for a period not exceeding 50 years in the first instance and that after a period of ten years the Grant of Exclusive Right of Burial in the Cemetery Extension, may, on consideration of a fee, be extended to a further period of 10 years.

**If a Grant of Exclusive Right of Burial is no longer required, it may be returned to The Council and the fee paid will be reimbursed, less a deduction for administration provided the grave has not been used.**

- (b) DEVOLUTION & TRANSFER OF EXCLUSIVE RIGHTS OF BURIAL. The rights of a registered owner of a grave Grant may be assigned on death by grant of Probate and/or letters of administration. Transfers of rights may only be made with the consent of the Council and are valid only if registered at the Council Offices.
- (c) OPENING OF PRIVATE GRAVE OR VAULT. An interment in a grave or vault already purchased may be arranged only on production of the original Deed of Grant. If this is not available the applicant will be required to make a Statutory Declaration and give an indemnity to the Council.
- (d) COPY DEED OF GRANT. Only photostat copies of Deeds of Grant may be supplied upon application to the Town Clerk, but do not constitute a substitute for the original Grant.
- (e) MARKING OF GRAVE SPACES. A person who pre-purchases a grave space will be required to pay for the marking of the space as laid down in the full Rules & Regulations.

#### 5 GRAVE SPACES

- (a) REMOVAL OF MONUMENTS. To permit interment in an adjoining grave space any memorial may be removed at the expense of the owner, who is also responsible for the cost of re-erection of that memorial.
- (b) DEPTH OF INTERMENTS. The depth of every grave shall be recorded in the register of graves at the Cemetery and shall be at least 121.9cm and in no case within 91.5cm of the ordinary surface of the ground.
- (c) SURFACE OF LAWN GRAVES. A lawn grave is a grave level with the surrounding surface and with an area at the head of the grave of a maximum 106.7cm which may be reserved for the planting of flowers or miniature shrubs. The remaining area is turfed, and no mounds or kerbs will be allowed.
- (d) COFFINS. Burials in the Cemetery must be in wooden, lead or zinc-lined coffins in purchased grave spaces.
- (e) SELECTION OF GRAVE SPACES. The selection of grave spaces shall be subject to the approval of the Council but the wishes of the applicant will be met as far as practicable.

## **6 LAWN OF REMEMBRANCE**

Memorials may take the form of a tablet in (a) Blue Grey Slate, (b) Nabrasina Stone (c) Sicilian Marble or (d) Granite (Black or Grey). (OTHER STONES WILL NOT BE PERMITTED). Dimensions of tablets to be placed on the Wall of Remembrance to be 25.4cm x 15.2cm x 3cm. Applications for plaques should be made to Cemetery Manager. Flowers may be placed in the vases provided at the Wall of Remembrance. The size of the caskets bearing cremated human remains for burial in the Lawn of Remembrance must be limited to maximum dimensions of 25.4cm x 20.3cm x 12.7cm. Exclusive Rights of Burial must be purchased before use of the Lawn is permitted. A condition of purchase is that the Council is permitted to use weed killers or such other appropriate chemical treatment for ease of maintenance.

## **7 ADMISSIONS OF VISITORS**

(a) CONDUCT OF VISITORS. No persons shall wilfully:-

- (i) Create any disturbance in the Cemetery
- (ii) Commit any nuisance in the Cemetery
- (iii) Interfere with any burial taking place in the Cemetery;
- (iv) Wilfully interfere with any grave or vault, or any memorial;
- (v) Play at any game or sport in the Cemetery.

(b) DOGS OR OTHER ANIMALS. No dogs (other than guide dogs) or any other animals will be allowed to enter the Cemetery, except with the permission of the Superintendent.

## **8 MAINTENANCE OF GRAVE SPACES**

(a) PLANTING OF GRAVES. All grave spaces maintained by the owner must be properly tended and refuse placed in the proper receptacles provided.

(b) NEGLECTED GRAVE SPACES. Neglected grave spaces will be taken over and maintained at the expense of the owner after one month's notice has been given in writing by the Council. Any plants, shrubs, flowers or foliage which in the opinion of the Manager have become unsightly, overgrown or detrimental to any adjoining grave space may be removed by the Council. This also applies to the removal of any glassware or fragile embellishment considered dangerous, unsightly or a nuisance.

(c) WOODWORK, METAL WORK, PLASTIC CHIPPINGS OR LOOSE MATERIALS. No person shall place or allow to be placed on or around any grave space woodwork, metal work, plastic, chippings or loose materials of any description.

## **9 MONUMENTS**

(a) PERMITS FOR ERECTION OF MONUMENTS. Application must be made on a form supplied by the Council for permission to erect a monument on any grave space. A drawing of the proposed monument and a copy of the proposed inscription must be provided. No work will be permitted until the prescribed fee has been paid and a permit issued.

All monuments shall be erected in accordance with the National Association of Memorial Masons (NAMM) Code of Working Practice.

(b) COPYRIGHT. All applicants for any form of monument, etc or a monumental inscription must satisfy themselves that there is no infringement of any copyright.

- (c) **MONUMENTS.** Monuments may be erected only on a grave space in which the exclusive rights of burial have been purchased. Memorial stones may take only the form of a headstone or cross not exceeding 91.5cm in height above ground level, 76.2cm in width and not less than 7.6cm nor more than 30.5cm in thickness. No kerbstone will be allowed in the Cemetery except where exclusive rights were purchased before 1.11.80. All headstones and crosses must be placed at the head of a grave on a suitable foundation as required by the Council. The work of fixing a memorial in place must follow the detailed specification laid down.
- (d) **MONUMENTAL INSCRIPTIONS.** All inscriptions on any form of monument shall be either of stone, bronze or lead; raised, inset, incised or incised and painted or carved.
- (e) **MATERIALS OF MONUMENTS.** Monuments, gravestones and tablets shall be made of natural granite, marble or quarried stone or of such other material capable of withstanding continuous exposure to the weather as the Council may approve.
- (f) **DAMAGE TO MONUMENTS.** The Council accepts no liability for any injury or damage whatsoever to any form of monument, etc in the Cemetery howsoever caused.
- (g) **REMOVAL OF MONUMENTS.** No monument once erected shall be removed from the Cemetery except by special order from the Town Clerk. Application on the proper form must be made to the Town Clerk.

#### **10 FEES AND OTHER CHARGES DETERMINED UNDER SECTION 214 OF THE LOCAL GOVERNMENT ACT 1972**

The Town Council will publish from time to time a tariff of fees and charges relating to burials, the interment of ashes, the erection of memorials or right to make an additional inscription on a memorial in the Cemetery.

#### **11 WORK IN CEMETERY**

- (a) **HOURS PERMITTED FOR WORK.** No workmen/materials will be admitted before 8.30am and workmen may not remain after 4.30pm (4pm Fridays)
- (b) **TOOLS.** Masons must furnish themselves with all materials and tackle required for fixing monuments, gravestones and tablets.
- (c) **DAMAGE TO CEMETERY.** Masons are to undertake their work in such a manner as to prevent damage to walks, paths, roads and turfed areas and to be responsible for removing all soil or waste materials in a like manner.

#### **12 GENERAL**

Any person not complying with these Regulations may be refused admittance for such periods as the Council may think fit.

The Council reserves the right to make any alterations in these Regulations from time to time as it thinks fit.

The full regulations as prescribed shall determine the conditions attached to the sale by the Council of the exclusive rights of burial in any part of the Cemetery.