

## **DRAFT REGULATIONS FOR BURIAL GROUNDS IN CASTLEBAR TOWN COUNCIL AREA**

Plots in any cemetery under the control of Castlebar Town Council are allocated subject to compliance with the following regulations by the procurer of the grave, family of the deceased and any person commissioned to provide services in relation to the grave.

In the case of failure to comply with any regulation Castlebar Town Council may revoke permission for the use of the plot and/or ban the supplier of service from use of the cemetery in future.

- (1) Graves will be allocated in consecutive order and shall only be allocated when required for burial. Headstones / Monuments shall be built in accordance with the layout determined by Castlebar Town Council. (see Appendix)
- (2) Each new grave to be sunk perpendicularly to a depth of 2.5m or such lesser depth as may be authorised by the County Council.
- (3) No grave shall be reopened within 14 years after the burial of a person above 12 years of age or within 8 years after the burial of a child under 12 years of age, unless to bury another member of the same family in which case a layer of earth not less than 300 mm in depth shall be left undisturbed over the previously buried coffin. In on reopening any grave, the soil is found to be offensive, such soil shall not be disturbed.
- (4) Remains for interment to be enclosed in a coffin constructed of wood or approved equivalent unless specific approval is obtained from Castlebar Town Council.
- (5) No coffin shall be buried in a grave unless when the interment has been made, the lid of the coffin is at least 1.2m below the undisturbed ground level.
- (6) Human remains shall not be removed from the grave without licence from Castlebar Town Council following report from the HSE.
- (7) After interment the grave shall be properly filled in and neatly finished. Any loose stones shall be removed and in no circumstances shall be deposited on any other grave.
- (8) No grave shall be opened except for the purposes of an interment or the erection of a tombstone on headstone or in accordance with the conditions set forth in rule 6 above unless the prior approval of the Town Council has been obtained in writing.
- (9) Any person wishing to erect a headstone or monument must apply in writing to the Town Council for permission to do so, enclosing with such application a plan or sketch of the monument or headstone and the foundation and an undertaking accepting liability for any damage caused to adjoining graves by the excavation work. The Council will provide a list and specification of exempt headstones and monuments for the purpose of this section.

- (10) Excavations for headstones or kerbing should be carried out inside the confines of the grave space purchased.
- (11) Headstones shall not exceed 1.4m in height including plinth. Except in the case of traditional celtic crosses which may be up to allowed up to maximum finished height of 2 metres.
- (12) Single and double grave spaces only to be issued by the Burial Ground Registrar. Requests for extra spaces will require a special report to be submitted to the Town Council in the event of three or more spaces being applied for.
- (13) Double grave spaces shall be allocated where the Burial Ground Registrar is satisfied that a single grave space would not meet the needs of the applicant.
- (14) Charges for grave spaces shall be as established by Castlebar Town Council and revised annually.

The Registrar shall collect the appropriate fees and issue a receipt in the proper form for each fee received and to lodge any moneys received to the Town Councils Account not later than two days after receipt of same and to attend at the time and place appointed for the periodic checking of their accounts.

- (15) The following to be reported promptly to Castlebar Town Council by the Burial Ground Registrar:-
  - ❖ Any unauthorised burial
  - ❖ Any case where bones or human remains are accidentally exhumed in the course of an interment.
  - ❖ Any unauthorised interferences with any grave or any damage or injury to vaults, tombstones, crosses or wreaths,
  - ❖ Any encroachment by trees on graves or the planting on or near graves or shrubs, bushes or plants
  - ❖ Any grazing by animals in the burial ground
  - ❖ Any damage to fences and boundary walls
  - ❖ Any case where the drainage of vaults or graves is necessary.

The Burial Ground Registrar to keep the following:-

- (a) A map of the Burial Ground showing the division of the Burial Ground and grave spaces
- (b) Records showing the ownership of each grave and available accommodation therein.
- (c) A register of interment.

## **Appendix**

1. Headstones/Monuments shall be erected so that they form back to back lines and shall not extend outside the boundary of the grave plot. This also applies to the foundation of the plot.
2. There shall be equal spacing between plots.
3. The dumping and mixing of sand and cement for concrete will not be permitted on pathways or unprotected ground and must be carried out on portable platforms.
4. If the above are not adhered to the council may prohibit offending monument sculptors from carrying out works in its burial grounds.
5. Castlebar Town Council reserves the right to order the removal of any headstone/monument if they are contradictory to good practice principles already in place.