

Dolbenmaen Community Council

Ms Liz Watkin - Clerk

Tŷn Lôn, Bethel, Caernarfon, Gwynedd. LL55 1UW

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Dolbenmaen Community Council Burial Rules – dated 18th March 1999 (Revised 4th March 2004, 4th October 2007, 3rd July 2008, 7th May 2009 and 7th April 2016).

To be permitted the right of burial in one of the Council's Cemeteries you must comply with the rules noted below. Where a request is made for a new grave, the attached form **must** be completed and returned to the Clerk **before you have the right to determine the date and location of the funeral.**

The right to permit burial is held by the Council. This can be sought by contacting the Clerk. The Clerk will then consult with the Councillor(s) of the relevant ward. If the local member(s) is/are not in agreement/happy to permit opening a new grave, the decision will be made by the Chairman, who has the right to give consent or convene an Emergency Meeting to discuss the matter.

Dolbenmaen Council looks after a total of 5 cemeteries:

1. Bethel, Penmorfa (Golan)
2. Prenteg
3. Tynllan, Penmorfa
4. Uwch y Llyn, Pentrefelin
5. Pennant, Cwm Pennant

Rules

1. The following are entitled to burial in the cemeteries of Dolbenmaen Community Council:
 - (a) Persons who are electors, and their Spouse (or Partner), who live in the Community of Dolbenmaen.
 - (b) Persons who have lived (and their Spouse or Partner) in the Community for a period of **five years or more.**
 - (c) Children under the age of 18 who have grown up in the Community, or children under 18 whose parents are included in number 1(a) or 1(b) above.
 - (d) In exceptional circumstances an Appeals Sub-Committee will be held, which will include one member from each ward, together with the Chairman or Vice-Chairman, with a minimum of 6 members.
2. Buying a reserved plot for a grave / ashes is not permitted.
3. The owner of a reserved plot is not permitted to sell it to anyone except the Council.
4. Choosing a special burial place is not permitted.
5. No new grave will be sold for any purpose except to bury a body / ashes, in accordance with rules 1 (a) to (d).
6. The undertaker is responsible for ensuring that valid liability insurance is in place to cover anyone working for him or on his behalf in the parish cemeteries.
7. If the undertaker violates any of the above rules, this may affect his right of burial in the Council's cemeteries.

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Application for a new grave / the reopening of a grave / the burial of ashes

Please complete in order to open a new grave / reopen a grave or for burial of ashes and return to the Clerk **before the proposed funeral** along with the death certificate, the appropriate fee and the Notice of Burial form.

1. Name:
2. Address:
3. Date of birth:
4. Place of birth:
5. Date of death:
6. Location of death:
7. Proposed funeral date:
8. Funeral location:
9. Connection with the community (in full):
10. Evidence:
11. Name of a family representative (indicating the relationship) + address, telephone number + email address:
12. Name of undertaker:
13. Date:

*This form must be returned by email to the Clerk **three** days before the proposed funeral.*

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Cemetery Regulations

Graves

1. No equipment may be placed around the grave in any way.
2. The size of the grave will be eight feet long, four feet wide, and up to eight feet deep.
3. The responsibility for the grave lies with the undertaker from the time when the grave is opened until it is closed after the funeral.
4. The Council cannot be held responsible for any damage caused by third parties.
5. Digging the soil or planting on the grave is not permitted, nor is scattering any gravel or creating small gardens in lawn cemeteries.
6. A new grave for burial of ashes should be one square yard, two feet deep, with room for four burial urns.
7. It is not permitted to open a grave earlier than three days before the date of the burial.
8. In a lawn cemetery, the Community Council is solely responsible for the cutting of grass.
9. It is the responsibility of the family to clear the grave.
10. The Council is not responsible for any additional items placed on a grave. The family is responsible for everything placed on a grave. In circumstances where there is a perceived risk to the public, the Council will take appropriate steps to remedy the situation.

Burial

1. It will be necessary to give Notice of Burial to the Clerk of Dolbenmaen Community Council by email at least **three** days before the proposed burial, except in cases of urgency supported by a doctor's certificate. The Notice should be submitted by using the official form approved by the Community Council.
2. **PLEASE NOTE:** If the intention is to bury the body in Uwch y Llyn Cemetery, Pentrefelin, the local landowner, Mrs. Elen Wyn Owen, Bron y Gadair, Criccieth LL52 0PT must also be notified by phone – 01766 522496 / 07814323550 **three** days before the date of the funeral.
3. The law regarding times of burial must be adhered to.
4. In addition to the form approved by the Council, the purchaser of any grave (or an authorized representative), must submit a written consent form prior to a burial in a reserved grave.
5. Anyone opening or closing a grave is responsible for any harm caused while carrying out that work and must hold an adequate and valid insurance certificate. It is the responsibility of the undertaker to verify the details of the insurance certificate.
6. No work (including opening and closing the grave), is permitted while a funeral is taking place at the cemetery.
7. The contractor is prohibited from using heavy digging machinery within the cemeteries. A small excavator (under 1½ tons) is permitted in order to open and re-open a grave, - using common sense. If a complaint is received the right will be withdrawn immediately.
8. Each contractor, or his agent, who is opening any grave, is responsible for cleaning up afterwards and removing from the cemetery any soil and stones which were not used to close the grave, within a week of the date of the funeral. Otherwise, the Council may undertake to do the work and recover the costs from the undertaker.
9. While a grave is open, it is essential that it is covered with suitable material to prevent any person from falling into it.
10. At least 2 hours must be allowed between each funeral in a cemetery.
11. When opening each grave, the work must be done as follows – the gravedigger will lay slabs along the bottom of the grave, building two courses of blocks along the top, bottom and sides, to a height of 18 inches, then concrete slabs measuring 3' x 2' x 2' will be placed on top of the blocks to form a strong vault.
12. When opening a grave, the topsoil and turf should be put to one side, and the topsoil should be replaced on the surface after closing the grave.

Erecting Head Stones

1. Every person who works on a commemorative monument, whether repairing or erecting it, must be experienced and have an insurance certificate for the work. The Council's permission must be obtained before moving or erecting a stone. This should be done by sending an email to the Clerk.
2. Engraving stones within the cemetery is not permitted.
3. A plan and description of every monument must be sent to the Clerk for consideration by the Council.
4. It is not permitted to place any monument without the prior consent of the Clerk, who will require **three** days notice. Once again, this must be done via email.
5. No monument shall measure more than 3' in height from the ground surface and shall be no wider than 3' across.
6. Head stones for ashes shall measure no more than 2' from the surface of the ground and shall be no wider than 18" across.
7. No work can be carried out while a funeral is taking place at the cemetery.
8. When re-opening a grave, the undertaker must arrange to move the head stone or commemorative monument either out of the cemetery or place it in a safe place.
9. The representatives of the memorials are required to ensure they are maintained in good condition. Each representative will be notified, (if the contact information is known), when a commemorative monument needs repairing, and unless it is repaired within a specified time, the Council may take action to ensure the memorial is safe.
10. The Council will not be held responsible for any damage to any monument or head stone for any reason.
11. A spike or an appropriate rod must be used to anchor a head stone.
12. When erecting the stone, the person undertaking the work must clear the remaining rubble from the cemetery. Grass turf must be put back neatly on the grave after the stone has been erected.

General

1. Only the Council's official contractors have the right to use herbicide.
2. The Cemetery registers are kept by the Clerk.
3. The Council reserves the right to review the Rules and Charges as required. Cemeteries are operated in accordance with the Local Government Act 1972 as well as any Order provided by the Secretary of State.
4. No dogs, except guide dogs, are permitted in the cemetery.
5. No work of any kind is permitted in the cemetery without obtaining the consent of the Council and informing the Clerk.
6. The Council will inspect the cemeteries on a regular basis.
7. It is the responsibility of all those visiting the cemeteries to take their litter home with them.