

**Procedures for Arranging Interments and Associated Monumental Works and Cemeteries Rules and Regulations**

**2023/2024**

**Guidance and regulations relating to Burials and Associated Monumental Works**

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1. **Introduction**

Lisburn & Castlereagh City Council has produced the following Procedures for the arrangement of interments and the associated monumental works within Lisburn & Castlereagh City Council managed Cemeteries.

These procedures are informative and will assist in complying with the requirements for arranging interments, monumental works and general information on Lisburn & Castlereagh City Council managed cemeteries.

The family or person(s) acting on behalf of the bereaved are responsible for complying with all the legal requirements including the General Register Office requirements in relation to registering the death, etc. These procedures do not replace or detract from any such legal requirements.

These procedures will be issued to all Funeral Directors and Monumental Sculptors who are regular contact with Lisburn & Castlereagh City Council and to others upon request.

Lisburn and Castlereagh City Council welcomes all visitors to our cemeteries. We would appreciate the necessary respect, peace, dignity and reverence of these facilities. We thank you in advance for your co-operation.

Should you have any queries regarding Cemeteries Administration, please contact the Cemeteries Administration Office on the following email address: [cemetery.office@lisburncastlereagh.gov.uk](mailto:cemetery.office@lisburncastlereagh.gov.uk)

**Lisburn & Castlereagh City Council currently manages the following Cemeteries –**

Lisburn Cemetery, Hillsborough Road, Lisburn

Lisburn New Cemetery, Blaris Road, Lisburn

Lisburn New Cemetery Extension, Blaris Road, Lisburn

Blaris Old Graveyard, Blaris Road, Lisburn

Aghalee Graveyard, Aghalee

Portmore Graveyard

Templecormac Graveyard.

Trummery Graveyard, Trummery, Moira

Maghaberry (Friends) Graveyard

Kilrush

**Cemeteries are open to members of the public as follows:**

8am to 8pm from 1 April 2023 to 30 September 2023 and

8am to 5pm from 1 October 2023 to 31 March 2024.

**Lawn Cemetery**

Lisburn New Cemetery Extension is a lawn cemetery. A concrete plinth is provided at the head of each grave for the placing of a memorial stone. The remaining portion of each plot will be sown with grass, which must be left clear at all times for maintenance purposes. Surrounds are not permitted.

**Memorial Benches**

Memorial Benches are currently not available for purchase.

**Commemorative Trees**

Yew trees are currently not available for purchase.

**Genealogy**

Members of the Public may request a search of records to be undertaken in relation to their family relatives. A search fee is levied by the Council for this service - please refer to Page 23 for relevant fees.

**Accessibility**

The cemeteries located at Blaris Road, Lisburn may be accessed by using Public Transport (bus) followed by a short walking distance of approximately 500 yards.

There may be limited access by Public Transport to the outlying cemeteries and therefore will require private transport.

Generally, access to a grave within the cemeteries will be along a surfaced path, with the possibility of sloping ground.

Car parking is available in Lisburn New Cemetery and Lisburn New Cemetery Extension. There is a 5 miles per hour speed limit.

In the outlying Cemeteries parking may only be available on the roadside.

Regrettably, public toilets are not available at any of the Council’s Cemeteries.

There are no catering facilities on any of the cemetery sites.

**Acceptable Conduct in our Cemeteries**

Please be respectful to those who are visiting graves and do not disturb anyone else who is visiting the cemetery.

All visitors to our cemeteries must conduct themselves in a quiet and orderly manner at all times. If you do not abide by the following rules, or do not behave in an appropriate manner, you may be asked to leave the cemetery and prohibit your return.

You must not be in any cemetery outside of opening hours.

Always enter or leave a cemetery by the main entrance gates.

All children must be accompanied by a responsible adult.

Dogs must be kept on leads at all times within the cemeteries.

Please protect the natural environment of the cemeteries. Do not disturb any wildlife, or natural habitats.

Do not walk over any grave, plants or shrubs, or cause any destruction to any plant or tree.

Do not interfere with any monument, memorial or gravestone.

Do not place any notice or advertising on any building, memorial, monuments, walls or fence without the permission of the cemetery manager and do not deface any property located within the cemetery, without prior approval.

No games or sports are permitted within any cemetery.

No fishing or shooting. Firearms may only be discharged within the cemeteries during a military or police funeral and must have pre-approval.

Please ensure that personal belongings are kept secure at all times including locking of cars, vans etc. The Council is not responsible for any loss or damage to personal belongings, including loss of memorial items or stones from graves.

1. **Cemeteries Office Administration Details**

**Address:** Cemeteries Office

Civic Headquarters

Lagan Valley Island

LISBURN

**Telephone Number:** 028 9244 7300 (option 4 Environmental Health)

**Email Address:** [cemetery.office@lisburncastlereagh.gov.uk](mailto:cemetery.office@lisburncastlereagh.gov.uk)

1. **Opening Hours**

**3.1 Cemetery Office Hours of Opening:**

The office opening times are

Monday to Friday 9.00 am to 1.00 pm and 2.00pm to 4.00pm

***Enquiries cannot be dealt with outside of these times***.

***Applications and requests will only be processed within these times.***

Funeral Directors can use the PlotBox Online Booking Portal to **provisionally** book burials within the Council cemeteries.

Please contact the Cemetery office if you have any issues accessing PlotBox when booking a burial request.

**Cemetery Opening Hours**

**3.2 Cemetery Opening Hours for Burials:**

Monday – Thursday ………… 10:00am – 3:30pm

Friday …………………………. 10:00am – 3:00pm

Saturday & Sunday ………….. 10:00am – 3:00pm

**3.3 Cemetery Opening Hours for the erection of Memorials:**

Monday – Thursday …………. 8.00am – 4.00pm

Friday………………………….8.00am – 3.30pm

**Public Holidays**

During 2023 - 2024 the following Public Holidays will apply:-

|  |  |  |
| --- | --- | --- |
| **DATE** | **OFFICE DETAILS** | **CEMETERY DETAILS** |
| Friday, 7 April 2023 | 09:00am – 12:00pm | ***BURIALS PERMITTED*** |
| Saturday, 8 April 2023 | 09.00am – 12.00pm | ***BURIALS PERMITTED*** |
| Sunday, 9 April 2023 | CLOSED | ***NO BURIALS*** |
| Monday, 10 April 2023 | CLOSED | ***NO BURIALS*** |
| Tuesday, 11 April 2023 | CLOSED | ***NO BURIALS*** |
|  | | |
| Sunday, 30 April 2023 | CLOSED | ***NO BURIALS*** |
| Monday, 1 May 2023 | CLOSED | ***NO BURIALS*** |
|  | | |
| Saturday, 6 May 2023 | CLOSED | ***NO BURIALS*** |
| Sunday, 7 May 2023 | CLOSED | ***NO BURIALS*** |
| Monday, 8 May 2023 | CLOSED | ***NO BURIALS*** |
|  | | |
| Sunday, 28 May 2023 | CLOSED | ***NO BURIALS*** |
| Monday, 29 May 2023 | CLOSED | ***NO BURIALS*** |
|  | | |
| Wednesday, 12 July 2023 | CLOSED | ***NO BURIALS*** |
| Thursday, 13 July 2023 | CLOSED | ***NO BURIALS*** |
|  | | |
| Sunday, 27 August 2023 | CLOSED | ***NO BURIALS*** |
| Monday, 28 August 2023 | CLOSED | ***NO BURIALS*** |
|  | | |
| Friday, 22 December 2023 | 09:00am – 16:30pm | ***BURIALS PERMITTED*** |
| Saturday, 23 December 2023 | 09:00am – 12:00pm | ***BURIALS PERMITTED*** |
| Sunday, 24 December 2023 | CLOSED | ***NO BURIALS*** |
| Monday, 25 December 2023 | CLOSED | ***NO BURIALS*** |
| Tuesday, 26 December 2023 | CLOSED | ***NO BURIALS*** |
|  | | |
| Sunday, 31 December 2023 | CLOSED | ***NO BURIALS*** |
| Monday, 1 January 2024 | CLOSED | ***NO BURIALS*** |
|  | | |
| Sunday, 17 March 2024 | CLOSED | ***NO BURIALS*** |
| Monday, 18 March 2024 | CLOSED | ***NO BURIALS*** |
|  | | |

**BURIAL TIMES WILL BE DETERMINED BY LISBURN & CASTLEREAGH CITY COUNCIL AND DATES/TIMES MAY BE SUBJECT TO CHANGE. ANY CHANGES WILL BE NOTIFIED IN ADVANCE.**

**4. Fees and Payment**

Lisburn & Castlereagh City Council review the burials fees on an annual basis. The Council accepts payment by credit/debit card or cheque.

Funeral Directors may request to arrange the opening of an account. Invoices will be issued on a monthly basis by the Council. Applicants arranging a burial should discuss the fees and payment directly with their Funeral Director. Fees for the year 2023/24 are listed at Page 23.

**5. Ownership of graves**

**5.1 Public Graves**

Public Health graves are only available to the Council’s Environmental Health Service Unit and other statutory agencies as required.

No monument, headstone, head block, plinth, railing or other structure can be put on or around these graves and these graves will not be decorated, dressed or marked in any way.

**5.2 Grave in proprietary ground (ground for privately-owned graves)**

Proprietary ground means ground in which the graves are privately owned.

Graves cannot be bought in advance. A grave can only be bought at the time of bereavement, in order for a burial to be arranged. When a grave is purchased it is for the exclusive rights of burial. The land is not purchased. In buying a grave you get the ‘exclusive rights of burial’ for a grave space. The Council consider this grave to be privately owned.

Buying the exclusive rights of burials, means that:-

* The grave cannot be opened without the owner’s (lessee) permission.
* The owner (lessee) has rights to bury in the grave until full capacity levels are reached. Upon the death of the owner (lessee) the rights to bury in the grave may be passed to their heirs/beneficiaries (unless otherwise indicated in a Will).
* The owner (lessee) has the right to erect headstones or other memorials, as long as the fee set by the Council is paid and compliance with the Councils Cemetery rules or regulations.
* It is assumed that the owner (lessee) has given their rights for their interment to take place in their own grave.
* Only one person will be registered as the owner (lessee) of exclusive rights of burial for any grave.

**5.3 Buying a grave**

Only one grave may be bought at any time and only at the time of bereavement (graves cannot be bought in advance).

**5.4 Transferring Ownership of a Grave**

Where the lessee has exclusive rights of a burial and wishes to transfer these rights to another named person, a transfer form must be completed by the lessee and witnessed by a Lay Magistrate/Solicitor and provide proof of identification. This form is available by contacting the Cemeteries Office on 028 92447300 – (option 4).

**6. Responsibilities of the grave owner**

It is the responsibility of the grave owner to ensure that the grave and any memorial are properly maintained. **The Council does not accept liability for the loss of any items placed on a plot.** Lease owners are encouraged to seek their own insurance to cover memorial items.

Bedding plants or bulbs may be permitted on the grave. The Council does not permit any other planting on the grave including shrubs, trees, roses and other plants. Any excess planting will be removed.

Please remove all waste from the grave you are attending and dispose of it in the waste bins within the cemetery. Failure to comply with this request may result in a charge to the registered owner of the grave for the expense of removing this waste.

**7. Contact Details**

Please ensure that any changes to contact details (i.e. name/address) is provided to the Cemeteries Office. This is important as from time to time the Council may need to contact the lessee or heirs.

**8. Memorials and Headstones**

An application must be made to the Council to erect a memorial/headstone. A memorial mason will normally do this on behalf of the lessee or next of kin (if lessee deceased). The applicant will be issued with a memorial permit. The permit must be provided to a cemetery supervisor prior to installation of any memorial works.

Flags, symbols or emblems must not be placed on a grave at any time.

Memorials are regularly inspected within the cemeteries to ensure they are safe. Any unsafe memorials will be managed dependant on the risk.

**9. Burials arising from a pandemic/epidemic**

In case of an outbreak of any pandemic or epidemic of disease in the Council area, the Director of Environmental Services in accordance with government directive may make special arrangements regulating the order of burials and the length of notice required. The Director may also make special arrangements for burials to take place outside normal operating hours.

If a certificate, signed by the Director of Public Health, Medical Director or their Deputy, certifying that immediate burial of a body is essential to public health is produced at the Cemeteries Office, the Council will issue an order for the burial of that body. In this case the normal length of notice is not required.

**How to arrange a Burial**

**Registering the death**

In Northern Ireland, a death should be registered within five days to allow funeral arrangements to be made. This is with the exception of deaths which have been referred to the coroner. A death may be registered in any district registration office in Northern Ireland.

At present there is no need to attend your local Registrar’s Office to register a death. This is due to current COVID 19 controls and will continue to be reviewed. Any changes to this arrangement will be advised.

If you have any issues please contact your Funeral Director or Lisburn Registration Office on 028 9244 7263 or email [bdm.registration@lisburncastlereagh.gov.uk](mailto:bdm.registration@lisburncastlereagh.gov.uk)

The majority of funerals are arranged by a Funeral Director, however, in some instances families may choose to make the arrangements for the burial of cremated remains directly with the Cemeteries Office. This can be done by contacting Lisburn & Castlereagh Cemeteries Office on 029 92 447300 (option 4) or email [cemetery.office@lisburncastlereagh.gov.uk](mailto:cemetery.office@lisburncastlereagh.gov.uk)

There are two rates of charges applicable to burials and monumental sculptor works

1. **Resident rates**

A resident is defined as a person(s) living within the Lisburn & Castlereagh City Council area at the time of death. Proof of residency will be required.

Former Lisburn & Castlereagh City Council residents who have had to move to a care facility outside of the Council area, will be considered a resident if they have not been living in the care facility any longer than 10 years. Proof of previous residency will be required.

1. **Non-Resident Rates**

A non-resident is a person who lives outside of the Lisburn & Castlereagh Council area.

Please refer to current scale of charges on Page 23.

**Purchase and Opening of Grave Plots**

**Please note, no services will be discharged by the Council until all relevant information and documentation has been received by the Cemeteries Office. This includes the General Registry Office (GRO) 21, Coroner’s Order etc.**

1. Provisional application for interments including cremated remains must be made at **least 48 hours** before the proposed interment takes place.
2. Funeral Directors should initially book the date and time of the burial on PlotBox Funeral Director Portal – a 30 min slot will be allocated (details on how to register to gain access to this can be obtained from the Cemeteries Office)**.** If a time slot is not available on PlotBox, please contact the office and we will endeavor to manage the request.The Burial Application Form provided by the Council should be fully completed and returned together with all relevant documentation i.e. proof of residency for both the purchaser of the grave and the deceased, GRO 21, Coroner’s Order etc. to the Cemeteries Office for processing.
3. Funeral Directors who are not registered for the PlotBox Funeral Director Portal must contact the Cemeteries Office to arrange to be set up on the system. A telephone booking can be taken in this instance to arrange a suitable day, date and time for all interments; only during office hours and **at least 48 hours** **prior to the interment date.** **For a burial to take place on a Saturday or Sunday, the Burial Application form must be completed and approved by 12pm on the Friday.** The Burial Application Form should be fully completed and submitted to the Cemetery Office email along with all relevant supporting documentation (as per 2. Above).
4. It is important that Funeral Directors advise the Cemeteries Officer of the accurate weight, size and width of the coffin/casket before the opening of the plot. **All burial requests must made through the Cemetery Admin Office and not with the Cemetery Grounds team**. Only persons authorised by the Council shall be permitted to open or prepare any plot for interment. Please refer to Manual Handling in relation to Coffin Weights on Page 25.
5. At times members of the Public may wish to apply to arrange a burial of cremated remains for their family member; this can be undertaken by contacting the Cemetery Office directly.
6. The Cemetery Office will allocate the next available plot in accordance with Council’s procedure on allocation of burial plots.
7. It is the Funeral Director’s responsibility to ensure that accurate and timely information is provided at the time of arranging an interment. Lisburn & Castlereagh City Council cannot be held responsible for any incorrect information given.
8. Upon receipt of the Burial Application Form, the Cemeteries Office will make the appropriate interment arrangements and confirm to the Funeral Director this is being processed. This will be confirmed via the PlotBox Funeral Directors Portal and a Burial Order issued.
9. The Cemeteries Officer will contact the Funeral Directors and request payment by credit/debit card by telephone prior to confirmation of the booking.
10. Funeral Directors who have an account with Lisburn & Castlereagh City Council, will receive invoices, issued on a monthly basis.
11. Interment times are between 10.00 am and 3.00 pm Monday to Sunday (excluding any other notified dates, i.e. Public/Bank holidays). **All** interments must arrive on time. Courtesy must be given to all funerals and therefore interments will be scheduled 30 minutes apart.
12. Funeral Directors must contact the Cemeteries Office immediately if there are any changes or alterations made to the interment arrangements.
13. The Council reserves the right to levy an administration charge based on incurred costs where alterations/cancellations/postponement/changes of interments take place.
14. Lisburn & Castlereagh City Council residents requesting to be interred in Belfast City Council Cemeteries - Roselawn, Knockbreda or Dundonald, can apply to Lisburn & Castlereagh City Council Cemeteries office for a subsidy towards the burial costs. Please make contact directly with the Cemetery Office for further information.
15. Former Lisburn & Castlereagh City Council residents who have had to move to a care facility outside of the Council area, will be considered a resident if they have not been living in the care home any longer than 10 years. Proof of previous residency will be required.
16. Funeral Directors will be asked to provide Public & Employers Liability Insurance prior to providing any services to the Council. Public Liability Insurance must cover a minimum of £5m and Employer’s Liability Insurance must cover a minimum of £10m.

**Re-opening of Graves**

**Please note, no services will be discharged by the Council until all relevant information and documentation has been received by the Cemeteries Office. This includes the GRO 21, Coroner’s Order etc.**

1. An application for interments including cremated remains must be **made at least 48 hours before the proposed interment takes place.**
2. Funeral Directors should initially book the date and time of the burial on PlotBox Funeral Director Portal – a 30 min slot will be allocated (details on how to register to gain access to this can be obtained from the Cemeteries Office)**.** If a time slot is not available on PlotBox, please contact the office and we will endeavor to manage the request.The Burial Application Form provided by the Council should be completed and returned together will all relevant documentation i.e. proof of residency for both the purchaser of the grave and the deceased, GRO 21, Coroner’s Order etc. to the Cemetery Office for processing.
3. Funeral Directors who are not registered for the PlotBox Funeral Director Portal must contact the Cemeteries Office to arrange to be set up on the system. A telephone booking can be taken in this instance to arrange a suitable day, date and time for all interments; only during office hours and **at least 48 hours** **prior to the interment date.** **For a burial to take place on a Saturday or Sunday, the Burial Application form must be completed and approved by 12pm on the Friday**. The Burial Application Form should be fully completed and submitted to the Cemetery Office along with the relevant supporting documentation as detailed in 2 above.
4. It is important that Funeral Directors advise the Cemeteries Officer of the accurate weight, size and width of the coffin/casket before the opening of the plot. **All burial requests must made through the Cemetery Admin Office and not with the Cemetery Grounds team**. Only persons authorised by the Council shall be permitted to open or prepare any plot for interment. Please refer to Manual Handling in Relation to Coffin Weights on Page 25.
5. Test boring must be carried out in relation to all requests for a reopening of a grave. The Cemetery records will be checked to ensure that a burial can take place.

Test Borings will be carried out by Parks and Amenities Grounds Maintenance staff and only on instruction from the Cemeteries Office. Test boring will take place during normal Cemeteries Office working hours. The result of any grave test is only valid at the time when it was carried out.

1. Please note there will be an administration charge, based on incurred costs for grave testing carried out **without** an interment to take place at that time.
2. A request for an interment must be accompanied by the Grave Lease/Claim card except in the circumstance where the Deceased and Lessee is the same person.
3. Where Grave Leases/Claim Cards cannot be produced, the Cemeteries Office must be contacted prior to any arrangements being made. A Solemn Declaration will be provided to the applicant/Funeral Director by the Cemeteries Office. The Solemn Declaration must be signed by the applicant and witnessed by a Lay Magistrate. Once this has been completed it should be returned to the Cemeteries Office with the relevant fee. A duplicate lease will then be issued. The burial may proceed on the basis that a Solemn Declaration has been completed.
4. It is the Funeral Director’s responsibility to ensure that accurate and timely information is provided at the time of arranging an interment. Lisburn & Castlereagh City Council cannot be held responsible for any incorrect information provided.
5. The Cemeteries Officer will contact the Funeral Directors and request payment by credit/debit card by telephone prior to the interment being confirmed.
6. Funeral Directors who have an account with Lisburn & Castlereagh City Council, will receive invoices, issued on a monthly basis.
7. Interment times are between 10.00 am and 3.00 pm Monday to Sunday (excluding any other notified dates, i.e. Public/Bank holidays). **All** interments must arrive on time. Courtesy must be given to all funerals and therefore interments will be scheduled 30 mins apart.
8. Upon receipt of the Burial Application Form, the Cemeteries Office will make the appropriate interment arrangements and confirm to the Funeral Director this is being processed. This will be confirmed via the PlotBox Funeral Directors Portal and a Burial Order issued. Burial confirmation for Funeral Directors who are not registered on PlotBox Funeral Directors Portal will be issued by email.
9. The Council reserves the right to charge for alterations/cancellations/postponement/changes of interments at the cemetery.

**Grave Leases**

1. A Grave Lease will be issued to the owner/lessee of the grave or an agent acting on behalf of the proprietor, following the purchase of a grave and approved by the Director of Environmental Services.

1. A Grave Lease should be safely retained, as it must be produced when any enquiries are made in respect of future burials or requests for memorial installations.
2. A copy of the Rules and Regulations for Lisburn & Castlereagh City Council Cemeteries will be issued to the proprietor/lessee.
3. Where a Grave Lease/Claim Card cannot be presented, a Duplicate Grave Lease/Claim Card must be applied for and this requires a Solemn Declaration to be processed and returned to the Cemetery Office together with the appropriate fee.

**Note: A Grave Lease is required to be produced when requesting future burials or monumental works at the grave. It is imperative that Funeral Directors inform families the grave lease is kept safely.**

**Claim Cards**

Claim cards have been issued for some of the older outlying cemeteries and therefore, will need to be produced as applies to Grave Leases.

**Searches/Written Requests**

An Administration fee will be applied to searches requested by Funeral Directors where Grave Leases/Cemetery details cannot be supplied. This fee will also take into account any associated site visits by Parks & Amenities staff.

**Monumental Works**

1. Any monumental work carried out in any Cemeteries managed or owned by Lisburn & Castlereagh City Council requires prior approval and any breach will result in an additional levy being charged. Failure to comply with this notice may result in the removal of the monumental works.
2. Any unapproved monumental works undertaken within the Cemeteries will be subject to compliance, inspection and an additional cost incurred – a regularisation fee will be charged to the plot holder or applicant. Failure to comply with this notice will result in the removal of the monumental works.
3. Applications for Monumental works must be submitted with a drawing, including all dimensions, unit of measurement and inscription, and accompanied by the Grave Lease / Claim Card; together with the applicants name, address and the appropriate fees. Payment can be made by credit/debit card or cheque. The Cemeteries Officer will contact the Monumental Sculptor by telephone where a payment is being made credit/debit card.
4. Following Council consideration of the plans submitted, a permit will normally be issued within 10 working days.
5. Lisburn & Castlereagh City Council is not responsible for incorrect spellings on inscriptions or on applicant’s names and addresses. The quality of workmanship, materials and inscriptions remains the responsibility of the monumental sculptor.
6. The Monumental Sculptor should make contact in the first instance with the Cemetery Charge Hand on site (Tel. no 07407828371) or alternatively Parks & Amenities Supervisor (Tel no: 07341778600) to arrange a suitable date and time for commencement and positioning of the work. Monumental Sculptors must produce the permit issued from the Cemeteries Administrator to one of the above Council Officers prior to carrying out any work.
7. Monumental works can be carried out between the hours of 8.00am and 4.00pm Monday to Thursday and 8.00am to 3.30 pm Friday.
8. Monumental Sculptors will be required to provide Public & Employers Liability Insurance prior to providing any service to the Council. Public Liability Insurance must cover a minimum of £5m and Employer’s Liability Insurance must cover a minimum of £10m.

**It should be noted that surplus material, etc. must be removed by the Monumental sculptor or his agent from the Cemetery and disposed of in line with current waste disposal legislation. The Council Bins are NOT FOR USE by Monumental Sculptors. Non-compliance with the above may result in Monumental Sculptors being expelled from Council cemeteries.**

**Additional Inscriptions**

1. All monumental work in any Lisburn & Castlereagh City Council burial ground requires prior approval.
2. Any unapproved monumental works undertaken within the Cemeteries will be subject to compliance, inspection and an additional cost incurred – a regularisation fee will be charged to the plot holder or applicant. Failure to comply with this notice may result in the removal of the monumental works.
3. Applications for Additional Inscriptions must be submitted with the appropriate Grave Lease/Claim Card, applicants name and address and details of the proposed inscription.
4. Lisburn & Castlereagh City Council is not responsible for incorrect spelling/grammar on inscriptions or on applicant’s names and addresses.
5. Following consideration of the application, a permit will be issued for the work to be carried out if appropriate and this will normally be issued within 10 working days. There is no fee for additional inscriptions.
6. The Monumental Sculptor should make contact in the first instance with the Cemetery Charge Hand on site (Telephone No. 07407828371) or alternatively the Parks & Amenities Supervisor (Telephone No: 07341778600) to arrange a suitable date and time for commencement of the work. Monumental Sculptors must produce the permit issued from the Cemeteries Administrator to one of the above Council Officers before carrying out any work.
7. Monumental works can be carried out between the hours of 8.00am and 4.00pm Monday to Thursday and 8.00am to 3.30 pm Friday

**It should be noted that surplus material, etc. must be removed from the Cemetery and disposed of by the Monumental sculptor or his agent in line with current waste disposal legislation. The Council Bins are NOT FOR USE by Monumental Sculptors.**

**Non-compliance with the above may result in Monumental Sculptors being expelled from Council cemeteries.**



**Cemeteries Rules & Regulations**

Made by the Lisburn & Castlereagh City 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.

In these Rules “The Council” means the Lisburn & Castlereagh City Council.

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
   1. The Burial Grounds shall be divided into Sections and numbered in sequence as determined by the Council.
   2. Sections shall be allocated for use as Proprietary Ground and any other use determined by the Council.
   3. 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
   1. 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 17 refers)
   2. 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. The Council reviews its Cemetery fees on an annual basis.
3. The Council will determine the section and grave number of the burial plot. Only new plots are available within Lisburn New Cemetery Extension.
4. 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.
5. No sub-division of a family plot or alterations to a grave lease can be made without the prior consent of the Council.
6. 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.
7. 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, reviewed 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

**Opening of Graves for Interment**

1. 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.
2. A person requiring to have an interment made in any grave shall sign an application for that purpose giving the following particulars for registration, 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 and section.

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.

1. An application for interments including cremated remains must be made at least 48 hours before the interment takes place.
2. 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.
3. 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.

**Exhumation**

1. 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.

**Register of Burials**

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

**Hours for Interment**

1. The hours during which the Cemetery shall be open for interments are as follows:

Monday – Thursday ………… 10:00am – 3:30pm

Friday …………………………. 10:00am – 3:00pm

Saturday & Sunday ……………… 10:00am – 3:00pm

**Testing Graves for Opening**

1. 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 1pm – 3pm.

**Erections on Graves**

1. (a) Monuments and Headstones

All monuments, headstones a maximum of 4ft tall and 4ft in width, memorials to be placed on the foundation and all inscriptions thereon shall be subject to the approval of the Council. Rules 17(g) and 17(h) 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 17(c).

(c) Materials for Headstones/Tablets

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 the loss of any moveable memorials or floral arrangements whether placed by consent of the Council or at a proprietor’s own initiative.

1. The proprietor or agent acting on behalf of the proprietor must provide Public & Employers Liability Insurance to the Council prior to any application for a Memorial, including sub-contractors.
2. The proprietor or someone acting on behalf of the owner 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. A permit will be issued by the Council on approval to the proprietor or an agent acting on behalf of the proprietor.

1. Where sketch plans are submitted for the Council’s approval for proposed erections on any grave or graves, the measurements will not be accepted as being accurate by the Council. In order to avoid any error proprietors or those acting on behalf of the proprietor are required to present the permit issued by the Cemetery Office to a nominated Council Officer at the cemetery prior to any works commencing. The Council officer will accompany the proprietor or agent to the appropriate ground for measurement and approval of installation.
2. 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.
3. No flags or political emblems to be erected/installed on any grave. Any such items will be removed.
4. Any unsafe head stones will be laid flat with the inscription facing upwards. The owner of the grave will be contacted to address the matter. If owner of the grave cannot be contacted after a reasonable period of time, then a stone mason will be engaged, or immediately if in the opinion of the Cemetery Supervisor it poses a health and safety risk. A charge will be placed on the grave and will requirement payment prior to any future burials or installations on the plot.

Memorial Benches

1. Any benches within the Cemeteries that are in disrepair will be removed and any memorial plaque on the bench will be retained at the Cemeteries office for collection by the former owner if they wish it back. No new benches are permitted to be installed within the Cemeteries.
2. Bench covers are not permitted and will be removed.
3. Where memorials etc. are erected in the Cemeteries it is advisable in the owner’s interest to arrange suitable insurance cover.

**Removal of Refuse on Completion of Work**

1. When carrying out work at a grave plot the owner must ensure that adjacent grave plots, headstones, paths, trees, moveable memorials or flowers are not damaged in any way. The owner or his/her agent/contractor will remove any soil or any form of refuse from the works to another place away from the Cemetery. If any damages or materials are left following the works, the Council will carry out any necessary repairs and recover the cost of the work from the registered owner, his/her heirs or agents/contractors.
2. Astro Turf Surface on plots
   1. Astro Turf surface is not permitted in any cemeteries.
   2. Any existing plots with Astro turf surface, grave owners will be contacted and advised of the new policy and informed to remove the astro turf surface. The plot will be sown with grass at the Council’s expense.

21. Planting on Grave Plots

1. Trees and shrubs must not be planted on any grave or beside any benches or area of open spaces
2. 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.

22. Commemorative Tree Planting

* 1. Woodland Remembrance

At present no Yew trees are available for purchase. However, if space becomes available with future Cemetery projects, a Yew tree can be selected, by agreement with 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.

**General**

1. No monument, headstone or memorial shall be removed or altered without the written permission of the Council.
2. 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, willfully destroy birds’ nests etc.; or meddle or interfere with any monument, tomb or gravestone. A parent or guardian must accompany children under sixteen years.
3. No flags are to be erected within any of the Council Cemeteries.
4. Dog owners must keep dogs on leads at all times. This is defined within the Councils Dog Control Orders. Please see the Council website for further information relating to Dog Control Orders.
5. No balloons are permitted to be tied to any tree, grave, bench or any other installation.
6. The Head of Service for Parks and Amenities, may remove person/s from any of the Council Cemeteries who conduct themselves improperly and shall prevent any person/s from entering the Cemetery during prohibited hours.
7. Any person who willfully destroys, damages or defaces monuments/items within the Council Cemeteries or breaks any of the cemetery rules as outlined above may be dealt with in the court of law.
8. In the event of an epidemic outbreak disease within Lisburn & Castlereagh City Council area, the Council may make special arrangements regulating the order of interments and the length of notice required to arrange an interment.
9. In the event of a certificate signed by a medical practitioner, provided to the Chief Executive requesting the immediate interment of a body for public health reasons, will issue an order for the interment of the body without requiring the prescribed length of notice.
10. 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 24stone (152Kg), additional requirements are required in relation to manual handling. Coffin/Casket measurements including total weight are to be supplied.
11. The above Rules will remain in force and be binding on all owners of the right of burial in the cemetery, and all other persons, until they are altered by the Council.

**These Rules and Regulations, have been adopted by Council.**

**SCALE OF CHARGES EFFECTIVE FROM 1 APRIL 2023**

|  |  |
| --- | --- |
|  | |
| Sale of Plot (at time of interment) - Resident | **£620.00** |
| Sale of Plot (at time of interment) – Non Resident | **£2,260.00** |
| Each Opening - Resident | **£380.00** |
| Each Opening - Non-Resident | **£1,400.00** |
| Burial of Cremated Ashes - Resident | **£105.00** |
| Burial of Cremated Ashes – Non Resident | **£215.00** |
| Stillborn Infants and Child up to 18th Birthday - Resident | **FREE** |
| Stillborn infants and Child up to 18th Birthday – Non Resident | **£215.00** |
| Additional Charge for any Interment on a Weekend - Resident | **£285.00** |
| Additional Charge for any Interment on a Weekend – Non Resident | **£1,000.00** |
| Additional Charge for any Interment on a Public Holiday - Resident | **£285.00** |
| Additional Charge for any Interment on a Public Holiday – Non Resident | **£1,000.00** |
| Cancellation of Burial - Resident | **£35.00** |
| Cancellation of Burial – Non Resident | **£70.00** |
| Administration fee for change/alteration - Resident | **£35.00** |
| Administration fee for change/alteration – Non Resident | **£70.00** |
| Testing without interment - Resident | **£25.00** |
| Testing without interment – Non Resident | **£50.00** |
| Search Fee - Resident | **£50.00** |
| Search Fee – Non Resident | **£100.00** |
| Duplicate Grant - Resident | **£65.00** |
| Duplicate Grant – Non Resident | **£460.00** |
| Transfers - Resident | **£65.00** |
| Transfers – Non Resident | **£460.00** |
| Memorial - All Graves - Headstone - Resident | **£135.00** |
| Memorial - All Graves - Headstone - Non Resident | **£260.00** |
| Memorial - All Graves – Surround - Resident | **£135.00** |
| Memorial - All Graves - Surround - Non Resident | **£260.00** |
| Memorial - All Graves - Headstone and Surround - Resident | **£185.00** |
| Memorial - All Graves - Headstone and Surround – Non Resident | **£360.00** |
| Regularisation Fee - Memorial erected without approval - Resident | **£260.00** |
| Regularisation Fee - Memorial erected without approval – Non Resident | **£530.00** |
| Exhumation Fee - Resident | **£2,220.00** |
| Exhumation Fee – Non Resident | **£4,290.00** |



**GENERAL DATA PROTECTION REGULATIONS 2018 AND THE DATA PROTECTION ACT 2018 Lisburn & Castlereagh City Council collects the data on this form for the purposes of the management of “The Public Health (Ireland) Act, 1879 Local Government Act (Northern Ireland) 1972 (Chapter 9)**

**BURIAL APPLICATION FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **All burial applications shall contain the following details of the deceased for inclusion in the Burial Order** | | | |
| **Name of Funeral Director/Person arranging burial** |  | | |
| **Name of Cemetery** |  | | |
| **Full Name of Lessee** |  | | |
| **Full Address of Lessee** |  | | |
| **Ground** | **Section** | **Grave Number** | |
| **Copy of grave lease must always be provided**  **Proof of residency for the purchaser of a new grave must be provided** | | | |
| **Deceased Details to be provided below (including proof of residency for deceased if resident)** | | | |
| **Full Name of Deceased** |  | | |
| **Address of Deceased** |  | | |
| **Day** | **Date** | | **Time** |
| **Coffin/Urn Size** | **Length \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Shoulders \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Feet \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Overall Weight\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\*as per manual handling instructions** | | |
| **Place of Death** |  | | |
| **Date of Death** |  | | |
| **Date of Birth** |  | | **Age** |
| **Denomination** |  | **Occupation** | |
| **Status** | **Married/Single/Widowed/Divorced (circle correct status)** | | |
| **Cause of Death** | **Coroner’s Order/Form 21/Cremation Papers/GRO34/Other**  **If deceased is under 16 years Parents Full Names and Occupations to be supplied** | | |

|  |  |  |
| --- | --- | --- |
| **Coffin Weight** | **Personnel & Material Required** | **Procedure** |
| Under 15 stone (95kg) | * 2No Grave digging staff * 2No Funeral company staff * 2 sets of grave tapes | * Park Supervisor or in their absence both gravediggers discreetly ask Funeral Director for verbal weight confirmation. * 2 grave digging staff in attendance with two sets of grave tapes used. * Coffin lowered manually with 2 gravediggers and 2 funeral company staff. |
| 15 stone – under 18 stone (95 – 114kg) | * 3No Grave digging staff * 2No Funeral company staff * 2 sets of grave tapes * 2 aluminium grave bars(or equivalent) | * Park Supervisor or in his absence the gravediggers discreetly ask Funeral Director for verbal weight confirmation. * 3 grave digging staff in attendance with two sets of grave tapes used. * 2 aluminium strainer bars or equivalent set across grave by grave digging staff. * Coffin lowered manually with 2 grave diggers and 2 funeral company staff whilst other grave digging staff member removes strainer bars once strain has been taken just prior to lowering. |
| 18 stone plus – under 24 stone (114 – 152kg) | * 4No Grave digging staff * 3No Funeral company staff * 2 aluminium grave bars(or equivalent) * 3sets of grave tapes | * Park Supervisor or in his absence the gravediggers discreetly ask Funeral Director for verbal weight confirmation. * 2 grave digging staff in attendance with two sets of grave tapes used. * 2 aluminium grave bars set across grave by grave digging staff. * Coffin lowered manually with 3 grave diggers and 3 funeral company staff whilst fourth grave digger removes the strainer bars once strain has been taken just prior to lowering. |
| 24 stone plus – (152kg plus) | * 3No Grave digging staff * 2No Funeral company staff * 2No Crane Hire Staff * Crane | * Park Supervisor or in his absence the gravediggers discreetly ask Funeral Director for verbal weight confirmation. * 3 grave digging staff in attendance. * 2 Funeral Company Staff will assist the Family. * 2 Crane Hire Staff * Coffin lowered mechanically by Crane, assisted with 3 grave diggers to ensure coffin does not swing. |
| All interments | * Trollies to be used to grave side for all weights and interment to be lowered via trolley | * Exception to the use of trolley will depend on cemetery site and weather conditions |

**Manual Handling in Relation to Coffin Weights**