

East Ayrshire Council



Bereavement *Services*

INFORMATION AND
MANAGEMENT RULES
FOR CEMETERIES

Contents

BEREAVEMENT SERVICES	4
Cemetery Maintenance	5
Cemeteries & Churchyards	6
Frequently Asked Questions	9
Memorials	20
Memorial Safety	21
Web Links	22
Professional Bodies	23
MANAGEMENT RULES FOR CEMETERIES	25
INDEX	26
MANAGEMENT RULES REGULATING CEMETERIES AND CHURCHYARDS UNDER THE CONTROL OF EAST AYRSHIRE COUNCIL	27
1. Definitions, interpretation and related matters	28
2. The exclusive right of burial	29
3. Forfeiture of Exclusive Right of Burial	30
4. Notice of Burial	31
5. Burials	32
6. Exhumations	33
7. Burial Areas for Babies	33
8. Green Burials	35
9. Memorials	37
10. Cemeteries General	40
11. Vehicles	42
12. Prevention of Nuisance	43
13. Miscellaneous	44
Notes	46

Bereavement Services

East Ayrshire Council understands that the bereavement process is a traumatic time for families and we aim to provide support in a caring, professional and sensitive manner at this time.

We have endeavored to assist with this process by including useful contact details (web links, page 22) for those that are affected by the loss of a loved one or a friend. This information booklet is designed to assist you in accessing the Bereavement Services of East Ayrshire Council.

The Bereavement Services Section operates as part of the Outdoor Services Section of the Safer Communities Department.

East Ayrshire Council is responsible for:

- 23 Operational Cemeteries
- 3 Closed Cemeteries
- 9 Operational Churchyards
- 10 Closed Churchyards
- A total of 45 Cemeteries and Churchyards.

The Bereavement Services Section is based at our Western Road offices in Kilmarnock and contact details are contained within the pages of this booklet.

The Authority is a member of the following professional organisations:

- Institute of Cemetery and Cremation Management (ICCM)
- British Register of Accredited Memorial Masons (BRAMM)
- National Association of Memorial Masons (NAMM)

Contact details of these organisations can be found on page 23 of this booklet.

Cemetery Maintenance

East Ayrshire Council's Cemeteries and Churchyards are maintained to the set standards and includes grass cutting, litter collection, interments, re-instatement, shrub beds, flower beds, trees and bothy maintenance.

Grass is cut regularly throughout the months of April to September inclusive, weather permitting. Litter is collected weekly or when required. Staff also plant-out and maintain soil borders and flower beds/shrub beds as required, which includes weeding, feeding and pruning.

Litter bins are located throughout our Cemeteries and Churchyards and are emptied regularly.

Cemeteries are maintained by staff from the Outdoor Services Section. All enquiries regarding Cemetery Grounds Maintenance should be made in the first instance to:

Bereavement Services, Western Road, Kilmarnock, KA3 1LL

Telephone 01563 554775/6

Email: BereavementServices@east-ayrshire.gov.uk

www.east-ayrshire.gov.uk/comser/outdoorservices

Cemeteries & Churchyards

Cemeteries	Churchyards	Records Start
Auchinleck (New) Main Street Auchinleck	Auchinleck (Old) Church Hill Auchinleck	21/12/1874 to 30/12/1918 21/02/1926 to 10/09/1976 24/01/1944
Catrine Newton Street Catrine	Catrine Chapel Brae Catrine (CLOSED)	11/10/1906
Cumnock (New) Glaisnock Road Cumnock (Baby Section)		08/03/1899
Cumnock Barrhill Barrhill Road Cumnock (CLOSED)		No records
Dalmellington (New) Church Hill Dalmellington		12/04/1890
Dalmellington (Old) Off High Main Street Dalmellington (CLOSED)		No records
Dalrymple (New) Church Street Dalrymple	Dalrymple Church Street Dalrymple	12/01/1876
Drongan Littlemill Road Drongan		08/04/1964
Mauchline Barskimming Road Mauchline	Mauchline Loudoun Street Mauchline (CLOSED)	06/02/1882
Muirkirk Glasgow Road Muirkirk	Muirkirk Church Road Muirkirk	07/10/1879

Cemeteries	Churchyards	Records Start
New Cumnock Afton Road New Cumnock	New Cumnock The Castle, Main Street New Cumnock	14/08/1889
Ochiltree (New) Mauchline Road Ochiltree		10/01/1905
Ochiltree (Old) Mill Street Ochiltree (CLOSED)		No records
Patna Fullerton Place Patna	Patna Churchyard Main Street Patna (CLOSED)	05/08/1873
Sorn Main Street Sorn	Sorn Main Street Sorn	20/08/1955
Stair (New) Churchyard Stair	Stair Churchyard Stair	28/10/1884
Darvel (New) Manse Brae Darvel	Dunlop Main Road Dunlop	02/04/1892
Darvel (Old) Causeway Road Darvel		No records
Dunlop Main Road Dunlop		08/07/1886
Fenwick Skernieland Road Fenwick	Fenwick Kirkton Road Fenwick (CLOSED)	14/03/1899
Galston Cemetery Road Galston (Meadow/Woodland burial site)	Galston Cross Street Galston	13/07/1876

Cemeteries	Churchyards	Records Start
	Loudoun Kirk Off Glasgow Road Galston (CLOSED)	No records
	Laigh Kirk John Dickie Street Kilmarnock (CLOSED)	No records
Kilmarnock Grassyards Road Kilmarnock (Baby Section)	St Andrews Church St Andrews Street Kilmarnock (CLOSED)	09/09/1875
Riccarton Hurlford Road Kilmarnock	Riccarton Old Street Kilmarnock (CLOSED)	25/10/1876
Kilmaurs Kirkton Road Kilmaurs	Kilmaurs Kirkton Road Kilmaurs	1878
Newmilns Dalwhatswood Road Newmilns	Newmilns Loudoun Road Newmilns (CLOSED)	22/02/1887
Stewarton Dalry Road Stewarton	Stewarton St Columbus Lainshaw Street Stewarton (CLOSED)	10/12/1907

Frequently Asked Questions

East Ayrshire Council receives many enquiries relating to cemeteries and churchyards. Generally, there are several standard points raised so we have attempted to answer the most common questions. Should you have additional enquiries/questions, please do not hesitate to contact the Bereavement Services Office or visit the Council website: www.east-ayrshire.gov.uk

The Bereavement Services Office is located at:
Western Road, Kilmarnock, KA3 1LL
Telephone 01563 554775/6
Email: BereavementServices@east-ayrshire.gov.uk

Q1 Who Maintains the Cemeteries and Churchyards?

The service is maintained by East Ayrshire Council

Q2 How many Cemeteries are there in East Ayrshire?

There are 45 Cemeteries/Churchyards maintained by East Ayrshire Council.

Q3 Is there a Crematorium in East Ayrshire?

No. East Ayrshire does not operate a Cremation service. There are two Crematorium facilities in neighbouring Authorities and these are:

- **Masonhill Crematorium**, Ayr (South Ayrshire Council)
Telephone - 01292 266051
- **Holmsford Bridge Crematorium**, Dreghorn (Private)
Telephone - 01294 214720

Q4 When are the Cemeteries open to the public?

East Ayrshire Council Cemeteries have access for pedestrians 24 hours per day.

Q5 Can I pass ownership of my lair to another person?

Yes. Lairs can be transferred but this must be done via the Council's procedures and in a manner that is legally binding (Valid Will, Statutory Declaration/Renunciation Form or Form of Assignment). Bereavement Services Staff will be happy to assist. Lairs cannot be transferred by any other means.

Q6 If more than 1 person owns a lair, do all of them have the right of burial?

Yes, the right of burial would be granted to each owner as they pass away or until such times as the lair is declared full.

Q7 If more than 1 person has ownership of a lair, do they all need to agree to work being carried out on a memorial or to erect a new memorial?

Where a lair has more than 1 owner, the council will only action additional work or erection of a memorial once instruction has been received from all owners, unless a lair holder/s is deceased in which case their right to erect a memorial or have their name placed on an existing memorial will remain.

Q8 Can I get a plan of a cemetery or part of cemetery where I have a lair?

Plans may be viewed at the Bereavement Services Office. Assistance will also be given to locate a particular lair. A small local plan of particular lairs may be available.

Q9 How do I arrange a burial?

Burials are normally arranged by contacting a Funeral Director. However Burials can also be arranged independently by contacting the Bereavement Services Office.

Q9b How do I arrange an East Ayrshire Respectful funeral Service?

East Ayrshire Council work in partnership with certain Funeral Directors to provide this service. Details of the Respectful Funeral Service can be obtained by contacting Bereavement Services office.

(Contact details are on the back of this booklet)

Q10 Is there a list of Funeral Directors?

Yes, a list is available from the Bereavement Services Office

(Contact details are on the back of this booklet)

Q11 How do I purchase a lair?

East Ayrshire Council have a policy of no pre-sales of lairs.

A lair is purchased at the time of arranging a burial.

Q12 When a lair is purchased does the ground belong to the Lair Owner?

No. The owner purchases the Exclusive Right of Burial only.

Q13 If a purchased lair is not used what happens to it?

The lair owner may wish to sell back the lair to the Council at the purchase price. Under the terms of the Management Rules, the Council may, after a period of 50 years, failing interment in or transfer of, forfeit the right of burial therein.

Q14 Is a headstone necessary?

This is a personal preference and entirely up to the family/lair owner.

Q15 How do I get a Headstone/Memorial erected?

Only British Register of Accredited Memorial Masons (BRAMM), National Association of Memorial Masons (NAMM) or any other recognised accredited Memorial Mason may work within the Cemeteries and Churchyards of the council. Lair Owners are required to appoint an Accredited Memorial Mason to work on their behalf. A monumental permit will be issued by the council to erect/repair/renovate/add inscriptions to memorials, this charge includes a foundation where required. There is a charge for all applications.

Q16 Is there a list of Memorial Masons?

Yes, a list is available from the Bereavement Services Office:
(Contact details are on the back of this booklet)

Q17 Who is responsible for the Memorial/Headstone after it is erected?

The lair owner is responsible for the memorial and any future maintenance.

Q18 Do inscriptions have to be of a set format or can you inscribe anything that you wish?

The Council have to approve inscriptions prior to issuing a Permit.
Please note some wording will not be allowed.

Q19 Are there different types of lairs available and if so what are they?

The following lair types are available: Full Body Burial Lairs, Cremation Casket Lairs, Single lairs (Kilmaurs Cemetery), Individual Baby Lair (Kilmarnock & Cumnock Cemeteries), Single Baby Lair (Kilmarnock & Cumnock Cemeteries). Meadow/Woodland burial site (Galston Cemetery). Please refer to the Management Rules and Regulations starting on page 25 for further information.

Q20 Are there any surcharges relating to burials and if so what are they?

East Ayrshire Council no longer makes a surcharge for non residents however a surcharge applies to interments out with normal working hours, including public holidays.

Q21 Can you scatter ashes from a cremation over a lair?

No. Ashes can damage the lawn area and may cause distress to other cemetery users, however you can arrange to inter ashes within a lair. Contact Bereavement Services for further information.

Q22 How long do any floral tributes or wreaths remain on a lair?

Floral Tributes/Wreaths remain on a lair for a minimum period of 14 days. Christmas Wreaths will be removed in line with notices placed within a cemetery and anyone wishing to retain these wreaths will need to remove them before the period stipulated within the notices.

Q22b What happens if floral tributes are damaged?

The placing of flowers, artefacts or ornaments etc. on a lair is done at the persons own risk and the council will not be liable for the loss of, damage to or destruction of any such items caused by the weather, animals or due to theft, malicious damage or the negligent acts of any person whilst within the cemetery. The council reserves the right to remove flowers, artefacts, ornaments etc if they are not (1) placed at suitable locations at or near the head of a lair and/or (2) deteriorated and have become unsightly.

Q23 Can you plant shrubs or flowers on a lair?

No. Planting on lair space is not allowed.

Q24 Can you section off an area of the lair with a fence or kerb?

No. Memorials or artefacts should not be placed in any way over the grassed area of a lair, or any part to be opened or over any adjoining lair. All artefacts will be removed and stored for a period of 21 days thereafter they will be respectfully disposed off. Please refer to the Management Rules and Regulations starting on page 25 for further information.

Q25 Can you place a seat within a cemetery?

Yes, seating may be permissible in certain areas within a cemetery. Permission must be sought from the Bereavement Services office and an application form must be completed. There is a fee for this service.

Q26 Are there any special burial areas i.e. for babies/children or religious grounds/beliefs?

Yes, the council offer a choice of lairs within its cemeteries. Further Information can be found on page 32 of the Management Rules.

Q27 Do you need to have a religious service at a burial?

No. There is no requirement to have a religious service.

Q28 Do you need to use a Funeral Director for a burial?

No (see Q9)

Q29 Where can I complain about any problems relating to the Cemetery?

Complaints can be made by contacting the Bereavement Services Office or by completing the Council's online complaint suggestion form.

Visit the Council website: www.east-ayrshire.gov.uk

Q30 Why has the ground sunk at some lairs?

This is due to the soil movement after the interment etc. The council level lairs approximately 2 weeks after and 8 weeks after the initial interment. After this period lairs are monitored and levelled as part of the maintenance.

Q31 Can any pets be buried in East Ayrshire Cemeteries?

Pets are not allowed to be interred within the Cemeteries and Churchyards of East Ayrshire Council.

Q32 Can I walk my dog in the Cemetery?

All dogs must be kept under proper control by either keeping the dog(s) on a short leash or under close control.

Q33 If I have a suggestion/query relating to the cemetery who do I contact?

East Ayrshire Council’s Bereavement Services Section.

Q34 How can I find out about my family history?

East Ayrshire Council Registration Offices provide a family history service, contact details are as follows:

Registration Services

Telephone: 01563 576695 / 01563 576696

Email: registrar@east-ayrshire.gov.uk

Facebook: www.facebook.com/EACRegistrars

You can also contact the Bereavement Services Section.

There will be a charge for this service.

(Contact details are on the back of this booklet)

Q35 Do the Cemeteries have personnel in them during the day?

Not all of the cemeteries are staffed. Should you require assistance, please contact the Bereavement Services Office. *(Contact details are on the back of this booklet)*

Q36 How many Burials can take place in a burial plot?

In normal circumstances it would be expected that a burial plot could accommodate 3 coffins and up to 6 cremation caskets. However this may not be achievable due to ground conditions etc. The Bereavement Services Section shall inform those arranging an interment of any problems relating to ground conditions as soon as they become aware.

Q37 Can my family choose a specific lair within a Cemetery at the time of interment?

Yes but this will be at the total discretion of East Ayrshire Council. Appointment can be made with Bereavement Services section should you wish to choose a particular lair.

Q38 Can you drive in to the Cemeteries?

Cars are restricted to Disabled Drivers only. There are small car parks at most Cemeteries and the public are requested to use these when visiting our Cemeteries. No cars will be permitted prior to funeral cortege arriving unless specific direction is given by cemetery staff.

Q39 Do the Council hold the Institute of Cemetery and Crematorium Management Charter for the Bereaved?

Yes. A copy of the Charter and information leaflet is available by contacting the Bereavement Services Office.

Q40 What happens with a death abroad?

There is a number of different issues relating to death abroad. Detailed information on repatriation can be found at the following web pages along with other helpful advice:

- www.direct.gov.uk
- www.fco.gov.uk
- www.bereavementinfo.com

A funeral director will be able to assist with the repatriation of the deceased.

Q41 Why is soil and/or soil boxes on my grave?

There may be a need to place soil/soil boxes on lairs adjacent to graves being opened for burial. This will be for a limited period and all graves will be reinstated. We apologise for any distress or inconvenience and will endeavor to keep the time that soil and boxes are on the grave to a minimum.

Q42 What are the available times for Interments?

Mon-Thurs 9.30am – 2.30pm

Fri – 9.30am – 2.00pm

Interments outwith normal working hours will incur an additional charge

Q43 Why Is the Council carrying out safety inspections within its Cemeteries/ Churchyards?

East Ayrshire Council are required by Law to ensure that the Cemeteries/ Churchyards are safe places to visit and work.

Q44 What happens to a memorial identified as unsafe?

Memorials are inspected by trained staff. Should a memorial be identified as a Category 1 (dangerous), then it is required to be made safe immediately. East Ayrshire Council has agreed to stake and tie memorials as a temporary measure, we also sheugh (ditch in) memorials or any other suitable method of making memorials safe. These procedures are accepted by the Health & Safety Executive and are in-line with Memorial Management Guidelines. Lair owners are reminded that responsibility for maintaining memorials lies with them. Since Jan 2003 all memorials have been erected to the British Standard 8415 specification by accredited memorial masons.

Q45 What happens to a memorial if there is no family or lair owners cannot afford to carry out repairs?

Staking and tying is a temporary measure. East Ayrshire Council shall continue to inspect memorials and shall sheugh (ditch in), lay flat, stake and tie or apply any other suitable method to memorials which have not had any repair/ remedial work carried out.

Q46 Are memorials removed from the Cemetery?

At this time the Council do not remove memorials from the Cemetery, however the Council reserve the right to remove any dangerous memorials from a cemetery or churchyard.

Q47 What is meant by Category 1, 2 & 3?

- A **Category 1** memorial is dangerous and requires to be made safe immediately.
- A **Category 2** memorial requires to be re-inspected within 1 year.
- A **Category 3** memorial requires to be re-inspected in 5 years.

Q48 Why am I not contacted after the safety work to my memorial is carried out?

A Category 1 memorial requires to be made safe immediately. Once this has been done the Council endeavor to contact the last known registered lair owner, this may not always be possible as many lairs have not been transferred or owners have moved away from the original address given, without informing the Council.

Q49 Are you allowed more than 1 memorial/vase on a lair?

Only 1 memorial/headstone will be permitted at the head of lair, you may also place 1 flower vase per lair in the space provided at the head of each lair i.e. the crown head or on the base of the memorial. The Council do not accept any responsibility for loss or damage to such vase. Glass or pottery containers are not allowed.

Q50 How can I find the details of a lair?

Bereavement Services staff will be happy to assist with lair searches. Please note that there may be a charge for this service.

Q51 Do the Council offer green burials?

Yes. The Council have a Meadow/Woodland/burial site at Galston Cemetery.

Q52 How many people can be buried in Meadow/Woodland Lairs?

Both these types of Lairs allow 1 full body interment.

Q53 Can cremated remains be buried in Meadow/Woodland Lairs?

Meadow Lairs allow for up to 6 cremation caskets.

Woodland Lairs cannot accommodate cremation caskets.

There are restrictions, please refer to the Councils Management Rules for information (page 35).

Q54 What type of memorial are allowed at Meadow/Woodland Lairs?

There are restrictions, please refer to the Councils Management Rules for information (page 35).

Q55 Who owns the lair?

The Council continue to own the lair. "The lair holder/s own the Exclusive Right of Burial only"

Q56 Who owns the memorial/headstone?

A memorial/headstone is owned by the Lair holder. The Council do not own any headstones or memorials on a purchased lair.

Q57 What does a memorial inspection involve?

Trained staff carry out a visual, manual and if appropriate a mechanical test using a topple tester. All findings are recorded and stored, photographs are taken where necessary.

Q58 Can I be held responsible for my headstone?

Yes. Lair holders can be held responsible both legally and for the cost of any remedial work to make the stones safe.

Q59 Can I inspect my own memorial?

No, many memorials are extremely dangerous. Members of the public are not allowed to carry out any work on memorials. Work can only be undertaken by Accredited Memorial Masons.

Q60 Can I repair my own memorial?

No. Prior to any work being instructed a permit must be applied for, this can be obtained from the Council's Bereavement Services office. There will be a charge for a permit. The Council would insist that only Accredited Memorial Masons carry out any improvement/repair work.

Q61 Will the Council re-erect my memorial for me?

Not at this time. The Council may, as part of its safety programme, re-erect a memorial. Lair owners should appoint an accredited memorial mason to carry out all installation and repair work.

Q61b Can I re-erect my deceased relatives memorial?

Yes this can be carried out without transfer of lair.
Contact Bereavement Services.

Q62 Why is the Council carrying out this work?

Due to a number of deaths and injuries, safety in cemeteries is now a major issue to Local Authorities. The Health & Safety at Work Act 1974 and the Occupier's Liability Act 1960, requires that as owners of the cemetery, the Council take all steps that are reasonably practicable to make the premises safe for visitors, users and staff.

Q63 Do Memorial Masons have to be accredited to work in East Ayrshire Council's cemeteries?

Yes. The Council hold a list of all Masons accredited in line with the British Register of Accredited Memorial Masons (BRAMM) or any other recognised Accredited Scheme. This list is available from the Council's Bereavement Services office.

Q64 What happens if a Memorial is unsafe and the Lair Owner cannot be traced?

The Council will make the Memorial Safe.

Q65 Can ownership be transferred to another family member if the original lair owner cannot be traced?

In certain circumstances and by legal process. Bereavement Services Staff will be happy to assist.

Q66 Is there a list of accredited Memorial Masons?

Yes, a full list of Memorial Masons can be obtained by contacting the Bereavement Services Office.

Memorials

East Ayrshire Council are members of the British Register of Accredited Memorial Masons (BRAMM) and insist that all Memorial Masons working in our cemeteries and churchyards are either BRAMM, National Association of Memorial Masons (NAMM) Registered and accredited or comply with another recognised accredited scheme.

By ensuring that all Memorial Masons are accredited, the Council can be confident that all memorials are now fixed in line with the National Association of Memorial Masons Code of Practice.

It is estimated that there are over 42,000 Memorials and Headstones in East Ayrshire Council's cemeteries and churchyards. Of these it is further estimated that there are between 25% and 33% of stones that fall within category 1 (Category 1 memorial is dangerous and requires to be made safe immediately. Category 2 memorial requires to be re-inspected within 6 months to 1 year period. Category 3 memorial requires to be re-inspected in 5 years).

Memorial Safety

The Council undertake ongoing safety maintenance programmes for headstones throughout East Ayrshire.

As you would expect, a number of old memorials have become unstable over the years (pre 2003). Foundations have deteriorated; joints have not been doweled (bolted) and have become loose. In some cases where dowels have been used, they have become rusted and unsafe. Memorials had not been doweled from the plate to the base and/or from the base to the foundation. Inspections showed that in most cases a thin layer of cement was the only fixing and that these joints had become weathered/loose, which therefore put the stone in a dangerous condition. The Council requires all Memorial Masons to be accredited and aims therefore to protect the public and allow them to have confidence that their memorial/ headstones are erected in a safe manner.

Further guidelines from the HSE indicate that Councils' must inspect all memorials (which they are responsible for) in line with the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1960, which therefore means that the Council may have to take immediate action.

If your headstone becomes unsafe then the Council may be required to take the following action: lie the stone flat, stake and tie, sheugh (ditched into the soil), or any other suitable method of making the memorial safe, so that the Council comply with the relevant Health & Safety Law.

If you have any concerns about your memorial or would wish to discuss the matter further, please do not hesitate to contact a member of the Bereavement Services staff.

East Ayrshire Council takes the safety of the public and staff seriously. Whilst we understand that it may be upsetting to lair owners and bereaved families, it is also essential that we ensure that cemeteries can be safe environments for all.

The Council's Bereavement Services staff will be able to assist members of the public when they are making decisions on purchasing a memorial or have concerns with regard to its safety. Staff will also be able to address any specific questions relating to the safety inspection program.

Web Links

Bereavement affects people in many different ways. To assist you with the process we have identified below a number of web links with professional bodies and support groups that offer helpful information on all aspects of bereavement and arranging a funeral. Whether this is a home burial, cremation or via the services of a professional Funeral Director. These are only a small sample of Web Sites available.

BBC - Coping with Grief

www.bbc.co.uk/health/emotional_health/bereavement/index.shtml

The Bereavement Services Portal

www.bereavement-services.org

The Natural Death Centre

<http://www.naturaldeath.org.uk>

SAIF - The National Society of Allied & Independant Funeral Directors

www.saif.org.uk/website/index.html

National Association of Funeral Directors

www.nafd.org.uk/funeral-advice/funeral-advice-home.aspx

The Scottish Government

www.scotland.gov.uk/Publications/2008/02/26152921/0

Directgov

www.direct.gov.uk/en/Governmentcitizensandrights/Death/index.htm

Counselling on Bereavement

www.crusebereavementcare.org.uk

SANDS - Stillbirth and Noenatal Society

www.uk-sands.org

ICCM - Institute of Cemetery and Cremation Management

www.iccm-uk.com

NAMM - National Association of Memorial Masons

www.namm.org.uk

CWGC -Commonwealth War Graves Commission

www.cwgc.org

Please note: East Ayrshire Council is not responsible for the content of external internet sites and cannot guarantee that their location will not be subject to change.

Professional Bodies

Institute of Cemetery & Cremation Management

Tel: 020 8989 4661 Fax: 020 8989 6112

Email: info@iccm.fsnet.co.uk www.iccm-uk.com

National Association of Memorial Masons

Tel: 01788 542264 Fax: 01788 542276

Email: enquiries@namm.org.uk www.namm.org

BRAMM (British Register of Accredited Memorial Masons)

Tel: 01788 544963 Fax: 01823 253681

Email: bramm@bramm-uk.org www.bramm-uk.org



Bereavement *Services*
MANAGEMENT RULES
FOR CEMETERIES

INDEX

NO.	TITLE	PAGE NO
1	Definitions, Interpretation and Related Matters	28
2	The Exclusive Right of Burial	29
3	Forfeiture of Exclusive Right of Burial	30
4	Notice of Burial	31
5	Burials	32
6	Exhumations	33
7	Burial Areas for Babies	33
8	Green Burial	35
9	Memorials	37
10	Cemeteries General	40
11	Vehicles	42
12	Prevention of Nuisance	43
13	Miscellaneous	44

EAST AYRSHIRE COUNCIL

CIVIC GOVERNMENT (SCOTLAND) ACT 1982

MANAGEMENT RULES REGULATING CEMETERIES AND CHURCHYARDS UNDER THE CONTROL OF EAST AYRSHIRE COUNCIL

EAST AYRSHIRE COUNCIL, constituted in terms of the Local Government (Scotland) Act 1994, by virtue of the powers conferred on it by Section 112 of the Civic Government (Scotland) Act 1982 (hereinafter referred to as "the 1982 Act") hereby makes the following Management Rules which will apply to all cemeteries and churchyards under the control of East Ayrshire Council.

The general management and control of all cemeteries and churchyards under the control of East Ayrshire Council will be exercised by the Chief Executive or such other officer authorised or appointed by the council for this purpose.

1 Definitions, interpretation and related matters

1.1 In these Management Rules, unless the context otherwise requires:

- **“authorised officer”** means the Chief Executive or their nominated officer who is responsible for the management and enforcement of these Management Rules.
- **“cemetery”** means any land or premises including churchyards which is owned, occupied or managed by the council or is otherwise under the control of the council.
- **“churchyard”** means the burial ground surrounding any church, active or inactive, as defined by the Church of Scotland (Property and Endowments) Act 1925.
- **“council”** means East Ayrshire Council.
- **“lair”** means a piece of ground within a cemetery under the control of the council in which the exclusive rights of burial is granted by a lair certificate.
- **“lair certificate”** means the certificate of the exclusive rights of burial granted by the council or its statutory predecessors.
- **“lair holder”** means the individual or individuals named in the cemetery register and lair certificate who hold the exclusive right(s) of burial.
- **“lair space”** means the part of the lair which is required for burial and determined by the council.
- **“memorial”** means any headstone, monument, tombstone or grave marker placed on a lair.

1.2 Any reference to any Act of Parliament will be deemed to include any amendment, replacement or re-enactment thereof for the time being in force and to include any bye-laws, statutory instruments, rules, regulations, orders, notices, codes of practice, directions, consents or permissions (together with any conditions attaching to the foregoing) made thereunder.

2. The exclusive right of burial

- 2.1 The exclusive right of burial in a lair will, subject to these Management Rules, be granted to the purchaser/s and their successors. The lair holder/s only own the exclusive right of burial in the lair.
- 2.2 The council will only provide a lair certificate describing the lair once the appropriate fee, as determined by the council has been paid by the lair holder/s. A lair holder/s, duly registered in the register of the council, will have the exclusive right of burial.
- 2.3 Lairs will be allocated at the discretion of the authorised officer.
- 2.4 Notwithstanding that the council do not pre-sell lairs in its cemeteries, special permissions can be granted for its Woodland and Meadowland areas at Galston Cemetery.
- 2.5 To enable the lair to be opened for burial the council will require a Form 14 or Form 8 – Certificate of Registration of Death. The council will also require supporting documentation, which will include all or some of the following:
 - Lair Certificate
 - Statutory Declaration / Renunciation
 - Will
 - Notice of Funeral Form
 - Cremation Certificate
 - Any other documentation which the council may request
- 2.6 The lair holder/s will be prohibited from selling the exclusive right of burial except to the council at the original purchase fee.

- 2.7 No lair holder will be entitled, transfer or assign the exclusive right of burial without the prior written consent of the council. The exclusive right of burial in a lair may be, transferred or assigned on the completion and/or by exhibiting the appropriate forms, which include but are not limited to the following:
- Statutory Declaration, and/or
 - Renunciation Form, and/or
 - Form of Assignment; and/or
 - Will (valid)
- 2.8 Lair holder/s have the right to be buried in any lair they hold the exclusive right of burial. Where a lair or lairs is held in joint / multiple ownership, then the agreement of all owners is required before any other person(s) may be buried in a lair.
- 2.9 The sale of the exclusive right of burial and the allocation of a lair will be at the sole discretion of the council.
- 2.10 A widow or widower may be buried in the lair in which their spouse is buried. In terms of joint / multiple ownership of the exclusive right of burial refer to the above rule 2.8.

3. Forfeiture of Exclusive Right of Burial

- 3.1 Failing burial in, or transfer of a lair for a period of 50 years from the date of purchase or transfer, whichever is the later, the council may terminate the exclusive right of burial therein, provide that such notice of intention to terminate will be advertised once in a national paper and twice in two local newspapers and a period of 12 months allowed to elapse following publication of the last advertisement. Failing any claimant, the council may declare any such exclusive right of burial to be terminated and may grant exclusive right of burial anew. The Burial and Cremation (Scotland) Act 2016 will prescribe future right of burial periods and once this part of the Act is in force it will supersede this rule.

4. Notice of Burial

- 4.1 A Form 14, Form 8 – Certificate of Registration of Death, must be in the possession of the Bereavement Services Office of the council before any burial booking can be made.
- 4.2 All burials must be authorised and confirmed by the council before any funeral arrangements are finalised and/or publicly displayed. The council will not be liable for any expenses incurred as a consequence of any changes having to be made.
- 4.3 Once a date and time has been confirmed by the council the appropriate Notice of Funeral form must be completed in full by the funeral arranger / applicant and received by the Bereavement Services Office no later than 11am on the working day prior to the burial (excluding Saturdays, Sundays and Public/ Local/ Bank Holidays).
- 4.4 Notwithstanding rule 4.3 above, a shorter notice period may be permitted by the authorised officer in their sole discretion (whose decision will be final) on the following grounds:
 - exceptional circumstances
 - religious reasons
 - Any such request for a shorter notice period must have supporting information provided at the time of the request.

5. Burials

- 5.1 The council offers a choice of lairs within its cemeteries which are located throughout East Ayrshire as follows:
- Full lairs (up to 3 burials and 6 cremation caskets)
 - Single Lairs – where available (1 burial and 6 cremation caskets)
 - Cremation Casket Lairs- where available (6 cremation caskets)
 - Baby Section – Cumnock / Kilmarnock
 - Single Baby Lair (1 burial)
 - Individual Baby Lair (1 burial and 6 cremation caskets)
 - Green Burial Site, Galston
 - Meadowland
 - Woodland
 - Muslim burial area, Kilmarnock
- 5.2 The number of burials in any of the above lairs will be subject to ground conditions and other relevant factors.
- 5.3 All works to be undertaken within a cemetery including but not limited to the digging of lairs and preparing for the laying of foundations for monuments will only be done by person(s) authorised by the council.
- 5.4 The council will keep a register for each burial for which it is responsible for. The register will contain such information as the council considers necessary about burials that have taken place within its cemeteries. A copy of an entry in the register may be made available by contacting the Bereavement Service office, which may incur a fee.
- 5.5 Plans of the cemeteries and a table of burial fees and charges will be kept at the Bereavement Services Office. All fees and charges in connection with burials, lair certificates, etc. will be acknowledged on official printed receipt forms.

6. Exhumations

- 6.1 The council will adhere to its operational procedures and all statutory provisions as amended from time to time relating to exhumation.
- 6.2 The council will maintain an exhumation register detailing information about exhumation of human remains carried out in burial grounds.

7. Burial Areas for Babies

7.1 The following rules apply specifically to babies.

7.2 **Individual Lairs:**

- a) Allows for the burial of a baby and also up to 6 cremation caskets and a suitable memorial may also be erected.
- b) A memorial permit will be required prior to any memorial work being undertaken.
- c) A memorial will only be erected by a qualified and registered memorial mason and in line with BS 8415 and the National Association of Memorial Masons (NAMM) code of practice and will measure no more than 1 meter in total height.
- d) No memorial will encroach onto an adjoining lair/s space.
- e) The maximum coffin length permitted is 900mm.
- f) Floral tributes are permitted, however all floral tributes will be removed by the council on or after 14 days from burial. Any person wishing to keep their floral tribute(s) must make arrangements to remove them before the 14th day from burial.
- g) Artefacts/Toys are allowed to be placed on the lair at the time of the burial, however all items will be removed to the toy box, plinth or central memorial for a 2 week period after the burial (normally a Friday), where they will remain for a further 2 week period. Any person wishing to keep their artefacts/toys must make arrangements to have them removed

before the end of this further 2 week period failing which the council will remove them to storage for a further 3 week period and thereafter dispose of them.

- h) Floral tributes, and/or artefacts/toys must not encroach onto any other lair. In the event that this occurs any floral tribute, artefact and/or toy will be removed by the council and be relocated to the toy box, plinth or central memorial and thereafter will be subject to rule 7.2 (f) and (g).

7.3 **Single Baby Lairs:**

- a) Allows for the burial of a baby. There will be no further burials permitted in this lair.
- b) The option to erect an individual memorial on this lair type is not available, however the baby's name can be registered on the central plaque within the baby section of the cemetery.
- c) Floral tributes are permitted, however all floral tributes will be removed by the council on or after 14 days from burial. Any person wishing to keep their floral tribute(s) must make arrangements to remove them before the 14th day from burial.
- d) Artefacts/Toys are allowed to be placed on the lair at the time of the burial, however all items will be removed to the toy box, plinth or central memorial for a 2 week period after the burial (normally a Friday), where they will remain for a further 2 week period. Any person wishing to keep their artefacts/toys must make arrangements to have them removed before the end of this further 2 week period failing which the council will remove them to storage for a further 3 week period and thereafter dispose of them.
- e) Floral tributes, and/or artefacts/toys must not encroach onto any other lair. In the event that this occurs any floral tribute, artefact and/or toy will be removed by the council and be relocated to the toy box, plinth or central memorial and thereafter will be subject to rule 7.3 (c) and (d).

- 7.4 Maintenance will be in line with the council's grounds and cemetery maintenance specification, as may be amended from time to time.
- 7.5 Glass, ornaments, artefacts and any other item which may cause a danger are not allowed in the baby section. The council will be entitled to remove and dispose of any items / materials which it deems to be inappropriate or unsuitable. No artefacts and / or other items / materials will be allowed on lairs, walls, fences or other infrastructure in or around the cemetery and will be removed by the authorised officer.

8. Green Burials

8.1 The following rules apply specifically to green site burials:

8.2 **Meadow Lairs:**

- This allows 1 x burial and up to 6 cremation caskets in the lair. There will be no further burials permitted in this lair.

Note - A memorial tree cannot be planted on this lair.

8.3 **Woodland Lairs:**

- This allows 1 x burial. There will be no further burial or cremation caskets in this lair.
- On completion of a burial, a memorial tree may be planted at the head of the lair at the appropriate time of year after settlement and at the discretion of the authorised officer on completion of a memorial tree application. Trees can be supplied and planted by the council at a fee. A full list of available trees and fees can be obtained by contacting the Bereavement Services Office. Tel: (01563) 554775/6; fax: (01563) 554777; email - BereavementServices@east-ayrshire.gov.uk.

8.4 The council has a no pre-selling policy, however within the Woodland / Meadowland area when a burial is being arranged for a spouse/partner, that individual of the spouse/partner may purchase the adjoining lair at the same time. This purchase will be at the discretion of the authorised officer.

8.5 No operation of any kind will be permitted inside the grounds without the sanction of the authorised officer, who must be satisfied that the authority of the lair holder has been obtained before work commences.

- 8.6 Coffins and cremation caskets must be biodegradable (made from materials such as wicker, bamboo, wood, cardboard etc.)
- 8.7 The coffin/cremation casket must not be painted/varnished and must be taken from a renewable source.
- 8.8 Only natural materials will be permitted within the meadow/woodland area and there must be no synthetic materials placed within the coffin/casket. Any item/s placed within the coffin/casket must be biodegradable.
- 8.9 Embalming: The body must not be embalmed when being buried and all clothing worn must be made from natural fiber e.g. cotton or wool.
- 8.10 Maintenance will be in line with the council's grounds and cemetery maintenance specification, which may be amended from time to time.
- 8.11 All floral tributes must be biodegradable.
- 8.12 Floral tributes will be removed 14 days after the burial. Any person wishing to retain floral tributes should make arrangements to remove them before the 14th day.
- 8.13 Glass, pottery or plastic containers, plastic flowers, artefacts, toys, ornaments or any other item / materials which the council deems unsuitable will not be permitted and will be removed immediately.
- 8.14 No digging or planting of any material is permitted within this area unless agreed by the authorised officer.
- 8.15 A small memorial plaque may be placed on the wall space available within the designated Meadow/Woodland burial section. The memorial plaque must be made out of natural materials such as bronze or granite and must be no larger than 90 mm x 300 mm (3" x 12").
- 8.16 The memorial plaque must be applied for and installed in accordance with the council's memorial application process.

9. Memorials

- 9.1 The exclusive right of burial includes a right to erect a memorial which is subject to the following conditions being met:
- 9.2 The appropriate application form for the erection of a memorial and any associated works or additional inscription on a memorial has been (1) submitted by a person authorised to make such an application and approved by the authorised officer and must conform with the administrative requirements of the council which may be amended from time to time,; and (2) the fee paid in full. Failure to make such payment of the appropriate fee, as amended from time to time may result in no further burial being able to take place until it is paid in full.
- 9.3 All inscriptions must be approved by the council (in its sole discretion). Details of any such inscriptions must be disclosed on the appropriate form for approval.
- 9.4 Where a lair has more than 1 owner, the council will only action additional work or erection of a memorial once instruction has been received from all owners, unless a lair holder/s is deceased in which case their right to erect a memorial or have their name placed on an existing memorial will remain.
- 9.5 No memorial will (1) protrude in any way over part of a lair to be opened for burial and (2) encroach upon any other lair.
- 9.6 If during the process of opening a lair a monument or other memorials etc. require to be moved, the expense of doing so will be in addition to the usual fees of burial and is payable by the person arranging the burial.
- 9.7 The section and number of the lair must be cut plainly upon the side of the memorial at the expense of the person erecting the memorial, any other means of marking the section and lair number, for example, by painting, is strictly prohibited.
- 9.8 Only qualified and memorial masons registered with the council are permitted to undertake work in a cemetery. All memorial masons must hold British Register of Accredited Memorial Mason (BRAMM) registration or NAMM qualifications, or any other recognised qualification set by the industry.

- 9.9 All memorials must be erected in accordance with the British Standards BS-8415 and National Association of Memorial Masons (NAMM) Code of Practice or other such conditions set by the council.
- 9.10 No unauthorised memorials, artefacts, vases or planting will be allowed on a lair space and any such items will be removed by the council.
- 9.11 No tomb, monument, inscription, memorial stone, cleaning, painting or erection work of any kind will be permitted until the appropriate application form has been received and approved by the council.
- 9.12 No memorial or part thereof will be removed from a cemetery without the written approval of the council. Applications for the removal of a memorial must be submitted to the council for its approval on the appropriate form.
- 9.13 Approval of an application may be subject to such conditions as deemed appropriate by the council. All works so approved will be performed to the satisfaction of the council and will be kept in a safe and proper condition and in good order and repair of which the authorised officer will be sole judge, at the sole expense of the lair holder/s. In the event that any lair holder/s fail to comply with this rule, within twenty one (21) days of being given written notice of any failures at the lair holder/s last known address, the council will be entitled at the lair holder/s expense to carry out either the repair of the memorial or the removal of the memorial and recover such costs from the lair holder/s. If the council consider a memorial to be in a dangerous condition of which the authorised officer will be sole judge, the council will be entitled to, without notice, take any action which it deems necessary to make it safe. The lair holder/s will be liable for any costs incurred by the council and until the costs of such repairs or removal has been paid in full the right of burial in the lair may be withheld. If after due and diligent enquiry on the part of the council, the address of the lair holder/s cannot be ascertained by the council, without prejudice to its right to recover the cost of so doing from the lair holder/s, at its discretion, may repair or remove the memorial.
- 9.14 The lair holder/s is liable for the risk of any damage by or to any memorial on their lair. The council will not be responsible for any damage howsoever caused.

- 9.15 Memorials will be restricted to at least 25 millimeters less in width than the width of the lair on which it is to be erected.
- 9.16 Wooden crosses, kerbs, copes, railings, fences, gravel, corner stones, glass, pottery containers or any other such ornamental items will not be permitted on the lair space which has to be opened.
- 9.17 No planting of gardens or digging of any description upon a lair space which is to be opened for burial will be permitted.
- 9.18 Where permission for planting is given in an area set aside for planting the lair holder/s will ensure that any such planting will not encroach on to their lair space which is to be opened for burial or on to any other adjoining lair.
- 9.19 No trees or shrubs/bushes will be permitted if in the opinion of the authorised officer they are not suitable for the location. Any unauthorised planting will be removed by the council and costs may be recovered.
- 9.20 Should any lair holder/s fail to take action in respect of a notification relating to a requirement to comply with the terms of the notice to replace or remove items on their lair including memorials etc. within 21 days of notice then the council will carry out (but will not be bound to) carry out the works relating to the conditions set out in such notification at the expense of the lair holder/s, and be entitled to recover the same by due process of law.
- 9.21 The lair holder/s is liable for the upkeep and repair of their memorial, artefacts, vases etc. and is also responsible for the risk of any damage to or by any monument, memorial, vase or other ornaments or artefacts placed on their lair. The council will not be responsible for any loss or damage by or to any such items.
- 9.22 One additional vase may be placed at the head of the lair on the existing foundation or on a space that does not encroach on that area of ground which has to be opened for a burial. The council will not be responsible for any loss or damage by or to such vase.

10. Cemeteries General

- 10.1 The following rules will apply to all cemeteries and lairs within East Ayrshire under the control of the council:
- 10.2 All materials used in connection with any work which has been agreed or authorised by the council will be removed without delay on completion of the works. Where materials are not removed immediately on completion or there has been damage caused by or to a cemetery or any lairs therein by these works, the lair holder/s must rectify this within 21 days written notice to the satisfaction of the authorised officer. If the lair holder/s fails to do this within the time stipulated within the written notice or to the satisfaction of the council, the council will be entitled, at the lair holder/s expense to carry out any works required that it deems necessary to ensure compliance with this rule and until the cost of such works has been paid in full the lair holder's right of burial in the lair may be withheld.
- 10.3 The person or persons arranging the funeral must inform the Bereavement office of any items placed in a coffin, which may cause harm or be considered unsafe to its employees, the public and users of the cemetery and also to the environment.
- 10.4 Plants/Trees/Shrubs: No digging or planting of any material is permitted within any cemetery without the express consent of the authorised officer.
- 10.5 The placing of flowers, artefacts or ornaments etc. on a lair is done at the persons own risk and the council will not be liable for the loss of, damage to or destruction of any such items caused by the weather, animals or due to theft, malicious damage or the negligent acts of any person whilst in the cemetery.
- 10.6 Artificial wreaths and/or flowers may be placed at the head of a lair in flower vases and/or containers where appropriate within a cemetery. The council reserves the right to remove any artificial flowers and/or wreaths if they are not (1) placed at suitable locations at or near the head of a lair and/or (2) deteriorated and have become unsightly, in the council's opinion and at their sole discretion. Any artificial wreaths/flowers placed on that part of a lair that is to be opened may be removed by the council to allow maintenance or to open a lair. Any artificial wreaths/flowers removed in terms of this rule 10.6 may be disposed of by the council at their discretion"

- 10.7 Christmas wreaths will be removed in line with notices placed within a cemetery and anyone wishing to retain such wreaths will need to remove them before the period stipulated within the notices.
- 10.8 Cremated remains may not be scattered within or on any part of the cemetery.
- 10.9 Cemeteries are open to the public at all times, however the council reserve the right to close cemeteries from time to time and will where possible display notices at each cemetery to inform the public of opening and closing arrangements, or where there may be a need to close any part/s of a cemetery as it may consider necessary.
- 10.10 No person will enter or leave any cemetery except by the entrances and exits provided for that purpose.
- 10.11 The council reserve the right to inspect all aspects of the cemetery and take appropriate action to repair, remove or replace any item which may cause offence or constitute a danger or prohibit the regular maintenance and operation of a cemetery.
- 10.12 Artefacts or other items / materials are not allowed on lairs, walls, fences or other infrastructure in or around the cemetery and will be removed by the authorised officer in line with rule 10.16
- 10.13 Children under 16 years of age must at all times be accompanied by their parent, guardians or an adult.
- 10.14 All dogs must be kept under proper control by either keeping the dog on a short leash or under close control. If a dog with the exception of guide / hearing dog fouls within the cemetery, then the person in charge of the dog must immediately remove the excrement by depositing it in a bin suitably packaged. Failure to comply with any part of this rule will result in the person in charge of the dog being expelled from the cemetery and any person in charge of a dog who persistently contravenes this rule may be excluded from entering the cemetery in future and may be reported to the relevant enforcement section within the council.
- 10.15 When opening a lair it may be necessary to place the soil / soil box on an adjoining lair. This will be for a short time until after the burial and will be removed as soon as possible after the opened lair has been backfilled.

- 10.16 Memorials, vases, ornaments, artefacts and other items / materials as stated elsewhere in these rules which interferes or impacts on the ongoing maintenance of cemeteries and churchyards will be removed or where appropriate placed at the head of the lair, to allow maintenance, or a lair to be opened. Such items/materials which may have been removed will be stored for a period of 14 days and may be collected by the lair holder/s or others. Failing collection the items/materials will be disposed of. For the avoidance of doubt this rule will not apply to rule 7.2 (g) and 7.3 (d).
- 10.17 Any activities deemed inappropriate by the authorised officer including but not limited to cycling, skateboarding, roller blading, or such similar activities are prohibited within any cemetery. Any person or persons contravening this rule will be liable for any damage, injury or loss caused to any persons, lair, memorial or other property within the cemetery.
- 10.18 Lair space not available - Due to the works and ground conditions within our cemeteries, lairs previously sold may become unavailable. When the council becomes aware of such circumstances the council will inform the lair holder, (if known) and may offer the following alternatives:
- a full refund; or
 - a new lair.

11. Vehicles

- 11.1 Car parking facilities provided by the council for the convenience of cemetery users.
- 11.2 At all times, the instructions of the authorised officer must be complied with and all vehicles must be driven on the provided roadways at a speed not exceeding 5 miles per hour and with due care and attention. The council will not be responsible for any damage to vehicles or other property left in the vehicles or car parking facilities within any cemetery.
- 11.3 No vehicle is permitted on any footpaths, however the council reserves the right to allow exemptions to this rule.

11.4 Vehicles conveying memorials or goods into any cemetery grounds will need the permission of the authorised officer. The person or persons in charge of such a vehicle must comply with the instructions given by the authorised officer at all times and follow designated routes within any cemetery.

12. Prevention of Nuisance

12.1 No person will:

- a) use any profane or offensive language or behave in an offensive, disorderly or insulting manner whilst in any cemetery;
- b) willfully or carelessly obstruct, disturb or interrupt any officer or employee of the council in exercise of their duties or in execution of any work associated therewith;
- c) willfully or improperly interfere with any other person using the facilities provided by the council in any cemetery, or behave in such a manner as to endanger their own or other persons safety;
- d) disobey any instructions given by the authorised officer or any member of the cemetery staff to ensure the safety of all persons using any cemetery;
- e) bring into the cemetery any object or objects which may be considered by any member of the cemetery staff to be dangerous or offensive, this includes within the coffin;
- f) in any cemetery, climb upon any tree, shrub, wall, fence or railing, or upon any monument, fountain, statue, building or any other structures;
- g) all visitors must keep to the paths and roads provided, except when tending a lair, and are prohibited from touching any monuments, plants or flowers within any cemetery;
- h) willfully or carelessly break, damage, deface, disfigure, tamper with or improperly soil any tree, shrub, wall, fence, railing, monument, fountain, statue, building or any articles / structure in any cemetery or supplied by the council;
- i) retain or remove any articles supplied for use by the council after the purpose for which was issued has been served.

13. Miscellaneous

13.1 The following provisions apply to a contravention by any person of the following rules:

- a) Should any officer of the council have reasonable grounds for believing that any person has contravened, is contravening or is about to contravene any of the foregoing management rules, they may expel that person from any cemetery. Any person who fails to leave the cemetery on being so expelled or enters or attempts to re-enter the cemetery will be guilty of an offence and liable on summary conviction to a fine not exceeding level one of the standard scale.
- b) The council may decide that a person who has persistently contravened or attempted to contravene the foregoing management rules and is, in their opinion likely to contravene them again, will be made subject to an Exclusion Order, and if the council so decide, they will give the person subject to the Exclusion Order notice of their decision. Said notice will contain a statement of the reasons for the decision and a statement as to the right to make representation subject to sub-paragraph (c) below.
- c) Such Exclusion Order will take effect upon a person on such date as the council may decide which will not be less than 14 days after the date of their decision to make the Exclusion Order.
- d) Any person who has been made subject to an Exclusion Order will be entitled to make written or oral representations to the council at any time up to the date when the Order should have taken effect upon them in terms of sub-paragraph (c) above. The council will suspend the effect of their decision, consider the representations and decide whether to confirm their decision or to revoke or amend it.
- e) An Exclusion Order will have effect for such period not exceeding 1 year as the council may determine and the council may at any time reduce the period of, or revoke an Exclusion Order made by them. If the council sees fit it may renew such Exclusion Order after review.

- f) Any person who being a person subject to an exclusion order enters or attempts to enter the cemetery to which the exclusion order relates will be guilty of an offence and liable, on summary conviction, to a fine not exceeding level one on the standard scale.
- 13.2 Should any difference or dispute arise as to the real intent, meaning or interpretation of these rules, or table of fees and charges, the issue will be taken up and decided by the Head of Service within the council whose decision will be final.
- 13.3 Should any procedures or other matters regulated by these Management Rules become subject to statutory provision which results in any change to the manner in which such procedures or other matters require to be dealt with then such changes will take precedence over that contained in these Management Rules.
- 13.4 The council reserves the right to amend, alter, revoke or replace these rules or any part of them, from time to time as they see fit and make and enforce such others as they may consider necessary for the proper or better management of its cemeteries.
- 13.5 The council reserves the right from time to time to vary any charges made for burial and other associated services.
- 13.6 These rules supersede any rules or regulations however described previously issued by the council and its processors in any of the cemeteries under the council's control.
- 13.7 These Management Rules will come into force on the date of their execution.

Notes



For further information contact:

East Ayrshire Council, Bereavement Services, Western Road, Kilmarnock, KA3 1LL

Tel: 01563 554775/6 Email: BereavementServices@east-ayrshire.gov.uk

www.east-ayrshire.gov.uk