



Postbridge Cemetery

Application to Purchase an Exclusive Right of Burial

The Exclusive Right of Burial can be issued in the name of up to 3 persons for 30 years.

The purchase of a plot means that you purchase the exclusive right of burial in a grave but do not actually buy the land that the grave occupies. Purchase means that no burials can take place in that plot without your permission and it gives you the right to purchase a permit to place a memorial on the grave. Leases may be extended during their lifetime but can only be extended back to the original 30 years. The fee shall be applicable to the residency applying at the time the extension is applied for, not the residency at the time of the original application. Plots will be reserved at double depth unless instructed otherwise.

First Applicant's Details

I would like to purchase the Exclusive Rights of Burial for 30 years. I have been given and have read the Postbridge Cemetery Brochure which explains Exclusive Rights of Burial.

Signed _____ Date _____

Title _____ Full Name _____

Address _____

Postcode _____ Telephone Number _____

Email _____

Relationship to second applicant, if applicable

Relationship to third applicant, if applicable

Second Applicant's Details

I would like to purchase the Exclusive Rights of Burial for 30 years. I have been given and have read the Postbridge Cemetery Brochure which explains Exclusive Rights of Burial.

Signed _____ Date

Title _____ Full Name

Address

Postcode _____ Telephone Number

Email

Relationship to first applicant, if applicable

Relationship to third applicant, if applicable

Third Applicant's Details

I would like to purchase the Exclusive Rights of Burial for 30 years. I have been given and have read the Postbridge Cemetery Brochure which explains Exclusive Rights of Burial.

Signed _____ Date

Title _____ Full Name

Address

Postcode _____ Telephone Number

Email

Relationship to first applicant, if applicable

Relationship to second applicant, if applicable

Fees

2.	EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES	Resident		Non-Resident		Previous resident	
a.	Purchase of single plot	£200		£400		£300	
b.	Purchase of a cremation plot (up to two cremations deep)	£100		£200		£150	

The fees above apply to Postbridge residents.

A Postbridge resident is defined as someone who, at the time of his/her death:

- Resided in a property within the Postbridge boundary
- Or had been hospitalised from a property within the Postbridge boundary
- Or had moved to a residential home from a property within Postbridge

Payment Details

By BACS:

Bank: Lloyds Bank, Fore Street, Okehampton EX20 1HJ

Account Name: Dartmoor Forest Parish Council

Sort Code: 30-96-23

Account Number: 00741473

Please return this form, together with the appropriate fee to

Parish Clerk, Mrs A Horn, Coombe Farm Lake Sourton, EX20 4HQ. Tel: 07480 834523

The information that you provide will be held by Postbridge Town Council and used for the purpose of the administration of this burial plot. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at www.Postbridge.gov.uk/documents



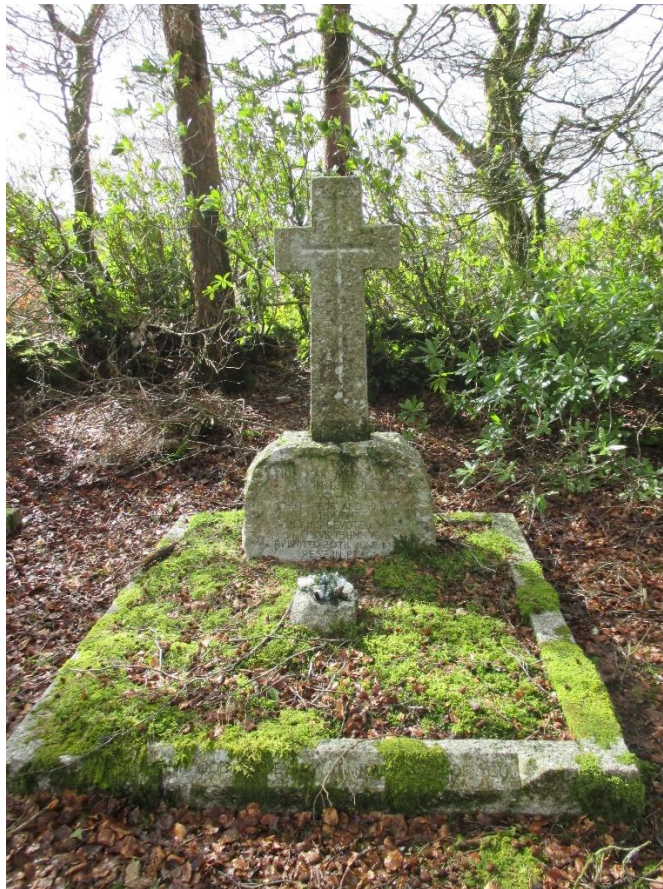
Postbridge

Cemetery

Contact details:

Dartmoor Forest Parish Council
Coombe Farm
Sourton
EX20 4HQ
07480 834523

Clerk@dartmoorforestparishcouncil.gov.uk
[Dartmoor Forest Parish Council](http://www.dartmoorforestparishcouncil.gov.uk)



Council Cemetery

Dartmoor Forest Parish Council owns Postbridge Cemetery. The burial ground was opened in 1901. Until then, coffins were carried across the moor to Lydford and resting places are still visible.

There are two sections to the cemetery. Standing with the entrance gate behind you (facing North) the ground on the left hand (West) side is consecrated and that on the right (East) is not. Historically, those being buried in the un-consecrated area were not allowed through the gates and coffins were passed through a hole in the wall into the cemetery. This practice ceased some decades ago.

Additional land over the North bank at the bottom of the area was purchased in 2004 as an extension, but since the rhododendrons were cleared there is sufficient space in the original enclosure for the foreseeable future.

The Parish Council is responsible for all aspects of managing the ground. The grass is cut by local volunteers organised by the Postbridge Ward Parish Councillors. When this is not possible, the work is done by the Parish Lengthsman. Tree surgery is necessary from time to time, for which a Tree Surgeon is contracted in. The Lengthsman usually completes any bank and wall maintenance and repair. Penlee Lane is maintained by Highways.

Cemetery Regulations

The Council believe in offering as much choice as possible to bereaved people and have attempted to keep regulations to a minimum. It is recognised, however, that some regulations are necessary in order to ensure that the cemetery is a safe, attractive, and fitting place for all those who visit and work in them.

Full copies of the Council's Rules and Regulations, together with its Memorial Management Policy, are available from the Parish Clerk. They can also be viewed online at [Policies, Procedures and Other Documents](#)

A brief summary of some of the regulations and other factors relating to the upkeep and working of the cemetery are given here.

Postbridge Cemetery is a place of peace and quiet reflection. It is also a workplace. Visitors to the cemetery are welcome, but please respect the special nature of the site, the needs of all users, and safety factors.

Memorials on graves must be of good quality, hard-wearing materials and must be approved by the Council before being fixed. It is recommended that accredited memorial masons are used. More information is available from the Parish Clerk.

We require cooperation in keeping the graves free of pots, plants, and other artefacts. This is so that the grass can be cut without causing damage or risking injury to the operator and visitors from glass or plastic shards.

We recognise that you may wish to leave tributes, therefore we allow pot plants and suitable artefacts to be placed at the head of the grave where they are at less risk of

damage by mowing. We ask that vases are made from non-breakable material, as glass or ceramic pots will shatter during winter due to the freezing of any water in them. Broken glass or pottery presents a danger to visitors, staff, and wildlife in the cemetery. Plastic flowers are not permitted. Please think carefully about your choice of container and seek advice from the Parish Clerk if necessary.

Please note that if you place articles along the length of the grave, we will not be able to cut the grass and the grave may look untidy compared to those around it. We reserve the right to remove the articles and place them at the head of the grave. Please be aware that the cemetery is a community asset and choose items for your grave that are in-keeping and appropriate.

Please note that it may be necessary at some point in the future to excavate the graves surrounding yours. If so, we will need to place boards over the grave and a box to accommodate the soil, and you may therefore not be able to visit the grave for a short while. Please be assured that this will only be necessary where there is no other option, and that the grave will be cleaned and tidied and returned to its usual condition as soon as the burial has taken place.

Exclusive Rights of Burial

When you purchase a grave, you do not actually buy the land that the grave occupies – that remains in the ownership of the Council. Purchasing a grave means that you purchase the Exclusive Right of Burial of the grave. This means that no burials can take place in the grave without your permission. In Postbridge Cemetery, purchasing the Exclusive Right of Burial also gives you the right to have a memorial placed on the grave, subject to current memorial regulations and the payment of a permit fee.

If the Exclusive Right of Burial of a grave is not purchased, the Council retains the rights, and may use any remaining space in the grave for further unrelated burials. No memorials are allowed on unpurchased graves.

The purchase of a grave gives you:

Control over who is buried in the grave

The right to place a memorial stone or other type of memorial

You can choose to transfer the rights to the grave to another person, but this must be done using an official form available from the Parish Clerk, and it is subject to an administration charge. You may bequeath the rights in your Will, but the Executor will need to contact the Parish Clerk in order to effect the Transfer to the new owner. If you do not leave a will, your next of kin will need to contact the Parish Clerk for advice on how the rights can be transferred.

Deed of Grant

When you purchase a grave, the Council will issue you with a Deed of Grant. The Deed is proof of your ownership and is a very important document. You should keep the Deed in a safe place as you may be asked to produce it when you ask for a burial to take place in the grave.

Length of purchase

You may purchase a grave in Postbridge Cemetery for a period of 30 years. At the end of the lease the rights to the grave will revert to the Council, and any memorial on the grave may be removed. Leases may be extended during their lifetime but can only be extended back to the original 30 years.

Responsibilities of Owners

As the owner, you are responsible for the safety and condition of any memorial on the grave.

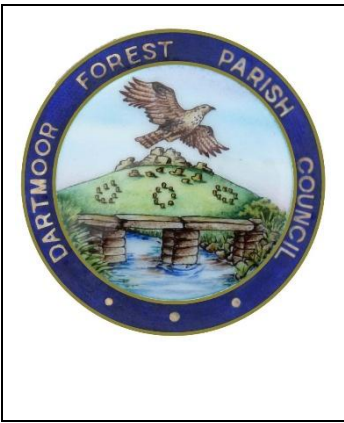
Although the Council has responsibilities under Health and Safety legislation to ensure the safety of visitors and staff in cemeteries, the responsibility for the safety of individual memorials rests with the owner. If a memorial becomes dilapidated and/or unsafe, the Council has the right to remove it or make it safe. The cost for any such work can be claimed from the grave owner.

The Council undertakes regular safety checks on all the memorials in the Cemetery. Where possible, the grave owner will be contacted if a memorial is found to be in need of work. The owner would then be given the option of having the work done themselves using a mason of their choice or paying the Council to do the work for them. If neither option is chosen, the Council retains the right to remove the danger presented by the memorial.

In order to keep our records up to date so that we may contact you, if necessary, it is important that any changes of address are notified to us as soon as possible.

Responsibilities of the Council

The Council will carry out periodic testing of the stability of any memorial on the grave and will contact you if there are any problems. The Council is not responsible for the maintenance of individual memorials.



Dartmoor Forest Parish Council

Cemetery Grave Digging Policy & Procedure

It is the policy of Dartmoor Forest Parish Council (the Council) to ensure a high standard of grave digging whilst maintaining safety and dignity. This extends beyond the day of interment to the weeks and months afterwards when the soil is settling to ensure that all graves are maintained to the highest standard.

1. Procedures

1.1 The following procedures are advisory and are not exhaustive. It is the responsibility of Funeral Directors to ensure compliance with all relevant legislation and where these Procedures conflict with legislation then legislation shall prevail.

1.2 All Funeral Directors, grave diggers and contractors working in Postbridge Cemetery must comply with all legislative requirements and provide to the Council copies of policies, risk assessments, method statements, safe systems of work, staff training records, COSHH assessments, insurance certificates or any other document requested by the Council prior to undertaking any work on site.

1.3 The Council may undertake spot checks without prior notice to ensure compliance with their Policy and Procedures. Any Funeral Director, his employee, contractor or any other person found to be in contravention thereof may be prohibited from working at the cemetery, by the Council and shall not be entitled to any recompense whatsoever.

2. General Regulations

2.1 No grave can be dug in Postbridge Cemetery without the permission of Postbridge Town Council.

2.2 It is the responsibility of the Funeral Director to arrange for the excavation of the grave.

2.3 Funeral Directors are to employ their own grave diggers. It is their responsibility to ensure that the grave diggers employed by them are familiar with the cemetery and abide by this policy and these procedures.

2.4 No full grave or cremation plot should be dug more than 48 hours before the interment, except by prior arrangement with the Parish Clerk.

2.5 Appropriate safety footwear must be worn at all times.

2.6 A hard hat must be worn when working in an excavation and protective eyewear should be worn when appropriate

2.7 Entry and egress from a grave must be by ladder. On no-account must a gravedigger climb out of a grave by treading on any part of the shoring.

2.8 A ladder must remain in place whenever an operative is working in a grave in order to maintain an emergency exit.

2.9 All finished graves should be prepared using imitation grass matting. The matting will be laid out neatly on staging leaving no folds or gaps which may cause any person to trip. Walkboards/staging must be laid along the length of the grave and supported at each end and must be capable of carrying the weight of the pall bearers and coffin.

2.10 All graves must be dug centrally within the respective grave space. Graves that are not dug centrally within the grave space will increase the risk of collapse, as the intervening wall of undug soil on one side will be of reduced thickness.

2.11 Shoring timbers and struts must be inspected prior to use for any sign of deterioration. Defective timbers and struts must not be used and must be cut down to prevent use by any other person.

2.12 Shoring must be incorporated as digging proceeds. The amount of shoring equipment required should be assessed according to the required depth of excavation, soil type and weather conditions and the depth of shoring timbers/hydraulic units.

2.13 Lowering webbings and putlogs must be inspected prior to each burial, to ensure that no deterioration has occurred and that they are capable of taking the weight of the coffin. Frayed webbings should not be used.

2.14 The interment area and surrounding graves and headstones are to be left clean and tidy. All equipment to be removed and the paths cleared of any debris.

3. Pre-Excavation Preparation

3.1 General

It is extremely important that Funeral Directors, their staff and in particular, grave diggers follow the advice contained within this policy and these procedures to ensure a safe working environment for all Cemetery operatives/visitors when excavating a grave, including themselves. It is important that grave diggers can safely assess the working site, including memorials, assess the risk, record the assessment accurately, and understand the range of options available for making the area safe for all who will use it.

3.2 Using Risk Assessment Techniques

Risk assessment is central to ensuring a safe working environment. Grave digging within the burial ground should be covered by a suitable risk assessment and safe system of work as identified in this policy. When assessing the hazards on a potential excavation site, a number of decisions need to be made based, on sound risk assessment principles.

3.3 **Which areas of the burial process need to be considered during site preparation?**

Consideration should be given to the range of hazards that may exist around the excavation area. Consideration should be given to activities that will subsequently take place:

- Safe and easy access for operatives and equipment
- Safe access for persons attending and officiating at the burial service
- The health and safety of operatives during the excavation process
- The health and safety of cemetery visitors

3.4 **What range of hazards exist in the area surrounding the grave to be excavated?**

When considering the safety of the site before, during and after excavation work, the following must be considered:

- Ground conditions – proper consideration of the ground conditions surrounding the grave and on the route to the graveside should be taken account of with particular care to be taken when areas contain multiple trip hazards. Safe route, proper footwear and care in unstable or wet/slippery conditions should be emphasised in risk assessment for this work.
- Memorials – memorials present specific hazards and must be dealt with according to the guidance produced by the Institute of Cemetery and Crematorium Management (ICCM).
- Correct positioning and marking out of grave.
- Protection of excavation – proper techniques to protect the integrity of the excavation are dealt with later in this document.
- Vegetation – proper consideration should be given to the effect of any evasive vegetation or work being carried out around trees that have low branches or unsafe branches.

The above risk assessment information is for guidance purposes only, lists are not to be considered all-inclusive but indicative of the types of risks that should be considered.

3.5 Locating Graves – Measuring and Marking

All graves to be excavated should be located and identified by using the cemetery grave plan. The location will have been confirmed with the Funeral Director as soon as the paperwork has been received.

All graves must be dug centrally within their respective grave spaces for the following reasons:

- If a grave is not dug centrally within its respective grave space one of the walls separating the adjacent grave will be of a narrower width and will increase the risk of collapse.
- When a memorial is erected centrally on a grave that was dug out of centre the risk of the memorial subsiding and tilting is increased, which in turn increases the risk of the memorial becoming unstable and a danger in its own right.

3.6 Walkboards/Work Platform

Walkboards must be placed along each side of the grave to be dug that are supported on boards placed across the head and foot ends of the grave. This action will spread the weight of operatives and prevent falls due to crumbling surface edges. Walkboards should remain in place for the whole of the burial process, ie placed before excavation commences and not removed until after backfilling is completed.

4. Excavation and Ground Support

4.1 Preliminaries and Preparation

4.1.1 The grave space set aside for each burial shall not exceed 2.44m x 0.91m (8 feet long by 3 feet wide).

4.1.2 The grave digger will ensure that all new graves are aligned so that memorial stones, when installed, will be in a straight line along the row.

4.1.3 No part of the coffin shall be at a depth less than 1.0m (3 feet) below the level of the surface of the ground adjoining the grave.

4.1.4 Shoring must be incorporated as digging proceeds. The amount of shoring equipment required should be assessed according to the required depth of excavation, soil type and weather conditions and the depth of shoring timbers/hydraulic units.

4.1.5 Any grave that is left unattended for whatever reason must be completely boarded over in such a manner as to prevent any person falling into the grave and fenced off.

4.1.6 All cremation plots will measure 18" x 18" for a single casket and the top of the casket should be a minimum of 2'6" below ground level.

4.1.7 No person shall disturb any interred human remains.

4.1.8 Spoil from the graves is to be placed in the area designated by the Parish Clerk.

4.2 Machine Excavation

4.2.1 The Grave Digger must ensure that any machine used to dig a grave is operated by a person who has received appropriate training in the use of the machine.

4.2.2 The machine operator must ensure that no person stands within the area of the radius of the machine boom or bucket.

4.2.3 When moving a digging machine within the Cemetery, the driver must exercise caution and treat the grounds with respect.

4.2.4 When a machine is not in use, it must be parked on hard ground in such a manner that it does not cause an obstruction. When parked, the boom must be lowered with the bucket resting on solid ground. The ignition key must be removed. The blade on tracked machines must be in the down position whenever the vehicle is parked.

4.2.5 The machine operator must ensure that the machine is safely manoeuvred into the digging position.

4.2.6 The blade on a tracked machine must always be in the down position, when digging is in progress.

4.2.7 The operator must ensure that the machine is level before digging commences, to ensure that the sides of the grave are vertical. An unlevelled machine will cause one side of the grave to be under dug, which will increase the risk of grave collapse.

4.2.8 Care must be taken when excavating a grave whilst shoring is in place, to avoid striking any part of the shoring equipment with the machine bucket.

4.2.9 Striking or dislodging shoring will not only increase the risk of collapse of the grave but will also increase risk to the gravediggers who are required to rectify the situation.

4.2.10 Digging machines must be operated in accordance with manufacturer's instructions and should be regularly serviced by a qualified person.

4.2.11 Any damage caused by grave-digging machinery must be reported to Dartmoor Forest Parish Council immediately and remedied by the Grave Digger within 14 days.

4.3 Hand Excavation

4.3.1 Shoring must be incorporated as digging proceeds. Adequate shoring will be incorporated to prevent the collapse of the sides of the grave. Soil type and weather conditions will affect the requirements for each particular grave.

4.3.2 Care must be taken during periods of wet weather when it is advisable to close shore graves to full depth.

4.3.3 On completion of each excavation the gravedigger must ensure that the sides and ends of the grave are vertical and that the bottom of the grave is level. Shoring units must be level.

4.4 Dealing with Ground Water

4.4.1 Should water collect in a grave it should be removed prior to the interment. Ideally a motorised pump should be used, as this action will not require a gravedigger to enter the grave. The hose from the pump can be lowered into the grave from surface level.

4.4.2 When conditions indicate that water may collect in a grave a sump pit can be dug in the bottom of the grave towards one end.

4.4.3 The hose from the pump can be placed in the sump pit and as water is pumped out of the pit, the remaining water in the grave will be drawn towards the pit, thus leaving the greater part of the bottom of the grave dry.

4.4.4 When hand digging a sump pit can be kept open at one end with the gravedigger working away from it. This action will assist in reducing the amount of mud created on the bottom of the grave.

4.4.5 Once the bottom of the grave has been hand levelled off a sump pit can be dug.

4.4.6 Should water be removed from a grave using a petrol driven pump, no grave digger should be working in the grave while the pump is running, as exhaust fumes may enter the grave and collect at the bottom. Ideally the pump should be positioned as far away from the grave as possible and positioned down wind.

4.4.7 Should foul odours be encountered Dartmoor Forest Parish Council should be informed immediately.

5. Preparation for Interment

5.1. Prior to preparing/dressing the grave the surrounding area should be examined to ensure as far as is reasonably practicable, a safe, unobstructed access is available for Funeral Directors' staff, clergy and mourners.

5.2. Any trip hazards that may be present must be removed.

5.3. Two putlogs should be placed across the grave onto which the coffin may be placed prior to the committal. Putlogs should 4' 6" X 4" (1.37m x 102mm x 102mm) and of good quality knot free planed timber. The distance between the putlogs should no less than 3'6" (1.07mm).

Care must be taken to ensure that sufficient webbing is placed on either side of the grave to enable each pallbearer to lower the coffin to the bottom of the grave.

5.4. Webbing should be checked for signs of deterioration or fraying before each burial service. Frayed or damaged webbing must not be used.

5.5. In some instances, there may be insufficient space to the side of the grave for the pallbearers to safely carry the coffin and place it on putlogs directly over the grave. A safer method for this situation is to place a board at either the foot or head end of the grave covered with grass matting on which to place the coffin. Two putlogs are placed across the board so that the coffin can be rested down with no risk of pallbearers trapping fingers. The lowering webbing are also placed across the board. At the appropriate time during the committal service the pallbearers can lift the coffin using the webbing and walk along the walkboards and safely lower the coffin into the grave.

6. Backfilling

6.1 General Requirements and Considerations

6.1.1 Backfilling should commence immediately after all mourners have left the cemetery and be completed fully on the same day.

6.1.2 Webbing and grass mats must be removed before backfilling commences.

6.1.3 Walkboards should be left in place during the whole of the backfilling procedure to prevent persons walking on any unprotected grave edge.

6.1.4 In order to reduce later subsidence and settlement of the grave, all backfill materials (including the material placed between the liners or vaults and sides of opened graves), shall be tamped and compacted in layers not to exceed 150mm in depth so that a compacted density of 90 percent shall result, using soil free from large lumps. **The grave is to be finished with a tidy mound of soil, covered with saved turfs to leave an immaculate finish.** The importance of this action cannot be stressed highly enough as the reduction of instances where the bereaved may be confronted with sunken graves is imperative. It will also subsequently reduce the risk of the memorial tilting and thereby becoming unstable.

6.2 Protection of the coffin

When backfilling large flints, pieces of rock or lumps of clay may damage the coffin when they impact from height. To reduce the risk of coffin damage, an angled timber can be placed into the grave. Backfill material will strike the timber, break its speed of fall and deflect to the sides of the grave.

6.3 Mourner Participation

6.3.1 Some ethnic and religious groups require carrying out the backfilling of the grave themselves. There is a conflict between health and safety and customer care in this situation and it is for the Funeral Director to assess the risk involved and decide whether to permit mourners to backfill.

6.3.2 In the event the Funeral Director gives permission to the mourners to backfill the grave, IT SHALL BE AT THE MOURNERS OWN RISK. The Funeral Director must take control of proceedings and stop backfilling at the relevant stages in order that grave diggers can remove shoring equipment.

6.3.3 It is vital to the health and safety of mourners that co-operation between Dartmoor Forest Staff, mourners and the Funeral Director conducting the funeral is established prior

to the funeral and notified by the Funeral Director to the Council not less than 5 days prior to the date of the funeral.

7. Funeral Directors

7.1. Only Funeral Directors who have signed and returned the agreement to adhere to this policy and these procedures will be allowed to work in Postbridge Cemetery.

POSTBRIDGE TOWN COUNCIL'S GRAVE DIGGING POLICY AND PROCEDURES

DECLARATION

I (name) on
behalf of (Name of Funeral Director) Address:
.....
.....

acknowledge receipt Postbridge Town Council's Grave Digging Policy and Procedures at Postbridge Cemetery and undertake to comply with it. I shall make the Policy and Procedures known to all concerned and accept that it is my responsibility to ensure they in turn comply with them.

Signed Date



Dartmoor Forest Parish Council

Cemetery Rules and Regulations

Dartmoor Forest Parish Council welcomes visitors to the Cemetery at Postbridge and asks that visitors respect the peace and dignity of the facilities. This is a communal space for quiet reflection and remembering loved ones. We thank you in advance for your consideration.

Please make yourself familiar with the regulations and ask a member of Council staff if there is any aspect on which you require further clarification. Through the rules and regulations, we aim to provide a balance between individual rights and information and the need to regulate for a safe, tidy and dignified environment with respect for the bereaved and visitors to the Cemetery. Please be aware that the ground surface can be uneven and we ask for your safety that you wear appropriate footwear when visiting. This is a burial area with only one hard standing path and has no hand rails or mobility aids provided and so visitors should recognise that they need to take care on uneven and possibly muddy or slippery ground. The cemetery is uneven in places and those with wheelchairs and mobility aids may find it a little difficult to move freely around the burial locations.

These Regulations have been approved by the Parish Council in respect of the Local Authorities' Cemeteries Order (LACO) 1977 and will subsequently be updated as required.

Copies may be obtained from the Parish Clerk or from the Dartmoor Forest Parish Council website at [Dartmoor Forest Parish Council](#)

Dartmoor Forest Parish Council is committed to providing excellent customer care and maintenance standards. Our professional, committed and dedicated staff are more than pleased to assist, you need only ask.

Hours of Opening

The Cemetery will be open to the public daily throughout the year, however please be aware that at certain times access to individual graves may be restricted, for instance when an adjacent grave is being dug. Any disturbance will be kept to a minimum. Dartmoor Forest Parish Council reserves the right to close all or part of the Cemetery at any time and without prior notice in the interest of public safety. Such closures will be published on the noticeboard situated at the entrance to the Cemetery and on the Council website, [Dartmoor Forest Parish Council](#)

Hours of Interment

Interments may only take place Monday to Friday between the hours of 9am and 4pm, this being the time the last interment at the grave side must be concluded.

The time arranged for the interment is the time it commences at the graveside. If there is to be a service before the interment, sufficient time should be allowed for its duration and the journey to the Cemetery.

Notice of Interment

A provisional email booking followed by a written Notice of Interment form, provided by the Parish Council, must be submitted to the Parish Council at least 4 working days prior to an interment (exclusive of weekends, Public Holidays and the day of interment itself), except when an immediate interment under exceptional circumstances is required. **All information provided must be clear and completed on the Notice of Interment form in order to avoid delays or errors on the day of interment.**

The certificate of burial or cremation or the Coroner's Order for Burial and the appropriate fee must be submitted with the Notice of Interment form wherever possible. The burial may be postponed or delayed if the certificate or Coroner's Order is not delivered prior to the arranged time for the burial.

Fees

The list of burial fees and charges are available from the Parish Council and by visiting [Dartmoor Forest Parish Council](#). All fees and charges must be paid upon submitting the Notice of Internment. Fees are payable via BACS receipts for all payments will be given to the account holder.

Grave Spaces

The depth of every grave is controlled by the Parish Council. All graves can only be dug at a single depth as the ground is unsuitable for double depth burials. All coffins or other receptacles are interred in accordance with Part 1 Schedule 2 of the Local Authorities Cemetery Order (LACO), 1977.

No grave shall be excavated until verified and a grid identifying the location has been provided by a member of Council staff. Contracted grave diggers organised by funeral directors shall adhere to the Council's Code of Safe Working Practice which is available via the Council's website. Funeral directors must notify the Council of all arranged grave digging.

Grave Rights

A Grant of Exclusive Right of Burial (EROB) may be purchased at any time. An Exclusive Right of Burial is currently granted for a period not exceeding 30 years from the date of purchase.

The Exclusive Right of Burial can be issued in the names of up to three people.

A deed for the Exclusive Right of Burial will be issued to the purchaser/s of the grave upon payment of the appropriate fee. The Town Council's records contain the details of the registered grave owners; however, it is important that the grave owners keep safe their Exclusive Right of Burial deed. Possession of the deed does not in itself signify ownership of the Exclusive Rights.

When an interment is not that of the deed holder, consent in writing¹ from the deed holder(s) is required on the Notice of Internment form prior to the interment taking place.

Ownership of the Exclusive Right of Burial can be transferred either during the owner's lifetime or after their death. Transfer of the Exclusive Right of Burial from the living owner(s) to another individual(s) is done so upon completion of an Assignment Form.

The Exclusive Right of Burial may be transferred on the death of the registered owner to the person or persons entitled to it. In order to establish grave ownership, the person or persons wishing to take up ownership must be able to produce a Grant of Probate or Letters of Administration. If these legal documents have not been applied for or issued, then ownership may be transferred to the executor by Statutory Declaration.

A transferred Exclusive Right of Burial is only valid if it has been registered and acknowledged by the Council.

Where no Exclusive Right of Burial exists the Council has the right to use unpurchased graves for interments.

Funerals

The conduct of all funerals within the Cemetery is subject to the control of the Council. Coffins made from biodegradable materials only are accepted. Non-standard coffins may incur an additional fee.

After the interment the grave will be backfilled and any floral tributes will be respectfully placed on the grave.

¹ In writing must include a "wet" signature, consent by email or with an electronic signature will be rejected.

The Council reserves the right to place soil on the graves next to those which are being opened without any prior notice. The soil will be removed immediately after the interment and the grave will be restored to its previous condition. Any work completed will be done in a respectful and sensitive manner.

Cremated Remains

Please do not scatter ashes in the cemetery or attempt to bury them yourself. Cremated remains left at a graveside or scattered without consent may be removed without notice. We are keen to ensure that the burial ground remains true to its ethos.

Exhumation

Once human remains or ashes have been interred, they can only be removed with the permission of the Town Council and a licence granted by the Secretary of State. Any disturbance of buried remains is deemed to be an exhumation.

Memorials

No memorial of any description may be placed on unpurchased graves².

Only the deed holder/s may place a memorial on a grave.

No memorial may be placed on a grave without the approval of the Council. Memorials must be placed in accordance with British Standard 8415. The maximum size permitted is 0.91m (3ft) in height x 0.61m (2ft) in width, see the Schedule of Fees and Payments for more information.

An application for a Permit to Undertake Monumental Work will only be accepted from the Dartmoor Forest Parish Council list of approved monumental masons. The appropriate fee must be submitted with the application form.

Memorials may not be placed on burial plots for 12 months from the date of burial. This is to allow the earth to settle and prevent possible damage to memorials. The cremated remains section is exempt from the 12-month waiting period.

Temporary memorials may be placed on graves until a permanent memorial is placed. There is no fee required. A temporary memorial is defined as one that is provided by the undertaker.

Any unauthorised memorials placed on graves shall be removed in accordance with Article 14 of the Local Authorities' Cemeteries Order (LACO), 1977 and the cost invoiced to the family.

All new memorials must have the corresponding grave space number and the name of the monumental mason placed conspicuously on the reverse of the memorial.

Kerbstones, border stones or any kind of boundary marking are not permitted in the Cemetery.

When digging graves in certain areas of the Cemetery we may need to respectfully move memorials and flowers from surrounding graves without notice, to make room for equipment. We will replace memorials in their correct position as soon as possible after the burial.

Prior authorisation is required to be sought from the Council before any work is undertaken.

Maintenance

It is the responsibility of the grave owner to maintain the grave and memorial. Should it become dilapidated or unkempt through neglect, the Council will take appropriate action in accordance with Article 16 (2) of Local Authorities Cemetery Order (LACO), 1977. This could mean the removal of the memorial.

Records

The location of individual graves is recorded on the Cemetery plans, and in the Register of

Burials in accordance with the Registration of Burials Act 1864, Births and Deaths

Registration Act 1926 and 1953, Registration of Births and Deaths Regulations 1987 and the Local Authorities' Cemeteries Order 1977. The records are available to view by appointment.

General Regulations

All visitors to the Cemetery must give due consideration and respect to other visitors, ceremonies and services that may be taking place at the time of their visit.

Grave owners must keep the Council advised of any change of address in writing, such notices must be signed by the registered owner.

The entrance to the Cemetery shall be kept clear at all times to allow the entry and exit of emergency vehicles, funerals, and visitors.

For their own safety children under the age of 12 are not permitted to visit the Cemetery unless accompanied by a responsible adult. Children must be supervised at all times.

Bicycles, skateboards or similar equipment may not be ridden in the Cemetery.

Visitors shall not sit, stand or climb on any memorial, gate, fence, tree or hedge in the Cemetery. Visitors should stay well clear of any monuments marked with fluorescent tape as they may be unstable.

We recognise that you may wish to leave tributes, therefore we allow pot plants and suitable artefacts to be placed at the head of the grave where they are at less risk of damage by mowing. We reserve the right to remove any articles placed along the length of the grave and place them at the head of the grave. We ask that vases are made from non-breakable material, as glass or ceramic pots will shatter during winter due to the freezing of any water in them. Broken glass or pottery presents a danger to visitors, staff and wildlife in the cemetery and any such items found will be removed and disposed of by Council staff without notice. Plastic flowers and astro-turf, gravel or similar are not permitted.

The planting of bulbs only on graves is permitted. Any other planting will be removed by Council staff and disposed of without prior notification.

Dartmoor Forest Parish Council reserves the right to remove flowers placed on graves as part of routine care and maintenance. When funeral flowers and wreaths become unsightly, they will be removed for disposal. To avoid undue distress, bereaved family members who wish to retain wreaths or the attached memorial cards are advised to remove these prior to the third week after the interment.

All Christmas wreaths will be removed by Council staff for disposal during the last week of January. Bereaved family members who wish to retain wreaths or the attached memorial cards are advised to remove these prior to the above date to avoid any undue distress.

Plastic wrapping must be removed from floral tributes before being placed on a grave.

The Council shall not be liable for personal property brought into the Cemetery or for any damage or loss of memorials or memorabilia.

Photography is allowed for personal genealogy use only. Permission for all filming and photography for other purposes must be obtained in advance from the Council.

No alcohol is to be consumed within the Cemetery grounds.

Dogs must be on leads.

Visitors shall not interfere with Council employees working in the Cemetery, nor employ them to execute any private work whatsoever. Employees are not permitted to accept gratuities.

Those visiting or carrying out work in the Cemetery are required to follow these Rules and Regulations and any instruction given by Council staff.

Offences

In accordance with Article 18 of Local Authorities' Cemeteries Order, 1977 it is an offence to:

- Wilfully create any disturbance in a Cemetery
- Commit any nuisance in a Cemetery
- Wilfully interfere with any burial taking place in a Cemetery
- Wilfully interfere with any grave, vault, tombstone or other memorial, or any plants or flowers
- Play any game or sport in a Cemetery
- Enter the Cemetery when closed to the public unless authorised to do so by a member of Town Council staff

Dartmoor Forest Parish Council reserves the right to update and amend these Rules and Regulations as and when deemed appropriate. Significant changes to the policy will be communicated as soon as reasonably practicable.

The Council can assist or advise on queries relating to the Cemetery. Please contact:

Dartmoor Forest Parish Council

Parish Clerk, Mrs A Horn,
Coombe Farm
Lake Sourton,
EX20 4HQ.
Tel: 07480 834523



Application for Interment

This application must be delivered to clerk@dartmoorforestparishcouncil.gov.uk

No later than noon 3 working days prior to interment

Postbridge Cemetery			
Funeral Director			
Day, date and time of burial			
Full name of deceased			Previous Names
Address			
Postcode			
Place where death occurred			
Date of death		Age	
Dimensions of coffin or casket (in inches) Length	Width	Depth	
Coffin type			
Religious denomination			
Officiating Minister			
Was deceased a resident of Postbridge ³	YES / NO		
Occupation (prior to retirement)			
Grave Digger			

³ A Postbridge resident is defined as someone who, at the time of his/her death: • Resided in a property within the Postbridge boundary • Or had been hospitalised from a property within the Postbridge boundary • Or had moved to a residential home from a property within Postbridge

--	--

For Exclusive Rights of Burial please complete section A. If there more than one applicant, please provide the additional details on the Application to Purchase an Exclusive Right of Burial form

For a Non-Exclusive Rights Burial please complete section B

For the reopening of a grave please complete section C

Section A Exclusive Rights of Burial

I would like to purchase the Exclusive Rights of Burial for 30 years. I have been given and have read the Postbridge Cemetery Brochure which explains Exclusive Rights of Burial.

Signed

Date

Title

Full name

Address

Postcode

Email

Telephone number

Relationship to deceased

Section B Non-Exclusive Rights Burial

I require the above interment to take place in an un-purchased grave. I understand that if I do not purchase the Exclusive Rights to the grave that no memorials will be permitted on this grave. (Interment Fee only applies)

Signed

Date

Title

Full name

Address

Postcode

Email

Telephone number

Relationship to deceased

Fees*		Any Other Information
Interment Fee (Applies to all burials)	£	
Section A (Exclusive Right of Burial)	£	
<i>Total</i>	£	

*Please refer to the Schedule of Fees and Payments for details.

The information that you provide will be held by Dartmoor Forest Parish Council and used for the purpose of the administration of this booking. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at [Policies, Procedures and Other Documents](#) or by contacting the Council on 07480 834523



Application for Interment of Ashes

This application must be delivered to clerk@dartmoorforestparishcouncil.gov.uk

No later than noon 3 working days prior to interment

Postbridge Cemetery			
Funeral Director			
Day, date and time of burial			
Full name of deceased			Previous Names
Address			
Postcode			
Place where death occurred			
Date of death		Age	
Religious denomination			
Officiating Minister			
Was deceased a resident of Postbridge ⁴	YES / NO		
Occupation (prior to retirement)			
Grave Digger			
Ashes			
Existing Plot	Yes	No	

⁴ A Postbridge resident is defined as someone who, at the time of his/her death: • Resided in a property within the Postbridge boundary • Or had been hospitalised from a property within the Postbridge boundary • Or had moved to a residential home from a property within Postbridge

Plot Number	
New Plot	Yes No
Cremations Section	
In an existing grave space	
In area previously used by family member	
Casket Size	Casket Type
If cremated remains are interred into a full grave space, no further coffin burials can ever take place within that plot. Burial Plots cannot be purchased purely for cremations.	
If existing or pre purchased grave or cremated remains plot- please give details. Only owners can be buried or give permission to bury within a plot.	

Fees*	Any Other Information	
Interment Fee (Applies to all burials)	£	
Section A (Exclusive Right of Burial)	£	
<i>Total</i>	£	

For Exclusive Rights of Burial please complete section A.
For a Non-Exclusive Rights Burial please complete section B
For the reopening of a grave please complete section C

Section A Exclusive Rights of Burial

I would like to purchase the Exclusive Rights of Burial for 30 years. I have been given and have read the Postbridge Cemetery Brochure which explains Exclusive Rights of Burial.

Signed _____ Date _____

Title _____ Full name _____

Address _____ Postcode _____

Email _____ Telephone number _____

[Relationship to deceased](#)

Section B Non-Exclusive Rights Burial

I require the above interment to take place in an un-purchased grave. I understand that if I do not purchase the Exclusive Rights to the grave the Council that no memorials will be permitted on this grave. (Interment Fee only applies)

Signed

Date

Title

Full name

Address

Postcode

Email

Telephone number

Relationship to deceased

Section C Reopening of a Grave

To be completed by the grave owner or their next of kin where the deceased is the grave owner.

Please open grave number

Postbridge Cemetery

for the interment of

I am the registered owner of the grave / next of kin / executor of the owner (delete as appropriate)

If none of the above, please state your relationship to the deceased grave owner

Signed

Date

Title

Full name

Address

Postcode

Email

Stone Mason

If a Memorial Stone is to be removed to allow an additional interment, please provide this information



Application to Erect or Add an Inscription to a Memorial

Postbridge Cemetery

HEADSTONE FINISHES Granite headstones that are predominantly grey in colour, or other stone with similar visual properties, are preferred in Postbridge Cemetery.

Headstone finishes that are permitted include:

- Honed (eggshell - smooth, yet unreflective);
- Part-polished (only polished on the inscription and base area);
- Pitched (rustic rock finishes)

Owing to the rustic and traditional appearance of Postbridge cemetery, fully polished headstones are not permitted. Engravings - There is no restriction on the font or colouring for headstone engravings.

Memorial Mason	
Trade Name	
Office Address	
Telephone Number	
Email	
Grave	
Name of Deceased	
Date of Death	
Grave Number	
Type of Memorial	
Owner of the Exclusive Right of Burial / Client	
Name	
Address	
Signature	
If the Deed of Grant of Exclusive Right of Burial is not available or the registered owner of the Exclusive Right of Burial in this grave is deceased, the client arranging the removal of the memorial must contact Dartmoor Forest Parish Council without delay to establish their claim to ownership or to transfer ownership to the person legally entitled.	

- I apply for a Permit to remove the memorial on the grave identified above.
- I undertake to remove the memorial from Postbridge Cemetery for secure storage pending its reinstatement and reinstallation upon the grave, or its replacement by a new memorial.
- I undertake to remove from Postbridge Cemetery all foundations and any other materials associated with this memorial for storage or appropriate disposal.

Name of Memorial Mason	
Signature	
Details of proposed memorial, material, foundation, method of fixing (including dimensions and anchor type)	
Exact copy of new or additional inscription(s)	

The information that you provide will be held by Dartmoor Forest Parish Council and used for the purpose of the administration of this booking. We will keep the information for the period of time as set out in the Council's Documentation Retention Policy. The information will be held securely and not be disclosed to anyone or used for any other purpose without your permission. On expiration of the retention period the information will be destroyed in a secure manner. Policies about how the Council will protect your privacy are available at [Policies, Procedures and Other Documents](#) or by contacting the Council on 07480 834523
