



Bingham Cemetery

Rules & Regulations



EFFECTIVE FROM 05 NOVEMBER 2025

It is important that you read through the Cemetery Rules and Regulations and Further Information and discuss all your requirements with a chosen funeral director prior to arranging an interment. The Town Council requires all families to sign and agree to the Rules and Regulations of Bingham Cemetery prior to the interment.

Funeral Directors will advise families, and the Council will not accept any responsibility for incorrect information or misinterpretation of the Rules and Regulations given by the Funeral Director/Monumental Mason or any other person arranging the interment/memorial which could lead to serious consequences that may not be able to be rectified after the interment has taken place.

The Cemetery is administered by Officers of the Council under the direction of the Town Council.

A table of fees is available from the Town Council offices or website.

Should you require further information or clarification please contact the Town Council office.

Bingham Cemetery is broken down into two specific areas as follows:-

Original Cemetery including Garden of Rest – this is the area from entering the Cemetery Gates up to last hedgerow that separates the two areas.

Cemetery Extension including Memorial Kerb stones and Tower – this area is sited at the top of the cemetery and is a lawned open plan cemetery with a Garden of Rest.

The Town Council reserve the right to update the rules and regulations and changes will be published on the Cemetery noticeboard when entering the site off The Banks.

1. Introduction

- 1.1. These regulations apply to all burial grounds owned and/or managed by the Council.
- 1.2. Site Address:

Bingham Cemetery, The Banks, Bingham, Nottingham, NG13 8TB (correspondence to be address to the Town Council offices.

2. Contact Details

- 2.1. All funeral bookings, general enquiries and comments regarding the Cemeteries should be directed to:

The Clerk
Bingham Town Council
The Old Court House
Church Street
Bingham
Nottinghamshire
NG13 8AL

The offices are open from 9.00 to 1.00 Monday to Thursday and 9.00 to 12.00pm on Friday.

- 2.2. These Regulations are in addition to the provisions of the Local Authorities' Cemeteries Order 1977 and any other appropriate regulations currently in force.

3. Admission to the Burial Grounds

- 3.1. The Cemetery is open for visitors every day of the year and will only close during adverse weather conditions for the safety of visitors. The cemetery may be closed to all cars during funerals, except those arriving with the funeral procession. The cemetery has a limited number of parking spaces, and no parking is permitted on the grass areas. Signs will be displayed at the entrance to the cemetery for any closures.
- 3.2. The Cemeteries are places of peace and quiet reflection. They are also workplaces. Visitors to the site are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. No games, sports, riding of bicycles, skateboards, roller blades or similar are allowed in the burial grounds. No consumption of alcohol or drugs may take place within the burial grounds, and anybody under the effects of such substances will not be admitted.
- 3.3. Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees etc, will be required to leave the cemetery immediately and may be the subject of subsequent legal action.
- 3.4. Children under the age of 14 are welcome in the cemetery but must be supervised by a responsible adult. It is particularly important that children are not allowed to climb on any monuments, trees or other items within the cemetery.

- 3.5. No dogs are permitted in the cemetery with the exception of Guide Dogs, Hearing Dogs or other recognised Assistance Dogs, or with the express permission of the Town Clerk in exceptional circumstances.
- 3.6. Vehicles are permitted in the cemetery but must not exceed the speed limit of 5mph and must obey any instructions given to them by an officer of the Council. Vehicles must stick to the main driveways and avoid parking so as to cause a nuisance or damage to any graves. No parking on the grass is permitted at any time. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the Cemetery.

4. General Regulations

- 4.1. No employee of the Council is allowed to take any gratuity, or to undertake paid private work of any kind in connection with the cemetery either in their own time or during their employed hours.
- 4.2. No person shall canvass or solicit business in the burial grounds.
- 4.3. All fees for memorial works must be paid in full to the Council in advance. Fees for grave purchases and interments are subject to 30 day payment terms from invoice.
- 4.4. The Council will publish a scale of fees and charges annually. Residents of the area will qualify for reduced fees compared to non-residents. A resident is defined as somebody who, immediately prior to their death, was a resident of Bingham. Exceptions will be made if the deceased moved into a care or nursing home.
- 4.5. The Council reserves the right to amend these regulations and to deal with any circumstances or contingency not provided for in the regulations as necessary.

5. Graves

- 5.1. Graves are available in the cemetery, which consists of consecrated and unconsecrated sections. The selection of grave spaces shall be at the final discretion of the Council.
- 5.2. Every interment shall take place in a private grave. Private graves are graves to which an Exclusive Right of Burial has been issued.
- 5.3. The Exclusive Right of Burial for a grave can be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the grave.
- 5.4. The Exclusive Right of Burial cannot be purchased in advance of need, i.e. graves cannot be pre-purchased or reserved. The Exclusive Right of Burial can only be transferred to another person via the legal process laid out in the Local Authorities Cemeteries Order 1977.
- 5.5. Memorials will only be permitted on purchased graves. Memorials must conform to the regulations given at 9 below.

- 5.6. The types of graves available are Traditional Graves, Lawn Graves and Cremated Remains Plots (Garden of Rest). Traditional Graves in the Old Area can accommodate full memorials including kerbsets. The tribute area for a kerbset is the area that falls within the boundary of the installation. Lawn Graves (Extension Area) are laid to lawn and a headstone only is allowed with a small tribute area not exceeding the width of the headstone and within 12 inches of the base of the headstone. No planting is permitted in the lawned area.
- 5.7. All graves will be excavated and prepared for interment by the Council or their appointed contractors only. No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Town Clerk. The depth of each grave will be determined by the Council in accordance with the provisions of the Local Authorities' Cemeteries Order 1977.
- 5.8. Following the interment the Council will level the grave and either re-turf or topsoil and seed it as appropriate to the season. The Council will maintain the grave level for 12 months from the date of interment. The Council can provide leveling works after 12 months as a chargeable service.
- 5.9. The Council will offer graves for two interments where possible, but this is not guaranteed. Officers will advise at the time of booking if a grave for two is available. Ashes are only permitted in a grave space after a burial has taken place. A maximum of 6 ashes can be added, subject to available space and casket size.

6. Ashes

- 6.1. The Exclusive Right of Burial for a garden of rest plot or memorial kerb can be purchased for a period of 50 years. The Exclusive Right of Burial also allows a memorial to be placed on the plot.
- 6.2. Garden of Rest lawned plots are available for the interment of ashes. Plots are permitted for two sets of ashes.
- 6.3. Memorial Kerb stone vaults are available for the interment of two sets of ashes. Engraving of the memorial stone will be included with the first interment and will be arranged by the Council. Further inscriptions are chargeable. The vault allows a maximum casket size of 8 x 9 x 10 inches.

7. Coffins

- 7.1. Coffins and urns for burial must be made from suitable bio-degradable materials such as wood, wicker, cane, bamboo, wool, cardboard etc.

8. Booking of Interments

- 8.1. A provisional booking for a funeral may be made by telephone or email to the Council Offices.

- 8.2. The provisional booking should be followed up by the submission of a completed Notice of Interment (form supplied by the Town Council) to the Council Offices at least 2 working days in advance of the funeral, not including the date the funeral. Receipt of the fully and correctly completed Notice of Interment will act as confirmation of the booking.
- 8.3. The exact size of the coffin, casket or container must be given in writing to the Council as soon as possible after the provisional booking, together with any other pertinent information relating to its size and shape (eg locking bar handles, casket shape, wicker coffin etc). The Council will subsequently add a suitable amount to the given size in order to determine the dimensions of grave to be excavated. The Council reserve the right to pass on additional charges for grave excavation fees if incorrect information is supplied.
- 8.4. As much information relating to the funeral as possible must be given to the Council in advance, especially if it is unusual, eg large number of mourners expected, motorbike cavalcade, jazz band, piper etc.
- 8.5. If the grave is purchased and is to be reopened for a further interment, the registered grave owner must arrange the future interment.
- 8.6. It is the responsibility of the person making the funeral arrangements to ensure that any memorial on the grave is removed from it at least 3 working days prior to the date and time of the funeral.
- 8.7. The Certificate given by the Registrar of Births and Deaths or an order of the Coroner must be delivered to the Council Offices at least 2 working days in advance of the funeral, not including the date the funeral.
- 8.8. The Council will determine the appropriate fees to be paid for the funeral, which must be paid fully in advance/will be invoiced within 7 days of the funeral with 30 day payment terms.

9. Interments

- 9.1. Funerals will normally only be permitted Monday to Thursday 09.30 – 2.00, Friday 09.30 – 1.00 (excluding Bank or other Public Holidays). It may be possible to arrange funerals outside of these times, with consideration given to the neighboring school times and daylight hours in winter months as the cemetery is unlit. Please contact the Town Clerk if a time outside of the permitted hours is required.
- 9.2. All funerals will be subject to the control of the Council's designated officer, who will meet the cortege and direct it to the grave as appropriate.
- 9.3. The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service or make additional charges for costs incurred for staffing and contractor support.
- 9.4. It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required and to notify the Council.

- 9.5. Any floral tributes from the funeral will be placed on top of the grave following backfilling, and will remain in situ for a minimum of 14 days before being cleared by Council staff (unless family have already removed them).
- 9.6. When excavating a grave for an interment, it may be necessary to place displaced soil onto a neighboring grave. This is undertaken in respectful manner and the existing grave is boarded first to ensure that there is no direct contact between the spoil and the grave.

10. Memorials

- 10.1. All memorials fixed in the cemetery must comply with British Standard 8415.
- 10.2. Only those memorial masons businesses that are BRAMM or NAMM accredited, and those memorial masons that hold a current BRAMM or NAMM Fixer License, will be able to work in the cemetery. Fixers who do not hold a BRAMM or NAMM Fixer License will only be permitted to work under the direct supervision of a mason who holds a BRAMM or NAMM Fixer License.
- 10.3. Memorials will only be permitted on purchased graves. No memorial will be permitted on a public grave unless arrangements are made to purchase the Exclusive Rights, which will be at the discretion of the Council.
- 10.4. Memorials other than those fixed by a BRAMM or NAMM accredited memorial mason are not allowed. Fences cannot be erected around a grave nor the space defined other than through the installation of permitted kerbsets by a BRAMM accredited memorial mason. On lawn sections no objects must be placed on the length of the grave. A loose stone edge bed is permitted in the lawned area, subject to permission of the Council.
- 10.5. Before any memorial may be erected or works undertaken to an existing memorial, an application must be submitted to the Town Council. The grave owner must sign the form to give their permission for the proposed memorial/works. On approval by the Council a permit will be issued to the responsible Memorial Mason.
- 10.6. Memorials must be constructed of materials suitable to the environment and period of grave lease. The Council reserves the right to reject an application for any memorial that it deems unsuitable.
- 10.7. The maximum height of memorials is shown in the table below. Kerbsets must be constructed to current recognised industry standards.

Burial Plot Old Area – Headstone or tablet	Not exceeding 4ft x 2ft 9 inches
Burial Plot Old Area – Kerbset or flat stone	Not exceeding 7ft x 3ft 6 inches
Burial Plot New Area - Headstone	Not exceeding 4ft x 2ft 9 inches
Burial Plot New Area - edged loose stone bed	Not exceeding 6ft x 2ft 9 inches
Ashes Plot – Small headstone or vase	Not exceeding 1ft 6 inches x 2ft
Ashes Plot – Flat Tablet	Not exceeding 1ft 6 inches depth x 2ft
Base to be lawn level or below or included in the total height	

- 10.8. The memorial mason must inscribe the company name only on the reverse of the stone towards the base in lettering not more than 1" high. No trademark, phone number or other advertising will be allowed. The memorial mason must also inscribe the grave number or plot number towards the bottom right hand side of the reverse of the memorial in letters not exceeding 1" high. On kerbstones the grave number must be inscribed on the right hand side of the foot kerb or as detailed above on the reverse of the headstone.
- 10.9. Memorial masons must book a date and time to visit the Cemetery. No memorials are to be fitted without a prior confirmed booking. Memorial masons must remove all arisings from the cemetery at the conclusion of their work, and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial – all such memorials must be removed from the site by the memorial mason appointed to remove the memorials prior to the grave being excavated.
- 10.10. Temporary markers of a suitable material can be sited on a grave at the time of interment and must be removed on installation of the memorial. If no memorial permit is obtained for a permanent memorial, the temporary marker will be removed 12 months after interment.
- 10.11. Memorial Benches are at the discretion of the Town Council and enquiries for availability can be made to the Town Council offices.
- 10.12. Memorial Tower – Memorial Plaques are available to purchase. Orders can be made via the Town Council offices. No other memorial plaques are permitted. Plaques will be installed by Council employees.

11. Care of Graves and Memorials

- 11.1. All memorials erected are the sole responsibility of the owner and the Council shall not be held responsible for any damage to or caused by the memorial. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered owner. The Council will undertake routine safety checks on all memorials, and will notify the grave owner at the last registered address of any necessary works to make the memorial safe. The grave owner will be given a reasonable period of time from the date of the letter to effect the necessary repairs. The Council reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair, lay flat or remove the memorial at the owner's expense.
- 11.2. The Council recommends that grave owners take out an insurance plan for their memorial.
- 11.3. Grave spaces must be kept in a neat and tidy condition, and all litter must be removed from the site.
- 11.4. All flower holders and items sited on the headstone or in the permitted tribute area must be made of non-breakable material. No glass is permitted on site. Any items left on graves are at the owners' risk and the Council cannot be held responsible for any theft or damage to them howsoever caused. The Council may remove any articles from any grave that are likely

to cause risk, damage or offence to other visitors to the cemetery or which interfere with the Council's maintenance of the site. Seasonal decorations, including birthday and anniversary items will be respectfully removed and disposed of after one month and must be sited in the tribute area or on the permitted headstone in the Garden of Rest.

- 11.5. No trees or bushes may be planted on graves. Only plants placed in pots placed within the tribute area, on the headstone or within the kerbset will be permitted. The Council will remove any plants that are planted as they may infringe on other grave or garden of rest plots and may interfere with the Council's maintenance work.
- 11.6. No tributes or loose items are permitted in the Garden of Rest that extend from the headstone to allow safe passage for all visitors to site and to allow safe maintenance of the area.