

Armagh City, Banbridge &  
Craigavon Borough Council

# Rules and Regulations for the Control & Management of **Cemeteries**



[armaghbanbridgecraigavon.gov.uk](http://armaghbanbridgecraigavon.gov.uk)



Armagh City  
Banbridge  
& Craigavon  
Borough Council

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# 01 Introduction

**These Rules and Regulations concern the General Management, Regulations and Control of all Cemetery Facilities Managed by Armagh City, Banbridge & Craigavon Borough Council.**

As a burial authority in control of cemeteries, we are bound by the conditions of the Public Health (Ireland) Act 1878 Part 111, The Burial Grounds Regulations (NI) 1992, and we have a legal duty under the Health & Safety and Work Order (NI) 1978 and The Management of Health & Safety at Work Regulations (NI) 2000 to ensure that our burial grounds are safe places to work & visit.

This booklet is intended to assist our customers who engage with our cemetery service, i.e. the public, funeral directors, monumental masons and clergy. This booklet will provide guidance on arranging a burial within Council cemeteries. It provides information on the restrictions and conditions that apply when purchasing exclusive rights to burial and sets out rights and responsibilities in relation to our cemeteries. This guidance outlines how Council carries out its legal obligations in order to ensure that we provide a consistent, high standard of service within our cemeteries.

## Contacts

All enquiries regarding Cemetery Services should be directed to the Cemetery Offices at the following addresses

### Armagh & Craigavon

#### **KERNAN CEMETERIES OFFICE**

Kernan Cemetery, 37a Kernan Hill Rd, Craigavon, BT63 5YB

☎ 028 3833 9059

✉ cemetery.info@armaghbanbridgecraigavon.gov.uk

### Banbridge

#### **BANBRIDGE CIVIC BUILDING**

Downshire Road, Banbridge, BT32 3JY

☎ 0330 056 1020 - option 2 Banbridge - then option 2 again  
or Caretaker at Banbridge Cemetery on ☎ 07884 237 060

✉ cemetery.info@armaghbanbridgecraigavon.gov.uk

## 1.1 Cemeteries owned and or managed by Armagh City, Banbridge & Craigavon Borough

### Burial Grounds Armagh City, Banbridge & Craigavon Borough Council

Armagh	Banbridge	Craigavon
Ballynahone*	Banbridge*	Kernan*
The Orchard Richhill*	Dromore *	Lurgan*
Derrynoose	Drumadonnell	Seagoe
Eglish	Old Annaclone	Aghagallon
Kilbracks	Seapatrik	Donaghcloney
Kilmore		Magheralin
Tassagh		Shankill
Loughgall		Lynastown

*Those sites marked with an \* have new plots for sale*

### Maintenance Sites (Only Armagh)

Acton, Ballymacnab, Bully's Acre, Church Hill, Granemore, Temple, Tobyhole & Tullysaran

Burial Ground with Available Surround Section Burial Plots for Sale

#### **KERNAN SECTION E**

All funerals must arrive at the Cemetery between the hours of 09.30am and 3.30pm Monday to Sunday.

## Cemetery Office Opening Hours

### ARMAGH & CRAIGAVON DISTRICT

Monday to Thursday: 8.00am to 4.00pm

Friday: 8.00am to 3.30pm

Out of hours booking service call ☎ 028 3833 9059

Weekends & Bank-Holidays

### BANBRIDGE DISTRICT

Monday to Friday: 9.00am to 5.00pm

Out of hours booking service call ☎ 07884 237066

Weekends & Bank-Holidays

### ALL OUR CEMETERIES SHALL BE CLOSED ON CHRISTMAS DAY FOR INTERMENTS

Cemetery Site Opening times Monday to Sunday  
(Inclusive of Bank holidays)

OPENING TIMES	MONTH(S)
8.00am - 7.30pm	April
8.00am - 9.00pm	May - August
8.00am - 8.00pm	September
8.00am - 6.00pm	October
8.00am - 4.30pm	November - March

## 02

# Cemetery Fees and Payments

### 2.1

Council will review its scale of charges annually and or when it considers it necessary to do so. normally fees will run from 1st April to 31st March. This may vary on occasions where new fees may be implemented later. You can acquire a copy of our current fees from our Cemetery office or [armaghibanbridgecraigavon.gov.uk/cemeteries](http://armaghibanbridgecraigavon.gov.uk/cemeteries)

### 2.2

Council will accept payment of fees by cash, cheque or debit/credit cards; or you can arrange payment via your appointed Funeral Director or Memorial Mason.

### 2.3

Residents of the Borough will receive a concession on cemetery fees. Council may request proof of residency in the form of an original documentation (not photocopies),

to confirm resident status. Examples: driving licence, utility bill, bank/building society statement, dated within the previous three months. Anyone unable to provide proof of residency will be charged a non-resident rate.

### 2.4

A former resident who has had to relocate outside the borough for health care reasons will retain resident status for a period not exceeding 10 years from the date care commenced. Confirmation will be requested from care provider.

## 03 Authority to Operate

**3.1**  
The Council will authorise such officers as it deems necessary to operate these Regulations. Any act necessary by a council officer for the proper execution of their duties in the best interest of the Cemetery will not be considered as an offence against these regulations

## 04 Types of Burial Ground

**4.1**  
**Public Health burial ground** is available in council cemeteries for burial, under conditions laid out under Section 25 of The Welfare Services Act (NI) 1971 as amended by the Health & Personal Social Services (NI) order 1972. No Exclusive Rights to Burial apply to burial ground authorised under section 25 and as such no rights to erect a memorial apply either. No memorial of any description may be placed on such ground and nor will they be decorated or marked with floral tributes or planting displays of any description.

**4.2**  
**Proprietary Ground** is available where an individual can purchase an Exclusive Right to Burial (privately owned Rights). A title deed of grant will be sent out to the purchaser detailing the section and plot number(s) of the grave rights purchased. The titleholder owns

the right to burial **only**, the land remains the **property of the council**. You can only purchase the exclusive right to burial at the time of a bereavement, no exclusive rights to burial are available to be purchased in advance.

**4.3**  
Rights to burial may be purchased for single or double grave plots only at the time of a bereavement and where plot provision on any cemetery site falls below ten years delivery provision exclusive rights to burial sales will be restricted to single plot sales only; until such times as additional provision is developed.

**4.4**  
An exclusive right to burial can be purchased for a period not exceeding 100 years and will also grant the titleholder a right to erect a memorial, subject to council's fees & charges.

# 05 Purchasing an Exclusive Right to Burial

**5.1**  
Individuals purchasing an Exclusive Right to Burial should ensure they fully understand the Rules & Regulations of Armagh City, Banbridge & Craigavon Borough Council's Cemeteries, with particular attention to grave layout system and memorial types allowed prior to any interment.

**5.2**  
New Titleholders complete and sign the relevant form binding themselves, their successors and assignees to conform to all Rules and Regulations in force now or in the future to be amended by Council for the regulation, management and control of our burial grounds.

**5.3**  
Applications to purchase an exclusive right to burial will be accepted only on the council's approved form and must be accompanied by the council's set fee which can be paid by your agent/ funeral director. This fee must be paid before any grave can be opened for interment. Once council has received the fee a grave opening order will be produced for cemetery staff to proceed with the opening.

**5.4**  
A title deed of grant will be issued to the purchaser within four weeks of the purchase date, signed under the hand appointed by council, stating the name of the titleholder the cemetery, section and plot

number(s). The titleholder of grant will be considered the proprietor of burial right only. Lease period 100 years in the portion or plot described in the grant.

**5.5**  
When you purchase the exclusive right to burial, this means that we cannot open the grave without your consent, and no-one can be interred in the grave without your written consent. When the exclusive right to burial holder dies, we open the grave on the assumption they have given permission for the grave to be opened for their interment.

**5.6**  
All new purchaser's details will be entered into the cemetery plot register which may be viewed on request by the grantee and or their assignee.

Details registered

- Name and address of grant holder
- Cemetery name
- Section and plot allocated

It is the responsibility of the grant holder to notify the council of any change of address or contact details.

**5.7**  
One person only can be registered as the exclusive right of burial holder. The exclusive right of burial can be held in no more than two grave plots per registered titleholder. No rights to burial will be assigned or divided to any other person without the permission of the council given in writing.

**5.8**  
Rights of burial ground will be granted in rotation section by section and plot by plot, with council reserving the right to refuse to grant a right of burial in any particular plot or to any applicant.

## 06 Assignment/ Transfer of Exclusive Rights of Burial Ownership

**6.1**  
The Exclusive Right to Burial is considered the personal estate of the titleholder and as such they may assign this right in their lifetime to an assignee of their choosing or if not assigned in their lifetime it may be bequeathed in their Will. Either assigned or bequeathed, any change of ownership must be approved by council on the prescribed form and all fees owing to Council paid before new title deeds of grant are registered.

**6.2**  
If the registered titleholder is deceased and has left a will bequeathing the right to a specific individual, a completed transfer

form must be submitted to the cemeteries office signed by the individual indicated in the will and witnessed as below (6.5) together with a copy of the will and the original titledeed.

**6.3**  
Where the will does not indicate an individual to take ownership, a named executor may complete the transfer of the grave naming themselves or another individual as the new titleholder. If there is no will the person or persons claiming to be entitled to the ownership of the exclusive right to burial in a grave will need to complete a transfer on council's prescribed form and submit it to council's cemetery office for approval.

**6.4**  
The full names and addresses of all surviving claimants in direct lineage of the deceased will be required to prepare a title transfer. This is to ensure that all remaining family in direct lineage of the deceased agree to the person taking title of the exclusive right of burial in the grave space(s). Council will not under any circumstances become involved in any disputes concerning the allocation of burial rights. All disputes must be resolved between claimants.

**6.5**  
The following documentation must be provided to complete the transfer of rights.

- A completed transfer form signed by the new owner and a Justice of Peace/Commissioner of Oath and/or a solicitor
- If more than one claimant the remaining claimants must all sign consent to transfer forms stating they have no objection to the transfer of burial right to a particular family member.
- The original exclusive right to burial certificate.

**6.6**  
The formal transfer of exclusive right to burial must be registered for future approval to be granted for any interment to proceed or memorial works to be undertaken. Any application in respect of future interments or memorial works will not be processed unless such a request is made by a living titleholder on council's prescribed form.

## 07 Disposal of Exclusive Right to Burial

**7.1**  
Titleholders desiring to dispose of their exclusive right to burial in an unused grave space(s) other than to a member of their respective family will be required to offer it in the first instance to council.

**7.2**  
It will not be sold at a price other than that fixed by the council at the time of sale.

## 08 Notice of Interment

**8.1**  
The Council will not accept any responsibility for any delay or misunderstanding which may occur from instructions received by telephone for the booking of an interment.

**8.2**  
All booking by phone for an interment must be immediately confirmed in writing on the correct form and delivered to the cemetery office 48hrs before the proposed time of the interment. In special circumstances where religious or cultural practices warrant a shorter time frame council may dispense with the full notice period.

**8.3**  
Once Council has received your application for a burial along with all fees payable, the cemetery office will produce an opening order. This will be given to Cemetery staff who will open the grave in time for the interment.

**8.4**  
When a notice of interment has been accepted no alteration will be permitted except in regard to the time of the interment. In this case, written notice must be provided no later than one working day before the interment is to take place. New times may be refused if they interfere with a prior booking on or near the new time submitted.

**8.5**  
It is important that funeral directors advise the cemeteries office of the accurate combined weight of the coffin and the deceased please see section 10. Coffin handling procedures. Accurate measurements must also be provided on the size and width of the coffin before we can open a grave.

## 09 Interments

### 9.1

By law all deaths must be registered, the registrar's office will provide you will a form known as GRO 21 upon registration of a death. No grave will be opened in any cemetery for an interment until the cemeteries office receives either the certificate of death GRO 21 or where the deceased has been sent for postmortem a Statutory Order for Burial issued by Coroner office.

### 9.2

No grave will be opened for the interment of any individual other than the registered proprietor, except on the express authority in writing by the proprietor on the council grave opening authorisation form. The correct statutory procedure must be in place on every occasion of interment.

🌐 [bit.ly/4r6FgXm](https://bit.ly/4r6FgXm)

### 9.3

The following details are required to be completed on the authorisation form

- Forename, Surname, Sex, & Age of the deceased
- Date of death, Date & Time of

interment/Arrival at the cemetery

- Religious/non-religious persuasion, Occupation/Retired
- Last known residence
- Status: Married, Civil Partnership, Single, Widowed, Divorced or child
- The plot number of the grave to be opened, Council will provide the number for new right to burial Grantees.
- Further information required, the name and address of the person having management of the funeral, usually your funeral director, who will note the width at shoulders, the length of the coffin and the overall weight on the form.

### 9.4

**All funerals must arrive at the Cemetery between the hours of 9.30am and 3.30pm Monday to Sunday. From the 1 November to 31 January the latest arrival time will be reduced to 3.00pm.**

### 9.5

Interments should take place as close as possible to the agreed booking time, so as not to impact on

other cemetery bookings.

Early/late arrivals (15 mins before/ after agreed booking time) should be communicated by phone to the cemetery office by the Funeral Director or someone acting on his/ her behalf.

### 9.6

To prevent one interment interfering with another time slots are available from 30mins to 45mins. Funeral Directors or the responsible person booking the interment are advised to contact the cemetery office in the first instance to ensure their desired time slot is available.

**The first morning slot is available from 9.30am and where only one funeral is booked for any given day the first afternoon slot will be no later than 2.30pm.**

### 9.7

A missed booking for the last available time slot on any given day may result in a reapplication for a different day. The time stated on the opening order is that at which the cortege is to arrive at the cemetery.

### 9.8

No one other than those staff employed by or on behalf of the Council will be permitted to excavate or backfill graves. Where possible, two council cemetery staff members will be in

attendance at the graveside at the time of an interment. **Important note: please be aware when council staff are opening a grave, they will use the graves opposite to establish a platform for the storage of excavated spoil. All area will be cleaned and reinstated directly after the committal service is complete.**

### 9.9

Every grave in the first instance will be open to a depth of at least 2.7m (9ft). In the event of any grave plot purchased containing adverse ground conditions, no refund will be offered to any proprietor who loses one or more interments owing to the existence of adverse ground conditions, the council does not guarantee more than one interment in anyone grave.

### 9.10

No coffin will be laid in any grave unless the upper surface level of the coffin is at least 700mm below ground level. Where conditions allow, no more than 3 full sized coffins will be laid in any one grave and a dividing layer of 150mm must be maintained between each coffin. No grave in which the upper coffin has been laid at this depth (700mm) will be open for further burials other than for urns containing cremated remains.

#### 9.11

**Test depth excavations.** If council has any doubts as to whether the burial can take place you can pay a fee in advance and the grave in question will be opened for testing. Fees can be paid at the cemetery office or by phone. If the burial can proceed, the fee will be deducted from your overall interment charge. This process can also be carried out for assignees seeking to ascertain burial depth before the transfer of burial rights.

#### 9.12

The Cemetery Manager's decision is final. If you are unable to use an existing plot you will need to purchase a new right to burial plot.

#### 9.13

No individual will unlawfully prevent, nor attempt to prevent the interment of a body in a Cemetery, nor unlawfully prevent or disturb the due performance of funeral services over any deceased person.

#### 9.14

The fees for grants of rights of burial and the opening, reopening and closing of graves and the erection of memorials will be set by Council and reviewed on an annual basis. No ground will be opened nor burial permitted until all fees payable to the council by the proprietor shall have been paid. Schedule of fees

available on request or  
 [armaghbanbridgecraigavon.gov.uk/cemeteries](http://armaghbanbridgecraigavon.gov.uk/cemeteries)

#### 9.15

No interment will be permitted unless the body is enclosed in a coffin made from wood or other sufficiently strong material. Each coffin shall bear the identity of the person therein.

#### 9.16

**Burial from Epidemic:** in the event of the borough being affected by a pandemic or epidemic, the council may make special orders regulating the order of interments and the period of notice required and any other controls that may be deemed necessary at the time to manage risk to public health.

#### 9.17

**Exhumation:** No grave shall be opened, nor will the remains of an individual be removed from a grave nor transferred from one place of burial to another, nor exhumed except under the conditions specially provided for in law, and with prior written consent of the Council and upon payment of the prescribed fees.

#### 9.18

Applications must be made in writing to Council completing a Department of Communities'

application for consent for the removal of human remains from Council owned burial grounds in NI. This form will be forwarded to Council's Environmental Health team to ensure compliance with all relevant legislation. Following consideration by council your application will be submitted to the Department of Communities for approval.

#### 9.19

Once the department has made their decision, they will notify Council, and we will then notify you of the outcome. Approved applications are valid for six months.

## 10 Coffin Handling & Lowering Procedures

### 10.1

The cemetery office requires accurate information concerning the combined weight of the coffin and deceased this is to ensure an accurate risk assessment can be conducted and appropriate precautions put in place to protect funeral directors' staff, coffin bearers and cemetery staff.

### 10.2

Weights manageable by two cemetery staff and two funeral director staff

- **Normal**, up to and including 127kg = 19.9stone  
**Outside scope of four individuals**
- **Medium**, 128kg = 20.1stone to 157kg = 25st
- **High**, 158kg = 25stone to 200kg = 31.5stone
- **Very High**, over 200kgs

### 10.3

Coffins in the Normal weight bracket, 2 Funeral Directors & 2 Cemetery staff to lower.

### 10.4

Coffins in the Medium weight bracket, 3 Funeral Directors & 3 Cemetery staff to lower exception to this rule is where additional staff are not available a mechanical aid will be deployed.

### 10.5

Coffins in the High/Very high bracket a mechanical aid will be deployed to lower the coffin to include a mechanical lowering device, Excavator and or a Crane.

All coffins in the Medium to Very High category, a trolley must be used to the graveside.

## 11 Memorial Area Dimensions & Description

### 11.1

Traditional Cemetery Sections

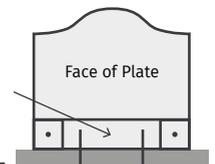
#### SURROUND DIAGRAM

Max (L) 2.75m (9ft)  
Max (W) 1.2m (4ft)



#### HEADSTONE DIAGRAM

Max (H) 1.066m (3ft 6ins)



### 11.2

These Cemeteries or sections of, allow the exclusive right to burial holder the right to erect a full headstone and kerb sett or a headstone only on the grave after burial. Due to the varying plot sizes available across these cemeteries, it will be necessary for each written application received to be considered on an individual basis and will be restricted to the grave plot dimensions available at the time of applying.

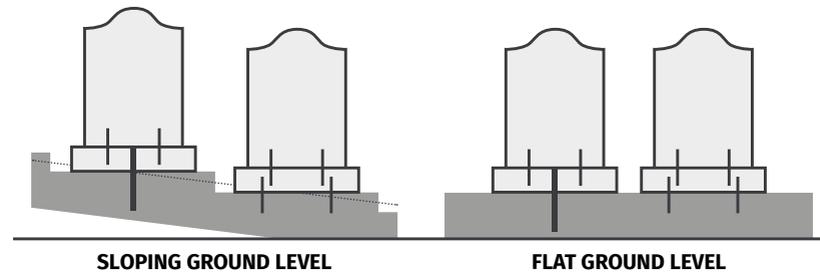
### 11.3

Only kerb setts of stone/granite approved by Council may be erected in these areas, borders or fencing of any other kind, e.g. Wood, plastic, steel, piping/ tubular edging etc will be removed by cemetery staff. Kerbs will be permitted to span grave spaces were the title deed is granted to one person for more than one burial plot.

**11.4**  
 Seasonal planting of bedding plants or other items of memorabilia are permitted within the landing dimensions of the full kerb sett,

items placed within the landing must not exceed 18ins (500mm) in height. No items made of glass are allowed within these sections of the cemetery.

**11.5**  
 Lawn Cemetery Sections



**SLOPING GROUND LEVEL**  
 Lawn Headstone on stepped site raft  
 Max (W 3ft 10ins) 1.17m -  
 Max (H 3ft 6ins) 1.066m

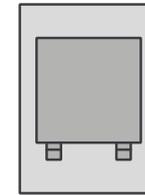
**FLAT GROUND LEVEL**  
 Lawn Headstone raft level site  
 Max (W 3ft 10ins) 1.17m -  
 Max (H 3ft 6ins) 1.066m

**11.6**  
 Lawn layout provides a space at the head of the grave for the erection of a headstone only. The remaining portion being sowed out in grass. This area will be kept clear for grass cutting and no other memorial or floral additions shall be permitted on the grass area.

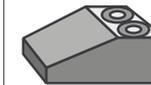
erected/installed in or around any grave within a lawn cemetery. No trees, shrubs or other planting shall be permitted in any area of a lawn cemetery. No glass vases or other items of glass will be allowed on a grave within lawn sections. Christmas wreaths will be removed from all lawn sections from the 1st February each year to allow for the commencement of grass cutting. Council reserves the right to remove any unauthorised item placed upon a grave.

**11.7**  
 No surround, rail, fence or chain of any description whatsoever will be

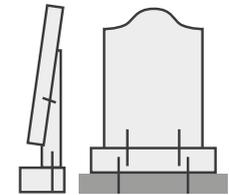
**11.8**  
 Infant & Cremated Remains



**ASHES CHAMBER**  
 Kernan 600x600mm tablet max  
 Banbridge 400x400x40mm flat tablet



**SMALL MEMORIAL TABLET**



**INFANT MEMORIAL**  
 Kernan Max (W) 860mm max (H) 760mm  
**ASHES MEMORIAL**  
 Lurgan (W) 860mm max (H) 760mm

**11.9**  
 Infant sections are laid out as lawn style sections where an area is left at the head of a grave for the erection of a headstone. Ashes sections and chamber sections or laid out as small lawn or paved areas with an area provided for a memorial tablet or plaque only.

**11.11**  
 No surround, rail, fence or chain of any description whatsoever will be erected/installed in or around any grave within these sections. No trees, shrubs or other planting will be allowed in any area of these sections. No glass vases or other items of glass will be allowed on a grave within these sections. Christmas wreaths will be removed from all lawn section layouts from the 1st February each year to allow for the commencement of grass cutting and other maintenance. Council reserves the right to remove any unauthorised item placed upon a grave space.

- There are two types of graves for infant or ashes burials; interment may take place within full burial plots in our lawn cemeteries or within the small memorial garden laid out for the interment of infants or cremated remains only.
- Memorial garden headstones and tablets are restricted to the dimensions stated above

**11.10**  
 Infant and Cremated remains memorials will only span one grave space.

**11.12**  
Kernan Cemetery Section E New Headstone & Surround Setts only



**11.13**  
Only full headstone and kerb sett memorials of approved stone will be allowed on this section. Any application received for the erection of a headstone only will be refused.

**11.14**  
Only kerb setts of stone/granite approved by Council may be erected in these areas. Borders or fencing of any other kind, e.g. wood, plastic, steel, piping/ tubular edging etc will be removed by cemetery staff. Kerbs will be permitted to span grave spaces where the title deed is granted to one person for more than one burial plot.

**11.15**  
Seasonal planting of bedding plants or other items of memorabilia are permitted within the landing dimensions of the full kerb sett. Items placed within the landing must not exceed 18ins (500mm) in height. No items made of glass are

allowed within these sections of the cemetery.

**11.16**  
All cemeteries' layouts: no wreaths will be permitted to remain on a grave for more than 4 weeks after the date of burial, or such time as they become unsightly, after which time the family should have them removed.

**11.17**  
In line with our legal duties of equality and the promotion of good relations Flags, symbols or emblems must not be placed on a grave at any time.

**11.18**  
The council reserves the right at any time to remove any unauthorised or unsightly material placed upon a grave.

## 12 Memorial Installations

**12.1**  
All memorial masons/sculptors must sign up to the Councils Memorial Mason Scheme.

All new, re-erected and replacement memorials are to be installed in council cemeteries conforming to BS8415 in accordance with Code of Working Practice from the National Association of Memorial Masons. Masons will be required to update their details annually to remain registered with the scheme.

**12.2**  
All memorial works conducted in Council cemeteries require an application form to be completed and delivered to the main cemetery office in your area  
[armaghbanbridgecraigavon.gov.uk/cemeteries](http://armaghbanbridgecraigavon.gov.uk/cemeteries) (PRIOR TO ANY WORK COMMENCING). Payment of current fees must accompany any memorial application before approval can be granted. Memorial installation works must be conducted during office hours only Monday to Friday 8am

to 4pm providing all fees have been paid.

**12.3**  
Memorial installations of a size and shape prescribed by council and constructed from a material approved by council will only be permitted to be erected in council managed cemeteries. Temporary hardwood memorials may be erected for the first year only.

**12.4**  
Applications must be submitted to council for approval to erect a memorial, repair or replace a memorial or inscribe an additional inscription. All other types of memorial work require applications to be submitted include; replacing chipping, re-concreting landing or general tidy up works for approval. Payment of memorial fees as approved or varied by council must be submitted with each memorial application for approval to be granted.

### 12.5

The wording of inscriptions and the use of flags or emblems will be subject to strict conditions in line with our legal duties of equality and the promotion of good relations. Council will not authorise inscriptions the contain sectarian, racist or in appropriate wording or imagery.

### 12.6

The council reserves the right to remove any memorial if the prescribed fees have not been paid or the memorial is not in accordance with the cemetery sections prescribed dimensions. If a memorial is erected or inscription made without the approval of the council, the council will remove the memorial, and a fee will be charged to the grave owner for this operation.

### 12.7

Masons must ensure all materials are conveyed in such a manner to avoid annoyance to persons or damage to grounds and or paths. All debris must be removed and should not be allowed under any account to fall or collect upon adjoining graves or injure or disturb any adjoining installation, plant or vase thereon. If a mason is to cause any damage by

not observing this rule the council, ask the mason to carry out repairs to the satisfaction of the council.

### 12.8

The council will not be responsible for any loss, injury or damaged caused to headstones, surrounds, wreaths, flower containers, flowers or other memorabilia place upon a grave space.

### 12.9

Memorial safety inspections will be conducted across Council managed sites, it is the responsibility of the titleholder to maintain and repair their memorial and to correct any faults, should any part of a memorial fail a safety inspection.

### 12.10

No headstone inscription will on any account be altered or erased without the permission of the council in writing.

### 12.11

The council will maintain a register of memorial installations with the contact details of the lease holder. It will be the responsibility of the lease holder to inform the council of any changes to their contact details.

## 13 General

### 13.1

Visitors will be admitted daily during the normal hours. They must confine themselves the walks and must not injure any tree, plant, shrub or flower, or interfere with any headstone. Children must be accompanied by an adult person.

### 13.2

Visitors to the Cemetery shall at all times conduct themselves in a dignified manner. No inebriate or riotous person shall be permitted to enter the grounds.

### 13.3

Consumption of alcohol within the Cemetery and Car Parks is not permitted.

### 13.4

No dogs or other animals, other than Assistance Dogs, shall be admitted under any circumstance whatsoever.

### 13.5

An officer of the Council may remove from the Cemetery any person who shall conduct himself or herself improperly and shall prevent any person from entering the Cemetery during prohibited hours.

### 13.6

No person shall wilfully destroy, damage or deface any building, wall, fence or headstone in or connected with the cemetery or car park, nor do any other wilful damage, nor discharge firearms (save at a military funeral) in the cemetery, nor wilfully disturb any persons assembled for the purposes of burying a body, nor commit any offence in the cemetery.

**13.7**

The following are prohibited within the boundary and car park of the Cemetery:

- (a) Ball games
- (b) Dropping of litter
- (c) Vehicle training/Instruction

**13.8**

Every person who shall offend against any of the aforementioned Regulations shall be liable on summary conviction to a penalty

not exceeding £100. Provided, nevertheless, that the Court, before any complaint shall be made or any proceedings may be taken in respect of such offence may, if they think fit, adjudge the payment of any sum less than the full amount so imposed.

# Repeals

All other regulations for cemeteries made by the Council prior to 30 June 2025 are hereby revoked

The foregoing Rules and Regulations shall come into force on the 1 July 2025 and

**Will Remain in Force and be Binding on all proprietors of the Exclusive Right of Burial in the Cemetery, and on all persons, until they be altered by the Council**

**Signed and Sealed on behalf of Armagh City, Banbridge & Craigavon Borough Council this:**

**DATE:** X/X/XX

**SIGNED: X**

Lord Mayor of Armagh City, Banbridge & Craigavon Borough Council

**SIGNED: X**

Chief Executive

## **For further information please contact**

Armagh City, Banbridge & Craigavon Borough Council

☎ 028 3833 9059 (Armagh and Craigavon)

☎ 0330 056 1020 (Banbridge)

✉ [cemetery.info@armaghbanbridgecraigavon.gov.uk](mailto:cemetery.info@armaghbanbridgecraigavon.gov.uk)

🌐 [armaghbanbridgecraigavon.gov.uk](http://armaghbanbridgecraigavon.gov.uk)