

Bereavement Services  
Gilroes Crematorium  
Groby Road  
Leicester, LE3 9QG.  
Tel: 0116 373 7327  
Fax: 0116 373 7330  
Email: cemeteries@leicester.gov.uk



Leicester  
City Council

### FOR OFFICE USE ONLY

Please sign the form when completed

Purchase Grave Register:

Epilog:

Invoice number:

Deed No:

Deed Posted:

Completed by:

## Purchase Exclusive Right of Burial

This form must be completed in a legible manner and delivered to Bereavement Services. Please print and obtain signatures before returning.

### Section 1. Applicant(s) Details

Full name (Mr/Mrs/Miss/Ms)

First Name(s)

Surnames

Full address

Postcode

Telephone

Email

Mobile

Signature

I agree to the rules and conditions of Articles 3(1) and 16(2), Local Authorities Order 1977 for the proper management, regulation and control of the cemetery.

### Section 2. Details of Grave

Type required: Adult Traditional

Adult Lawn

Cremated Remains Plot

Child Traditional

Child Lawn

Cemetery

Section

Grave Number

Grave Count

Grave Depth

Purchase Fee (£)

Date Paid

Method of Payment

#### Traditional Grave

A memorial permit is required to place a headstone with kerbs, fences or surrounds and/or sow plants in the grave space for which a fee is payable.

#### Lawned Grave

A memorial permit is required to place a headstone on the grave for which a fee is payable. NO kerbs, fences or surrounds are permitted. Memorial planting is permitted at the head of the grave only.

**Cremated remains plot** These plots are smaller than full size graves and are for the burial of cremated remains only.

# Guidance notes on graves and memorials

These guidance notes will help you to understand the choices that are available to you when selecting a grave in one of our cemeteries. Graves are located in cemetery sections according to their type.

## **BUYING A GRAVE**

When buying a grave it is important that you understand what it is that you are actually purchasing.

### **Purchased Grave**

You are not purchasing any land and no ownership of land is transferred to you.

What you will be purchasing are the **Exclusive Rights of Burial** for a grave for an agreed period of time. These Rights will be assigned to you by a Deed of Grant which is a legal document.

The Deed grants you the right to:

- be buried in a designated grave if space is available (includes cremated remains);
- authorise further burials in the grave where space is available, or for the interment of cremated remains;
- apply for a permit to place an inscribed memorial on the grave or give permission for an additional inscription to be added.

By law, a purchased grave may only be opened for the burial of the Deed owner or for the burial of another person with the written permission of the Deed holder. The Deed must be transferred by legal process should somebody else wish to arrange a further burial in the grave. You should keep your Deed safe as it forms part of your estate.

### **Unpurchased Grave**

Unpurchased graves do not have any additional Rights and therefore no memorial is permitted and additional and unrelated persons may be buried in grave.

## **TYPES OF GRAVE**

### **Traditional Grave**

A traditional grave means that you can apply for a permit (fee payable) to place a memorial headstone with kerbs, low fence or surrounds and/or plant flowers or small shrubs on the grave space. Trees and large shrubs are not permitted. Maintenance of the memorial and grave space is the responsibility of the grave owner.

### **Lawn Grave**

A lawn grave means that you can apply for a permit (fee payable) to place a memorial headstone on a grave space. **NO** kerbs, fences or surrounds are permitted on the grave and will be removed without further notice. No trees or shrubs may be planted on the grave. The planting of memorial flowers is permitted in a border at the head of the grave but must not exceed 30cm in depth (adult) or 15cm in depth (child) from the memorial. Maintenance of the memorial and planting is the responsibility of the grave owner and cemetery staff will maintain the lawn area.

### **Cremation Grave**

These plots are smaller than full size graves and are for the burial of cremated remains only.

Please note that all new graves are subject to soil consolidation where the grave appears to sink. This is a natural process and cemetery staff will maintain the grave levels by topping up soil levels.

## **MEMORIALS**

### **Memorial permits**

If you purchase a grave you will have the right to apply to erect a memorial on the grave. Memorials are not permitted on unpurchased graves and will be removed without further notice.

We only allow masons who work to industry standards and are registered with either the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) to work in our cemeteries.

Please note that no work can be carried out on a memorial without:

- The authority of the person holding the Right of Burial to the grave
- Your memorial mason submitting an application form and fee to the Council
- The Council issuing a permit

The memorial mason's application form makes clear what is permitted with regards to size and fixing.

All memorials remain the responsibility of the grave owner and must be maintained in good order.

### **Memorial safety**

Leicester City Council has a statutory duty under the Local Authorities Cemeteries Order 1977 and Health and Safety at Work Act 1974 to ensure that risks within our cemeteries are properly managed. In order to fulfil this requirement all memorials are subject to safety inspections.

Any memorial installed in our cemeteries will be inspected and tested every 5 years to ensure that it is safe. This will include a test to ensure the memorial can withstand a reasonable pressure without falling over.

Where an inspection reveals a memorial to be unsafe, we are legally required to make safe any hazard. Please note we will not carry out any repairs. This may involve laying flat the headstone.

Owners of unsafe memorials will be notified in writing at their last known address of the situation. Owners are then responsible for contacting a qualified memorial mason in order to carry out any necessary repairs.

### **Unauthorised memorials**

In accordance with the Local Authorities Cemeteries Order 1977, the council reserve the right to remove from the cemetery any unauthorised memorial. The council may remove unauthorised items at any time without giving further notice.

## **FURTHER ADVICE**

If you require any further advice or information please contact:

Bereavement Services

Gilroes Crematorium

Groby Road

Leicester

LE3 9QG

Telephone: 0116 373 7329

Email: [cemeteries@leicester.gov.uk](mailto:cemeteries@leicester.gov.uk)