

Stotfold Cemetery

Mill Lane, Stotfold



HANDBOOK AND REGULATIONS

LOCATION PLAN

STOTFOLD CEMETERY MILL LANE STOTFOLD SG5 4NU



Directions :- From A1 junction 10, follow the A507 towards Stotfold. At the first roundabout, take the 4th Exit onto Norton Road.

Continue on Norton Road until the next roundabout, then turn left onto Baldock Road.

Continue on Baldock Road, then take the next right turn into Queen Street.

Follow Queen Street until the left hand bend in the road, then take the right turn on the bend onto Mill Lane.

Continue down Mill Lane, past the Stotfold Mill on your right hand side, the Cemetery is further down Mill Lane, the gates (above) are on the right side of the road.





STOTFOLD CEMETERY

HOURS OF OPENING

The Cemetery is open to pedestrian access all year round. Vehicle access is permitted for persons with restricted mobility, strictly by permission of the Council and payment of £25.00 for a gate key. Persons are asked to close and lock the vehicle gates after use for security.

HOURS OF BURIAL

Burials shall normally take place on Mondays to Fridays inclusive, and must not start before 9.00am. The latest times a burial can take place is 3.30pm from April to September, and 3.00pm from October to March.

The time arranged for a burial shall be that of arrival at the graveside. If there is to be a service before the burial, care should be taken to allow sufficient time for its duration and for the journey to the Cemetery.

NOTICE OF BURIAL

Notice of burial from the Funeral Director, together with appropriate remittance, must be delivered to the Clerk (exclusive of weekends and public holidays) at least 84 hours before the interment. Interments may take place with or without the services of a clergyman or minister of religion. All information required on the Council's official form must be provided.

The plot will remain in the ownership of Stotfold Town Council.

CEMETERY CHARGES

The current scale of fees is available from the Town Council offices. **All charges and fees for interments shall be paid for at the time of the order.** All fees for memorials shall be paid prior to their erection.

Unless the person being buried, or the applicant in the case of the pre-purchase of a plot, has lived in Stotfold within two years of the application for burial, they will be charged treble fees.

This means that:

- ⇒ If the person lived in Stotfold when they died, single fees will be charged;
- ⇒ If they moved out of Stotfold up to 2 years before they died, single fees will be charged;
- ⇒ If they moved away more than 2 years before they died triple fees will be charged;
- ⇒ If the person moved out of Stotfold into a care home, hospital or similar facility – direct from living in Stotfold, however long they have been living in that facility, single fees will be charged.

In all cases proof of period of time living in Stotfold must be provided.

STOTFOLD CEMETERY





STOTFOLD TOWN COUNCIL

STOTFOLD CEMETERY REGULATIONS

INTERMENTS

1. STC representative will be responsible for the marking out of any grave spaces.
2. Undertakers will be responsible for:
 - Supplying and erecting a soil box adjacent to grave space to be dug.
 - Digging of grave to the correct depth by the day preceding an interment, with the exception of weekends and bank holidays.
 - Making sure the grave space is not left open and uncovered prior to an Interment taking place.
 - Infilling the grave with top soil to no higher than adjacent ground level, within 3 hours of the time of interment. Any subsequent soil sink will be infilled by the Council's contractor as required.
 - All excess soil must be removed from the Cemetery. There is no provision for tipping of excess soil.
 - The delivery of the Certificate of Burial to Stotfold Town Council Office before the day of the interment.
3. The Stotfold Town Council representative will check on grave depths, making sure that the grave is not left open and uncovered prior to an interment taking place and that the infilling has been carried out to the satisfaction of the Town Council on the day of the interment.

WOULD ALL UNDERTAKERS/STONEMASONS PLEASE NOTE THAT MEMORIALS IN THE BEACON SECTION OF STOTFOLD CEMETERY MUST BE PLACED WITH THE HEADSTONE INSCRIPTION FACING DOWN THE HILL (THIS IS OPPOSITE TO ALL OTHER SECTIONS OF THE CEMETERY).

Burial 'Rights' - what are they?

The Exclusive Right of Burial gives a person the 'right' to say who is buried in the grave. Burial 'rights' also include the right to erect a memorial. If the owner of the Exclusive Right of Burial dies, they have an automatic right to be buried or have their ashes interred in the grave. After this the rights become part of the deceased's estate.

This permission cannot be transferred to another person without a formal procedure. The Council is unable to simply transfer deeds upon request and must be satisfied that any person receiving the deed is legally entitled to it. Ownership of the Exclusive Right of Burial is therefore a very important matter. Ownership can be transferred either during the owners' lifetime or after their death.

When you buy a grave, what you are actually buying is the Exclusive Right of Burial for a specific period of time. You do not become the freehold owner of the plot but you own the 'right' to make any decisions affecting the plot.

Who is entitled to the burial rights? Did the grave owner leave a Will?

If the answer is **Yes** then the main beneficiary of the deceased's estate is entitled to the burial rights. If the estate is divided equally between a number of persons they are all entitled to the burial rights. If the answer is **No** the persons entitled to the rights are the direct next of kin following their blood line.

How to transfer the Exclusive Right of Burial in a grave or cremation plot

A situation often arises where the registered owner is deceased and family members want to arrange for a further burial to take place or for an additional inscription to be placed on the memorial. As stated, a living owner is required to give permission for a burial to take place or for a memorial to be erected/ altered. In order for the burial or memorial request to proceed the Exclusive Right of Burial needs to be transferred to the person entitled to the rights.

If the registered owner is deceased but left a Will and their estate went to probate we will still need to see this document. Photocopies are not acceptable. When an estate goes to probate the Executor swears on oath the Will is the deceased's last valid Will. Once issued, the Executor will receive the Seal of Probate, a document with an embossed seal in the right hand corner.

We also require an 'Assent of Executor or Administrator' form to be completed (available from our office) by the Executor named on the probate. The Executor is required to provide the name and address of the person who is to be the registered owner of the grave/plot.

The probate document will be returned once the Transfer of Burial Rights has been completed.

If the registered owner left a Will, but their estate was insufficient to apply for Grant of Probate or Letters of Administration a Statutory Declaration will be required (available from our offices).

What is a Statutory Declaration?

A statutory Declaration is a typed sworn statement explaining the registered owner of a grave/plot is deceased and names who is entitled to the Exclusive Right of Burial and why. This statement must give the names of all those persons entitled to the rights, whether they wish to be owners or not. Any person wishing to renounce their claim can do so by completing a Form of Renunciation (available from our office).

If the registered owner is deceased and did not leave a Will a Statutory Declaration is required.

NB: The Statutory Declaration is to be made before a Magistrate or Commissioner for Oaths.

MEMORIALS

All Monumental Masons wishing to carry out work within Stotfold Cemetery must be BRAMM (British Register of Accredited Memorial Masons) accredited, or NAMM (National Association of Memorial Masons) accredited, or both.



BURIAL AREA MEMORIALS

The following memorials are permitted:

New Section, Old Section, top part of the Lawn Section and Beacon Section of the Cemetery

A headstone, gravestone or tombstone not exceeding four feet in height with or without kerb stones, and with or without flat stone. Kerb stones or a flat stone must not exceed seven feet in length, and in the case of a single plot three feet in width, and in the case of neighbouring plots requiring one memorial stone seven feet in width. In addition, a vase not exceeding an overall height of one foot six inches.

Lower part of Lawn Section

Flat plaque measuring twenty four inches by eighteen inches, which has to be inserted at ground level at the head of the grave on unmoved ground, downhill of the grave. Only a flat stone with space for a vase in it, if a vase is required, will be permitted. If no such provision is made, a vase will not be allowed. Nothing else is permitted to be placed within the grave space. Any first inscription thereon has to be arranged to enable a second inscription where necessary to be added.

Lower Garden of Rest

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which has to be inserted at ground level, those plaques in the shape of a wedge will be permitted. One vase or crematorium tray is permitted with each plaque, but the vase must have a spike which can be placed in the ground. A vase or crematorium tray is permitted only upon the conditions that wherever the Council's groundsman or contractor is carrying out maintenance in the Garden of Rest he removes the vase or tray and that the Council accepts no responsibility for any damage caused to a vase or tray or for ensuring that it is replaced in its proper position after maintenance work. Muted coloured stones will be allowed around the plaques.

Walled Garden of Rest /Beacon Garden of Rest

Flat plaque not exceeding twelve inches by nine inches (30.5cm x 22.8cm), which has to be inserted at ground level, those plaques in the shape of wedge will be permitted, although smaller plaques or stone block vases with limited wording are also permitted. All memorabilia is to be contained within the plot. No Kerbs are permitted. No planting is permitted. Flowers, plant pots, ornaments or other items are not permitted to be sited on the surrounding walls of the Garden of Rest. Any such items will be removed by the Council and retained for collection. Stones are provided within the plot. If top-up of stones is required, the Council will supply the stones.

Baby Section

Headstones and flower vases which must be placed near the headstone end of the plot. Headstones must not exceed two feet three inches in height and 15 inches in width, and must be made of stone or similar material. Kerb stones are not permitted.



MEMORIAL BENCHES

The Town Council will purchase and install memorial benches, plaques and all associated requirements upon request of purchase. Unlike the purchase of a plot, the requested bench is the memorial.

Other than a memorial plaque there should be no additional memorials including planting, vases and other objects around the bench. Stotfold Town Council will remove any such items.

The Town Council will be responsible for the maintenance and repair of memorial benches for the first ten years, and will replace them if they become damaged beyond repair during that time. After ten years it is the responsibility of the family to pay for repairs. If the bench is badly damaged or unusable after ten years the Town Council can dispose of it and the family will be given the choice of either purchasing another one, as per the Council's memorial bench policy, or the space will be made vacant for another family's memorial bench. If the family is not contactable we will take appropriate action deemed necessary at the time.

These regulations will apply to benches already in place, starting from 24th September 2008, and also to future benches placed in the Cemetery.

MEMORIAL TREES

The Town Council will purchase the tree, plaque and all associated requirements upon request of purchase.



The Town Council will plant the tree and whilst they will endeavour to maintain the tree they will not take any responsibility should trees die after the first season of planting.

Should the tree die within the first year the Town Council will take responsibility for the replacement of the tree.

Should the tree die after the first year and a replacement is required, an application will have to be made to the Town Council. To ensure continuity, only the Town Council can replace trees.

Unlike the purchase of a plot the requested tree is the memorial and does not constitute a burial plot, therefore the scattering or burial of ashes will not be permitted.



Other than a memorial plaque, there should be no additional memorials including planting, vases and other objects around the tree. Stotfold Town Council will remove any such objects.

MEMORIALS - MATERIALS

In addition to where referred to above:

Memorials may not be made of Bath, Caen or other soft stone. Kerbing must be of a similar material to the memorial. Kerbing and memorials must be installed by a monumental mason, and be constructed and installed in accordance with BRAMM/NAMM standards. The materials and workmanship must be to the satisfaction of the Council.

Wooden crosses are only allowed as a temporary memorial prior to a permanent memorial being erected. Temporary memorials are permitted for a period of three years from the date the temporary memorial was put in place. After three years they will be removed by the Council and returned to the family, where possible.

MEMORIALS – INSTALLATION

Applications for erection, re-erection and removal of memorials (temporary or permanent) have to be made to the Clerk of the Council.



Three day's notice in writing must be given to the Clerk of the Council before any work relating to memorials is carried out at the Cemetery.

Memorials and all materials for placing them and materials for removing or performing any work upon them at the Cemetery must be assembled and made ready before the admission of the contractors to the Cemetery. Contractors must provide their own tools, planks and other equipment required by them. Workmen may not be present at the Cemetery before 9am or after 4pm and not at all on Sundays, Christmas Day, Good Friday and Bank holidays. All work must be performed as expeditiously as possible. All soil resulting from a placement of a memorial must be removed by the Contractor. Contractors must remove their tools and all other equipment brought to the Cemetery forthwith upon completion of the work.

All damage to Council's property or to other monuments caused by the bringing in, use of or taking out of materials or equipment by a contractor or other person or by his negligence or that of his workmen, must be made good.

The Council will not be responsible in any way howsoever for damage to or loss of memorials.

Whenever an existing grave space needs to be re-opened for a further burial to take place, the Council reserves the right to place removed earth on an adjacent plot or grave. The Council will ensure that the earth is removed as soon as possible after the burial.

Any person to whom a right to place and maintain a memorial or a right to put an additional inscription on a memorial has been granted must:

At their expense before the memorial is placed in the Cemetery cause to be **cut, embossed or marked thereon in a visible position in not less than one inch numbers the number of the grave space** where it is to be placed, which number is to be found on the plan of the Cemetery at the Council's offices.

At their expense and that of their estate thereafter maintain the memorial in a safe and secure condition and indemnify the Council against all claims, demands proceedings of persons injured because of the unsafe condition of the memorial.



MEMORIALS - GENERAL

The Council reserves the right to remove faded and dead flowers, vases, bottles or any other objects which in their opinion are objectionable or unsightly. The public must deposit all litter or faded flowers in the receptacles provided for the purpose.

No planting of trees, shrubs or other large perennial plants will be permitted on grave plots.

Planting of flowers or the addition of small adornments will only be permitted within the kerbing where a full memorial has been registered and installed.

Where a headstone only memorial has been registered and installed then no additional planting or adornments beyond that will be permitted other than within the confines of the memorial baseplate.

Nothing else is permitted to be placed on or in the ground that has not been authorised in writing by the Council. The Council reserves the right to remove all extra grave adornments, and unauthorised items that do not conform to the regulations.

The Council has powers under the Local Authorities Cemeteries Order 1977 to take action which is necessary to remove danger which arises by reason of the condition of a memorial or deal with it in anyway to ensure the proper management regulation and control of the Cemetery.

Note: The Council, as a Burial Authority, has further powers relating to gravestones and other memorials under the Local Authorities Cemeteries Order, 1977.

GENERAL RULES



No games or sports to be played in the Cemetery.

No trees are to be planted without the permission of the Council.

Please note that the water supply in the Cemetery is turned off during the winter to avoid frozen or burst pipework.

Visitors to the Cemetery shall not pick, cut, fell or remove from the Cemetery any flower, tree or shrub, nor sit on any memorial, monument, headstone or structure other than a seat provided for the purpose.

Littered and withered flowers should be placed in the appropriate receptacle provided. Please note that our Groundsman will remove any dead flowers. Please note that wreaths placed over the Christmas Festive period will be cleared by the end of January each year.

Full Regulations, current fees and plans of the Cemetery are available for inspection at the Council Offices during opening hours, without charge. Burial records dating back to the first interment in 1894 are held in the Council Offices, and can be inspected by appointment.

Records can also be searched on our website

www.stotfoldtowncouncil.gov.uk from the period 1898 to 2006.

Visitors to the Cemetery are asked to behave in a quiet, orderly manner so as to preserve the quiet reverence and peaceful atmosphere created in the Cemetery.

The Council reserves the right to alter or add to these regulations.

The Town Clerk will be pleased to provide advice or assist with enquiries:

Mrs Kate Elliott-Turner, Town Clerk

**Stotfold Town Council,
The Greenacre Centre,
Valerian Way, Stotfold,
Hitchin, Herts, SG5 4HG**



Tel: 01462 730064

Fax: 01462 834452

Email: enquiries@stotfoldtowncouncil.gov.uk



STOTFOLD TOWN COUNCIL

List of Charges at Stotfold Cemetery with effect from the 1st April 2022

<u>Interment</u>		<u>Purchase of Burial Grant</u>	
Adult	£350	Double Depth Plot	£620
Child Under 3 (in Baby Section Only)	£190	Child Under 3 (Baby Section Only)	£250
Child 3 Years and Over in any Adult Section	£350		
Burial of Ashes in Grave Space	£180		
Re- registering of Exclusive Right of Burial Grants			£ 65*

For the Right to Erect or Place a Memorial:

Beacon Section, Upper Lawn Section, New Section and Old Section

- a) Headstones not to exceed 4ft in height/ and or kerb stones/ and or flat stones not exceeding 7ft in length or 3ft in width for a single plot and 7ft for a double plot. £390
- b) Headstones in the Baby Section not to exceed 2 ft 3 in (700 mm) in height or 15 inches in width. £120
- c) Any monument not to exceed 4ft in height and 7ft in length and 3ft in width for a single and 7ft in width for a double. £390

Lower Lawn

Flat plaque – Twenty Four inches by Eighteen inches is the only permitted size. £220

Garden of Rest

Purchase of Plot	£260
Interment	£170
Fee for Placing a Plaque (12 ins x 9 ins only permitted size)	£120
Scattering of ashes around the central Lime Trees	£ 70*

All areas of Cemetery

- a) Additional inscription to an existing memorial. £ 65*
- b) Reserved Plaques (Not Garden of Rest Section) £ 70*

‘Charges are trebled for non Stotfold residents with the exception of those charges asterisked’

Version: April 2022

STOTFOLD TOWN COUNCIL

Application to purchase/transfer a Right of Burial for a plot in Stotfold Cemetery

To: The Clerk, Stotfold Town Council, Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 4HG

Request for the purchase/transfer of Right of Burial for plot in the * Garden of Rest / Old Section/ New Section/Lawn Section / Beacon Section of Stotfold Cemetery.

*** Please delete as appropriate**

Name.....

Address.....

.....

... ..

Contact Telephone:

Email:

Current Fees:

Double Depth Plot in Beacon or Lawn Section £620.00

Plot in the Garden of Rest £260.00

Reserved Plaques £70.00

Re-Registering of Exclusive right of Burial (Transfer) £65.00

Please note: these fees are to be trebled for a person who has not been a parishioner of Stotfold within two years of the application.

I enclose herewith * cash/cheque in the sum of.....

I understand that I will, in due course, be issued with the Grant for Exclusive Right of Burial in Stotfold Cemetery together with Stotfold Town Council Cemetery Regulations. This grant is subject to the provisions of any Order made under section 214 of the Local Government Act 1972. A copy of any such Order currently in force may be inspected at all reasonable times at the office of Stotfold Town Council.

Please complete as appropriate and return the form and fee to the Assistant Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 4HG.

Office use only

Receipt No:

Grant No: Plot No.....

STOTFOLD TOWN COUNCIL

AFFILIATED TO THE BEDFORDSHIRE ASSOCIATION OF TOWN & PARISH COUNCILS

VAT Reg NO. 198 4684 96
Office hours: Monday, Tuesday, Wednesday, Thursday & Friday
10.00am to 4pm

Town Council Office
The Greenacre Centre
Valerian Way
Stotfold
Hitchin
Herts SG5 4HG
Tel: 01462 730064

Consecutive No.....

NOTICE OF INTERMENT OF CREMATED ASHES (To be completed by the Funeral Director)

This notice, fully completed and accompanied by the appropriate remittance, is to be delivered (exclusive of weekends and public holidays) at least 84 hours before the interment.

PLEASE NOTE

- a. The Council offices are open as above
- b. Plots are sold in the Garden of Rest in strict sequence as required.
- c. The latest times that a burial of ashes can commence in the Garden of Rest is 3.30pm from April to September and 3.00pm from October to March.
- d. The burial of ashes must not take place on a Saturday or Sunday or Public Holiday.

1. PARTICULARS OF BURIAL

- a. Time, day and date of burial.....am/pmday20.....
- b. If anyone in attendance YES/NO
- c. Name and denomination of officiating Minister.....

2. PARTICULARS OF DECEASED

- a. Surname..... Christian name(s).....
- b. Age..... Normal Address.....
- c. Description (ie Rank, profession, if minor or Stillborn, name of parents)
- d. Date of death..... Place of death.....
- e. Where cremation took place.....

3. PARTICULARS OF GRAVE (DELETE WHERE APPROPRIATE)

- a. Type of grave New plot / Re-opening of plot / Scattering of ashes
- b. Depth of grave..... State number of grave.....
- c. If re-opening state: Section..... Grave number.....
The person holding the Right of Burial is to sign their consent
(signature of owner)
- d. If the Right of Burial for plot is to be purchased, state name.....
and address of purchaser.....
- e. If scattering of ashes, please indicate location: Central Lime Trees

- 4. Signature of Funeral Director.....
Address.....
Telephone no.....

5. FEES

Enclosed herewith the sum of £..... For Purchase of Right of Burial for plot Date

Enclosed herewith the sum of £..... For Interment Receipt no.....

Total £

STOTFOLD TOWN COUNCIL

AFFILIATED TO THE BEDFORDSHIRE ASSOCIATION OF TOWN & PARISH COUNCILS

VAT Reg NO. 198 4684 96

Office hours: Monday, Tuesday, Wednesday, Thursday & Friday
10.00am to 4.00pm

Town Council Office
The Greenacre Centre
Valerian Way
Stotfold
Hitchin
Herts SG5 4HG

Tel: (01462) 730064

Consecutive No.....

NOTICE OF INTERMENT (To be completed by the Funeral Director)

This notice, fully completed and accompanied by the appropriate remittance, is to be delivered (exclusive of weekends and public holidays) at least 84 hours before the interment..

PLEASE NOTE

- a The Council offices are open as above
- b Plots are sold in the Cemetery in strict sequence as required.
- c The latest times that a burial can commence in the Cemetery is 3.30pm from April to September and 3.00pm from October to March.
- d A burial must not take place on a Saturday or Sunday or Public Holiday.

1. PARTICULARS OF BURIAL

- a Time, day and date of burial.....am/pmday20.....
- b If anyone in attendance YES/NO
- c Name and denomination of officiating Minister.....

2. PARTICULARS OF DECEASED

- a Surname..... Christian name(s).....
- b Age..... Normal Address.....
- c Description (ie Rank, Profession, if Minor or Stillborn, Name of Parents)
- d Date of death..... Place of death.....

3. PARTICULARS OF GRAVE (DELETE WHERE APPROPRIATE)

- a Type of grave To purchase Right of Burial for plot/ Re-opening of plot
- b Depth of grave..... State number of grave.....
- c Exact outside dimensions of coffinftins byins.
- d If re-opening state: Section..... Grave number.....
The person holding the Right of Burial is to sign their consent
(signature of owner)
- e If the plot Right of Burial is to be purchased, state name.....
and address of purchaser.....

- 4. Signature of Funeral Director.....
Address.....
Telephone no.....

5. FEES

Enclosed herewith the sum of £..... For Purchase of plot Right of Burial Date

Enclosed herewith the sum of £..... For Interment Receipt no.....

Total £

STOTFOLD CEMETERY

MEMORIAL LICENCE APPLICATION

PERSONAL DETAILS

Name of Applicant:

Address:

.....

.....

Telephone number:

Email:

PARTICULARS OF GRAVE

Plot number

Name of deceased

DESIGN (please enclose picture)

Dimensions:

Materials:

Colour:

INSCRIPTION WORDING

Fee paid Receipt number

Signed Dated



APPLICATION FOR THE PLANTING OF A MEMORIAL TREE IN STOTFOLD CEMETERY

To: The Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin, Herts SG5 4HG

Request for the purchase of a tree package within Stotfold Cemetery

Name:

Address:

.....

.....

Telephone Number:

Grave No and Section of deceased person(s)

.....

Irish Yew Tree Package, (purchase, planting & maintenance for first year)	£150.00
Memorial Plaque with 2 free lines of inscription, stake	£98.65
Total Yew tree package, plaque and stake	£248.65
Additional lines of inscription can be added for	£6.05 each

Please Note: The requested tree is the memorial and does not constitute a burial plot therefore the scattering or burial of ashes will not be permitted.

Memorial Plaque Wording required:

We would advise that “Whilst the Town Council will endeavour to maintain the tree they will not take any responsibility should trees die after the first twelve months of planting”.

Signature:

Date:

TERMS AND CONDITIONS OF PLANTING A TREE WITHIN STOTFOLD CEMETERY.

The Town Council will purchase the tree, plaque and all associated requirements upon request of purchase.

An invoice will be issued once the tree has been planted.

The Town Council will plant the tree and whilst they will endeavour to maintain the tree they will not take any responsibility should trees die after the first season of planting.

Should the tree die within the first year the Town Council will take responsibility for the replacement of the tree.

Should the tree die after the first year and a replacement is required, an application will have to be made to the Town Council. To ensure continuity, only the Town Council can replace trees.

Unlike the purchase of a plot the requested tree is the memorial and does not constitute a burial plot, therefore the scattering of ashes will not be permitted.

Other than a memorial plaque, there should be no additional memorials including planting, vases and other objects around the tree. Stotfold Town Council will remove any such items.

Acceptance of these conditions:

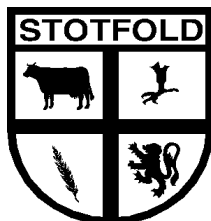
Signature.....

Date.....

Stotfold Town Council
The Greenacre Centre
Valerian Way
Stotfold
Hitchin
Herts
SG5 4HG

Telephone 01462 730064

Email: enquires@stotfoldtowncouncil.gov.uk



APPLICATION FOR THE PURCHASE, INSTALLATION AND SITING OF A SEAT IN STOTFOLD CEMETERY

**To: The Clerk, Stotfold Town Council, The Greenacre Centre, Valerian Way, Stotfold, Hitchin,
Herts SG5 4HG**

Request for the purchase of a bench within Stotfold Cemetery

Name:

Address:

.....

.....

.....

Telephone Number:

Grave No and Section of deceased person(s)

.....

'Countryside – Enviropol in Brown' Seat with fixings	£604.13
'Countryside' Seat With Plaque	£691.91
<u>Plus</u> Installation Charge For Either Option	£100.00

Wording required:

Signature:

Date:

TERMS AND CONDITIONS OF SITING A SEAT WITHIN STOTFOLD CEMETERY.

The Town council will purchase and install the bench, plaque and all associated requirements upon request of purchase.

Unlike the purchase of a plot the requested bench is the memorial.

Other than a memorial plaque, there should be no additional memorials including planting, vases and other objects around the bench. Stotfold Town Council will remove any such items.

The Town Council is responsible for the maintenance and repair of memorial benches, and can dispose of them at their discretion if they are damaged beyond repair, for the first ten years. Thereafter, it is the responsibility of the family to pay for repairs. If the bench is badly damaged or unusable after ten years the Town Council can dispose of it and the family will be given the choice of either purchasing another one, as per the Council's memorial bench policy, or the space will be made vacant for another family's memorial bench. If the family is not contactable we will take appropriate action deemed necessary at the time.

These regulations will apply to benches already in place, starting from 24th September 2008, and also to future benches placed in the Cemetery.

Acceptance of these conditions:

Signature.....

Date.....

Stotfold Town Council
The Greenacre Centre
Valerian Way
Stotfold
Hitchin
Herts
SG5 4HG

Telephone: 01462 730064

Email: enquires@stotfoldtowncouncil.gov.uk