

## Gedling Borough Cemeteries

### Rules & Regulations



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## 1 Introduction

*Gedling Borough Council ('the Council') currently manages and maintains three cemeteries.*

*The first recorded burial was at Redhill and took place on July 3<sup>rd</sup> 1879. Since then, the Council has provided first class Cemetery services and will endeavour to do so in the future.*

*To ensure that consistent high standards of service are maintained, the Council has produced this document containing the Council's Rules and Regulations for all visitors and users of its cemeteries.*

## **2. General**

### **2.1 Address and Contacts**

The Cemeteries managed and maintained by Gedling Borough Council are:

#### **Carlton Cemetery**

Cavendish Road  
Carlton  
Nottingham  
NG4 3EF

#### **Gedling Cemetery**

Arnold Lane  
Gedling  
Nottingham  
NG4 4HB

#### **Redhill Cemetery**

Mansfield Road  
Arnold  
Nottingham  
NG5 8LS

Enquiries relating to these Rules and Regulations should be directed to Customer Services on 0115 9013601.

### **2.2 Opening and Closing Times**

The cemeteries are open from 9am every day. Closing times are posted on the gates at each of the cemeteries.

### **2.3 Cemetery Chapels**

There are Chapels available to hire at both Redhill and Carlton. Arrangements for the opening of the Chapels should be made through the Cemeteries Office (see page 19 for contact information).

### **2.4 Gardens of Rest**

There are gardens of rest at all three cemeteries, access to these areas are available during cemetery opening times.

## **3. Interments**

### **3.1 Burial Procedure**

**3.1.1** Notices of Interment including scattering of ashes and all associated works orders must be on the official forms which can be obtained from your funeral director, by contacting the Cemetery Office. The Council will not accept any responsibility for information communicated otherwise than on the appropriate forms.

**3.1.2** All bookings are provisional until the Cemetery Administrator receives the fully completed application forms. Telephone booking must be confirmed with the submission of the fully completed paperwork within 48 hours.

The Council will not accept responsibility for information that has not been submitted on the correct forms, or for paperwork lost in the post.

Documents sent by fax or email will only be accepted as temporary notifications.

Original paperwork must be provided before any interment takes place, by handing in to the Cemetery Office prior to the booked date or handed to the Cemetery Official on arrival at the cemetery, prior to the interment taking place.

- 3.1.3** Interments, burial or scattering of ashes will not be allowed to proceed if the Cemetery Administrator has not received the Registrar's Certificate of Disposal, Coroner's Order for Burial, cremated remains certificate or payment prior to the interment.
- 3.1.4** The Council's workforce or their nominated contractor will undertake all excavation work at the Cemeteries. Back filling of graves may be permitted with the Cemetery Administrator's consent (including cremated remains plots). In certain areas of the cemetery it may only be possible to undertake a partial backfill due to health and safety requirements, where possible, this will be notified before the interment takes place.
- 3.1.5** Coffins, European and American style caskets are accepted however Gedling Borough Council is working towards becoming an environmentally sustainable authority and therefore bio-degradable is preferable. Ashes must be in a bio-degradable container.
- 3.1.6** Responsibility for making arrangements for the attendance of priests, ministers or other persons to officiate at a service is with the Funeral Director or the person(s) arranging the burial. The Council takes no responsibility for these arrangements.
- 3.1.7** The time fixed for a funeral is the time when the procession is to arrive at the Cemetery gate. It is important that the time is strictly adhered to, in order to prevent one funeral interfering with another and to avoid time wasted by the Council's Officers. In the event that a funeral arrives late the cortege must wait as and where directed by the Cemetery Administrator, or representative. The service will take place as soon as possible thereafter at the direction of the Cemetery Administrator.
- 3.1.8** Funerals arriving more than 30 minutes after the scheduled time will be charged a late fee in accordance with the current list of charges which represents the cost to the Council for lost time. This charge will be invoiced to the Funeral Director.
- 3.1.9** In the case of a public or military funeral, or any funeral where more than 50 mourners are expected, notice must be given at the time of booking.
- 3.1.10** The time allowed for a service in the Cemetery Chapel is 30 minutes, this can be extended with the prior approval of the Cemetery Administrator, where necessary further charges may be payable.
- 3.1.11** No coffin shall be opened within the Cemetery Chapel or grounds without prior consent from the Cemetery Administer, obtained at the time of arranging the funeral.
- 3.1.12** All memorials must be removed by a nominated stonemason in all cases where a grave is to be re-opened, this may also include the burial of cremated remains where necessary. It is requested that the memorial is removed within 48 hours of the booking; however a minimum of at least 5 working days before the funeral is essential due to working patterns within the cemetery. Removal will be organised by the funeral director booking the funeral or by the grave owner if booking direct. All removals require the prior approval of the grave deed owner.

## **3.2 Exclusive Right of Burial**

**3.2.1** Whilst ownership of an Exclusive Right of Burial for a deed does not give any ownership whatsoever in respect of actual land, it does give the owner of the Deed the right to:-

- a. Be buried in that grave; and to
- b. Authorise further burials(s) in that grave where space is available, or the interment or scattering of cremated remains in that grave; and to
- c. Erect or place a memorial on that grave subject to the Rules and Regulations of the Council relating to memorials; and to
- d. Have inscriptions/additional inscriptions placed on a memorial on that grave subject to the Rules and Regulations of the Council relating to this matter.

**3.2.2** Possession of a deed does not grant ownership of an exclusive right of burial.

**3.2.3** Grave deeds will be issued to the person applying as the registered owner of the Exclusive Right of Burial upon full payment. The grave will remain in the possession of the Council until full payment is received.

**3.2.4** The Exclusive Right of Burial shall be for 50 years from the date of purchase (subject to change). Expired Rights may be extended for further periods on payment of the fee applicable at that time.

**3.2.5** Anyone arranging for a burial in a non-private grave acquires no Rights other than that of making a single interment in the grave.

**3.2.6** The Cemetery Administrator will determine the location of all graves.

**3.2.7** The owner of the Exclusive Right of Burial must ensure that the Cemetery Administrator is informed of any change of address.

## **3.3 Transfer of Ownership**

**3.3.1** The owner of an Exclusive Right of Burial may, should he wish, transfer/assign ownership to another person using forms provide by the cemetery office or by submission in writing. Applications to transfer deeds within the first five years will incur a charge if the ownership changes from a resident of Gedling Borough to a person residing outside of the area.

**3.3.2** If the deed holder is deceased, the Exclusive Right of Burial forms part of his estate and is dealt with in accordance with his will (if there is one) or intestacy rules (if there is no will). The Council can transfer ownership of an Exclusive Right of Burial on the instruction of the Executor or Personal Representatives of the deceased. However the law in this area can be complex and it is strongly advised that a solicitor be consulted if there is any doubt about ownership in these circumstances.

**3.3.3** The Cemetery Administrator must be notified and approve any transfer or assignment in order to update the Register of Deeds.

**3.3.4** Where no interment has taken place in a pre-purchased grave the Council may agree to buy the Right of Burial back. In such cases the Council will pay the original purchase price, please contact the Cemetery Office for further information.

### **3.4 Cremated Remains**

- 3.4.1** The cremated remains certificate issued by the Crematorium where the cremation took place must accompany any application for burial or scattering of cremated remains.
- 3.4.2** Scattering or burial of Cremated Remains is not permitted without the prior consent of the Cemetery Administrator and owner of the Exclusive Right of Burial. This requires the owner to complete and sign a Notice of Interment Form which can be obtained from the Cemetery Office or relevant Funeral Director.

### **3.5 Fees and Payments**

Fees are reviewed annually and are available from the Council's web site ([www.gedling.gov.uk](http://www.gedling.gov.uk)) or on application to the Cemetery Office.

- 3.5.1** It is not possible to pre-purchase any grave.
- 3.5.2** Deeds will not be released to the purchaser until full payment is received (see 3.2.3).

### **3.6 Requirements of Funeral Directors or Companies**

- 3.6.1** All Funeral Directors and Companies are required to provide to the Council, upon request the following documentation;
- a. A detailed method statement showing how work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property. The statement must cover every aspect of work the Funeral Director or their Company are likely to undertake in the Cemetery, including vehicle access and movement within the cemeteries.
  - b. A copy in their incident reporting mechanisms and procedures in accordance with The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).
  - c. A copy of their Health and Safety policy and codes of practice.
  - d. On a yearly basis - a copy of their Public and Employee Liability insurance with at least £10 million cover. Copies to be provided for the Council upon policy renewal.
- 3.6.2** Guidance on the completion of these documents can be obtained from the Association of Burial Authorities, The National Association of Funeral Directors. The Funeral Directors/Company will then forward to the Council working method statements which will be used as a control measure on work assessments. Council Officers will monitor these.
- 3.6.3** Failure to provide the requested documentation within 14 days of the Council's request without reasonable explanation and/or failure of the evaluation will result in access to the Cemeteries being denied.

## **4 Monuments, Memorials & Vaults**

### **4.1 Monuments and Memorials – General**

- 4.1.1** Prior permission to place or erect any form of memorial in any of the cemetery grounds must be obtained from the Cemetery Administrator.

The appropriate fees must be paid at the time of application for all graves purchased prior to 1<sup>st</sup> April 2007. This applies to all areas of the cemetery including the Garden of Rest.

- 4.1.2** Monuments, memorials, stones or tablets may only be placed or erected over vaults or graves where an Exclusive Right of Burial has been purchased. Monuments will be allowed to remain for the remaining term of the Exclusive Right of Burial, and where the Exclusive Right of Burial is extended, the Right to Erect a Monument will be extended for the same period. Monuments, memorials, stones or tablets shall not be placed or erected without the prior written consent of the owner of the Exclusive Right of Burial, and without the express written approval of the Council.
- 4.1.3** Any monument, memorial, stone, shrub, plant or item erected or placed in the Cemetery in contravention of these Regulations, without written permission or when the Exclusive Right of Burial has expired, will be removed by the Council at any time without notice.
- 4.1.4** All memorials including monuments, headstones and stone vases over 200 mm (8 ins.) in height shall be fixed in accordance with the National Association of Memorial Masons' Code of Working Practice (NAMM). All work will be undertaken to the absolute satisfaction of the Cemetery Administrator. Work judged to be unsatisfactory must be rectified within one working day of notification by the Cemetery Administrator; if the work is not brought up to satisfactory quality within this time period the Council reserves the right to remove the monument, memorial or stone vase and to invoice the Stonemason or deed owner for the cost of this work. At this point the responsible Stonemason may be refused future entry into the Council's cemeteries.
- 4.1.5** Memorials must be of a material approved by the Cemetery Administrator.
- 4.1.6** Before the erection of any tablet, monument, memorial, or stone vase, a drawing with any proposed inscription must be sent on the prescribed forms to the Cemetery Administrator for approval. The type(s) of material to be used shall be stated, together with exact dimensions and all associated details. The application forms must be duly signed and dated by the registered owner of the Exclusive Right of Burial.
- 4.1.7** No memorial may be fixed without the formal written approval of the Council. Requests to work must be submitted on the forms available on the Council's web site ([www.gedling.gov.uk](http://www.gedling.gov.uk)) and submitted to the cemetery office.
- 4.1.8** No inscription may be cut or work of any kind undertaken to any monument or memorial within the Cemetery without the prior written consent of the Cemetery Administrator.
- 4.1.9** All monuments and other memorials shall be in accordance with the designs submitted to and approved by the Council; they must not be altered or interfered with after installation. If alterations are required, plans must be re-submitted to the Cemetery Administrator and work may only proceed when written authorisation is granted.
- 4.1.10** No memorial shall be removed from a Cemetery for the purpose of cutting an additional inscription unless and until formal written approval of the Cemetery Administrator has been given in respect of the proposed addition(s). Anyone contravening this Regulation will not be allowed to carry out any further work within the Cemetery.
- 4.1.11** Vases of a material approved by the Cemetery Administrator upto a height of 200 mm (8ins) are permitted.



- 4.1.12** All work shall be subject to the directions of the Cemetery Administrator and any person carrying out works must adequately protect grass, borders and adjoining memorials. On completion of works all surplus materials must be removed and the whole site cleaned and left in a satisfactory condition. Any masons in breach of this regulation will be charged for clearance.
- 4.1.13** Full-length kerbstones and footstones of a material and design approved by the Council will only be allowed in the Traditional section of the Cemetery. The area enclosed on a single gravespace shall not exceed 2100 mm x 900 mm (7ft x 3ft) and on a double gravespace no more than 2100 mm x 2100 mm (7ft x 7ft).
- 4.1.14** No headstone placed in the Traditional section of the Cemetery shall exceed 1370 mm (4ft 6ins) in height. 1 metre (3ft 3ins) in the lawn section or 750 mm (2ft 6ins) in width; the minimum thickness shall be 50 mm (2ins) except in the case of slate where 40 mm (1½ins) is acceptable.
- 4.1.15** The name of the Stonemason must be discreetly inscribed in an appropriate visible place on all new memorials, along with the year the stone was erected, the Stonemason's town of residence and the grave section and number e.g.

**Section A Row G No. 235, ACE MASONS LTD. ARNOLD. 2003**

- 4.1.16** Any headstone or vase removed from the cemetery for any reason whatsoever must be returned with the relevant Section and Grave Number inscribed 50 mm (2ins) above ground level or other suitable location on the memorial.
- 4.1.17** Hardwood Crosses of timber obtained from sustainable forested materials may be erected and must not exceed 750 mm (2ft 6ins) in height, 500 mm (1ft 8ins) in width, or 75 mm (3ins) in thickness.
- 4.1.18** All monuments and materials must be conveyed into the Cemetery in such a manner as not to cause any damage to road, walks or turf.
- 4.1.19** No monuments, memorials or materials may be taken into a Cemetery before 9am on any working day or on Good Friday, Christmas Day, Saturdays, Sundays or Bank Holidays without the prior consent from the Cemetery Administrator. Everyone employed in fixing, painting or restoring memorials, etc, must leave the Cemetery 30 minutes prior to the Cemetery closing time.
- 4.1.20** There will be no access for Masons during funerals. Information about forthcoming funerals is posted at the entrance to the Cemeteries and is also available from the Customer Contact centre or cemetery office.
- 4.1.21** All dressing or working of stone or other materials to be used in or about any grave, vault, monument or memorial shall be undertaken outside the Cemetery.
- 4.1.22** All materials shall be carefully removed from the vehicles conveying them in neatly piled or placed in or near the place where they are to be used. No work is permitted on roads, walks, or adjoining graves (without the express approval of the Cemetery Administrator) and all surplus materials must be removed from the Cemetery.

- 4.1.23** Any memorial removed for the purpose of a further interment shall be transported from the Cemetery grounds. The Council may dispose of any memorial or materials left in the Cemetery grounds.
- 4.1.24** Every coffin interred in a vault or non-earthen grave shall be covered in an approved manner. Vaults shall not be opened otherwise than from top except with the prior consent of the Cemetery Administrator.
- 4.1.25** The planting of shrubs and ornamental trees on graves is not permitted. In some areas, a 150 mm (6ins) area in front of the memorial on the lawn section (excluding rafted areas) may be permitted for the planting of flowers and bulbs following written approval from the Cemetery Administrator. Whether permission is given will depend on the size of the existing memorial and the area will be marked out by the Cemetery Administrator. All garden areas must be contained within a properly constructed kerb edging using approved materials. Items must not be placed at the rear of any headstone or memorial. The placement of loose pebbles, gravel or stones is strictly prohibited unless they are contained within a solid kerb. Graves on the rafted area area of the cemetery may utilise the full slab area, no item is to be placed on the grass in front of the raft. All work must be approved by the cemetery administrator and requests should be in writing outlining full plans listing materials and sizes to be used. Permission will be granted in writing.
- 4.1.26** Placement of flags or banners over 600mm x 300mm are not permitted
- 4.1.27** No shrubs shall be cut down or carried away without the consent of the Cemetery Administrator. The Council reserves the right to prune, cut down or remove any shrub, plant or flowers which, in their opinion have become unsightly, overgrown or dangerous.
- 4.1.28** Glass items are not permitted under any circumstance and any ornament or decoration not approved by the cemetery office which contravenes these rules and regulations will be removed by the Ground Staff. Notification will be provided to the registered owner of the Right of Burial where possible.

## **4.2 Duty of Care**

- 4.2.1** Responsibility for safe conditions in the cemeteries rests upon three main parties:
- a. **Gedling Borough Council** – The Council has a responsibility to ensure the cemeteries are safe for all users and employees. To satisfy this requirement, the Council inspects existing memorials on a rolling basis to ensure they are safe. All memorials that appear to be a risk will be inspected independently and made safe. Every effort will be made to contact the registered owner of the exclusive right of burial.
  - b. **Monumental Masons** – Stonemasons have a duty to ensure all work on memorials is carried out in a safe manner and that memorials are safe.
  - c. **Owners of Memorials** –the primary responsibility for ensuring that memorials are safe rests upon the owner of the Right of Exclusive Burial. It is their responsibility to ensure memorials are maintained to a safe standard, owners should carry out regular inspections to ensure that their memorials do not present a risk to any users of the cemetery.

**4.2.2** If a memorial is found to be unsafe the Council has a duty to minimise the risk to cemetery users and its employees and reserves the right to take one or more of the following actions:

- a. Lay down the memorial.
- b. Lash the memorial to a temporary stake to give support.
- c. Attach highly visible appropriate signage.

This action may be taken immediately following inspection; in all cases a warning note will be fixed to the memorial with a Council contact number.

**4.2.3** Where a memorial is found to be unsafe the registered owner will be informed and given a time limit to undertake repairs to make the memorial safe again. Where the time limit has lapsed the Council will either undertake the repair or make the memorial safe using the methods listed above. In all cases the council has the right to charge the owner.

**4.2.4** Only approved test methods will be used by the Council to establish memorial safety.

**4.2.5** This duty also applies to kerbs, vaults and any other memorial within the cemeteries.

**4.2.6** The Council is not responsible for repairs to any monument or memorial due to storm damage or vandalism; this is the responsibility of the owner.

### **4.3 Requirements of Monumental Masons**

**4.3.1** Every Monumental Mason is required to provide the Council the following documentation, unless they are currently registered with NAMM or BRAMM:

- a. A detailed method statement showing how work will be undertaken and what measures will be taken to minimise the risk of personal injury or damage to property. This must cover every aspect of work the Monumental Mason is likely to undertake in the Cemetery during the forthcoming year, including vehicle access and movement within the Cemeteries.
- b. A copy of their incident reporting mechanisms and procedures in accordance with The Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995 (RIDDOR).
- c. A copy of their Health and Safety policy and codes of practice.
- d. A copy of upto date Public and Employee Liability insurance with at least £10 million cover.
- e. In all cases, a copy of the insurance certificate must be provided to the Council upon policy renewal, this is in addition to the NAMM/BRAMM requirement.

**4.3.2** Guidance on the completion of these documents can be obtained from the Association of Burial Authorities (ABA), The National Association of Memorials Masons (NAMM), the Borough Council's Safety Officer or the Health and Safety Executive (HSE).

**4.3.3** When required, the Council's Officers will evaluate any documentation and upon satisfactory evaluation Masons will be permitted to work within the councils cemeteries.

**4.3.4** Failure to provide any required documentation or failure in the evaluation will result in access to the Cemeteries being denied until resolved.

**4.3.6** Stonemasons will adhere to all requirements rules and regulations, in addition they will be required to:-

- a. Inform the Cemetery Administrator when and where they require entry into the Cemeteries in accordance with the procedures published by the Council.
- b. When written approval is given for the acceptance of the memorial into the Cemetery, a permit will be issued. This permit must be returned to the Cemetery Office following installation. Failure to return permits will result in future permits being denied.
- c. Stonemasons are reminded that failure to comply with any of the cemetery rules and regulations will result in future entry being denied.

#### **4.4 Vault/Brick/Block Construction**

**4.4.1** Graves may be constructed from brick, block, pre-cast concrete units or cast on site in concrete.

#### **4.5 Floral Tributes Following Burial**

**4.5.1** All floral tributes will be removed after a minimum of 14 days after interment, unless prior alternative arrangements are made with the Cemetery office or ground staff.

**4.5.2** Dead and artificial flowers affected by weather in vases or on grave areas will be removed at the discretion of the Ground staff to enhance the appearance of the Cemetery.

**4.5.3** Christmas Wreaths will be removed by the Ground Staff after February 1<sup>st</sup> – date will be advertised on cemetery gates.

### **5 Conduct in Cemeteries**

#### **5.1 General Conduct**

**5.1.1** All visitors must conduct themselves in a quiet and orderly manner at all times. Council representatives have the right to exclude or remove any member of the public at their discretion.

**5.1.2** Under the provision of the Local Authorities Cemeteries Order 1977, it is an offence for a person to wilfully:

- a. Create any disturbance in a cemetery.
- b. Commit a nuisance in a cemetery.
- c. Interfere with any burial taking place in a cemetery.
- d. Interfere with any grave, vault, tombstone or other memorial, any flowers or plants in any such manner.
- e. Play any game or sport in a cemetery.
- f. Enter or remain in a cemetery when it is closed to the public, unless authorised by the Council to do so.

Anyone contravening these rules and regulations will be liable upon conviction to a fine. The costs to the Council of rectifying any damages caused will be charged to the person who has caused the damage.

- 5.1.3 No pedal bicycles, skateboards, skates, scooters may be ridden in the Cemeteries, with the exception of motorbility scooters.
- 5.1.4 Smoking in the Cemetery buildings is not permitted.
- 5.1.5 No animals are allowed in the Cemeteries with the exception of assistance dogs without prior permission of the Cemetery Administrator.
- 5.1.6 Children under the age of 12 years are not permitted to enter the Cemeteries unless accompanied by an adult.
- 5.1.7 No religious services or ceremonies are allowed other than the service at the time of interment, without the prior consent of the Cemetery Administrator.
- 5.1.8 No musical instrument or other sound-producing device will be allowed into the Cemeteries except when used as an integral part of a funeral service.

## **5.2 Vehicle Access to include funeral attendance**

- 5.2.1 There is no vehicle access for private vehicles other than blue badge and permit holders at any Gedling Borough Council Cemetery, please see signage within the cemetery.
- 5.2.2 There is no access for any vehicle including blue badge and permit holders 45 minutes prior to or during a funeral or interment. Any vehicle already in the cemetery must leave 30 minutes prior to a booked funeral time or earlier at the request of the Cemetery Staff on site. Anyone not adhering to this request may be excluded from bringing a vehicle into the cemetery in the future.
- 5.2.3 Private vehicles will be permitted for those attending funerals and interments at the discretion of the Cemetery Administrator or designated person at the Cemetery. In some instances it will not be possible to take private vehicles graveside and this will be advised upon arrival.
- 5.2.4 All vehicles entering the cemetery must adhere to the above rules and regulations or instructions given by cemetery staff.

## **6 Private Memorials**

- 6.1 Memorial benches, trees and other private tributes are currently not permitted.

## 7 Definitions

The following are defined in this document as –

The Cemetery or Cemeteries:	<i>Redhill, Gedling or Carlton Cemeteries</i>
The Council or Council's:	<i>Gedling Borough Council</i>
The Cemetery Administrator:	<i>The Council's officer or their deputy responsible for Cemetery Administration.</i>
Ground Staff:	<i>Any Council employees working within the Cemetery grounds</i>
Stonemason or mason :	<i>Monumental Masons.</i>
Cremation Plot:	<i>may hold up to four interments or cremated remains scattering.</i>
Lawn Section Grave Plot:	<i>will accommodate full burials, cremated remains, caskets or scatterings. The installation of an approved headstone, vase or memorial is also permitted.</i>
Traditional Section Grave Plot:	<i>will accommodate full burials, cremated remains, caskets or scatterings. The installation of an approved headstone with kerbs, vase or memorial is also permitted.</i>
Burial Depth/number of coffins	<i>Graves will initially be excavated to take 3 coffins or 2 USA caskets, however due to ground conditions this may not always be possible. The council is not under any duty to provide a further burial space in the event of shallow depth.</i>

**Customer Contact Centre (All initial enquiries) Tel: 0115 901 3901**

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

Website: [www.gedling.gov.uk](http://www.gedling.gov.uk)

This information is available in large print.  
Please phone 0115 901 3801  
Other formats may be available, please ask.



Cemetery Office  
Gedling Borough Council,  
Arnot Hill Park, Arnold, Nottingham.  
NG5 6LU

