



# STYCHBROOK CEMETERY PRIVATE BURIAL GROUND RULES & CONDITIONS

LAST UPDATED FEBRUARY 2023



These rules and conditions have been developed to help ensure that Stychbrook Cemetery is managed and used in a sensitive and appropriate way.

Stychbrook Cemetery welcomes all visitors and asks that everyone respects the peace, dignity and tranquillity of the facilities and surroundings. It is a shared space for everyone and your consideration and co-operation is greatly appreciated.

## GENERAL SITE RULES

1. The maximum speed of any vehicles within the cemetery must not exceed 5mph. All vehicles must keep to the cemetery roads and driving on the lawn and grass areas is strictly prohibited at all times.
2. Parking is available at the cemetery within the designated area by the entrance gate, but when required, priority must be given to funeral corteges.
3. Cars are parked in the cemetery at their owners risk, with Stychbrook Cemetery accepting no responsibility should any theft or damage to vehicles arise.
4. Visitors must not drop litter within the cemetery grounds. All rubbish must be deposited within the bin located next to the cemetery building, or taken away from site.
5. Dogs must be kept on a lead at all times and owners are required to be considerate of other cemetery users, gravestones and memorials. Dogs are not permitted to foul within the cemetery, but where this does happen, please ensure the waste is removed appropriately and that no dog waste bags are left within the cemetery grounds.
6. No person or visitor to the cemetery shall be permitted to take any imagery, either through photographs or videos, of any grave, memorial, building, person or funeral gathering within the cemetery without first seeking the prior permission of the cemetery office, who reserve the right to use their own discretion to refuse permission should it be deemed inappropriate.
7. CCTV cameras are maintained and in operation within the cemetery to help aid site safety and security. These cameras are sensitively positioned with signage in place to advise that cameras are operational. Furthermore, to ensure compliance with data protection legislation, this is registered with the Information Commissioner's Office.



8. No visitor shall wilfully create a disturbance or commit any nuisance in the cemetery. Furthermore, no person shall obstruct any member of cemetery staff who are carrying out their duties, nor shall they wilfully interfere with or damage any grave or other form of permanent or temporary memorial. Stychbrook Cemetery will hold people responsible for any damage they cause to either land or property at the cemetery, and reserve the right to pass on any costs of repairing the damage to those responsible.
  9. No person who is in a state of intoxication shall be admitted within the cemetery. Any person contravening this rule will be asked to leave the cemetery with immediate effect.
  10. Visitors must abstain from smoking or drinking alcohol within the cemetery. No fires, fireworks, lanterns, or explosive devices are permitted. No person shall use improper language or behave in an indecent manner or shout, sing or whistle in a noisy or unsuitable manner within the confines of the cemetery. No person shall climb upon or over any grave, wall, fence or building in the cemetery.
  11. Any visitor entering the cemetery does so at their own risk. Stychbrook Cemetery shall not be held liable (except in respect of personal injury or death due to the negligence of Stychbrook Cemetery) for any injury or damage sustained.
  12. Children under the age of twelve must be under adult supervision when visiting the cemetery.
  13. No radios or other musical instruments may be played in the cemetery.
  14. No advertisement shall be displayed in any part of the cemetery and no person shall distribute any business cards, advertisements, or literature of any kind or otherwise solicit any order for monumental or other works.
  15. Records of burials, graves, cemetery plans and subsequent memorials are available for inspection at the cemetery office in accordance with all relevant data protection laws and regulations.
- ### **MEMORIALS & TEMPORARY MARKERS**
16. No memorial of any kind can be introduced within the cemetery without first seeking to obtain a permit from Stychbrook Cemetery. This encompasses all forms of cross, headstone, plaque, vase or inscription.
  17. Visitors are not permitted to place any items within any of the grass or lawn areas. Similarly, no glass bottles or any form of glass monuments are permitted within any area of the cemetery. Stychbrook Cemetery will remove any such items and place them in storage for a period of one month so that families can then collect them at an agreed time. Should they not be collected within this time frame, Stychbrook Cemetery reserve the right to dispose of the items accordingly.

18. Stychbrook Cemetery shall not be responsible, nor accept any liability, for any damage or breakage which may occur to any form of headstone, memorial or monument through any cause whatsoever. The responsibility for maintenance and upkeep of all headstones, memorials and monuments rests with the owner. Similarly, Stychbrook Cemetery shall not be liable for any personal property brought on to the site or for any damage or loss of memorials or memorabilia.
19. Visitors are welcome to place flowers at the head of a grave. These should be removed at an appropriate time when they have become tired. Winter wreaths are also welcome to be placed on a grave but must be removed by the first week of February.  
Visitors wishing to place any other item by their grave are permitted to utilise the concrete raft on which the headstone rests; up to a maximum of six inches either side of the headstone. All personal items left must conform to the existing cemetery rules, and no encroachment is permitted on to any area of grass or lawn.
20. Concerning purchased memorial benches, all flowers, plants and personal items must be confined to the specific slabbed area on which the bench rests. No item must exceed the height of the bench, nor should any item be placed directly on to the bench.
21. Stychbrook Cemetery reserves the right to remove, prune or cut down any flowers, plants or wreaths, when, in its opinion, they have become tired or overgrown, and remove any vase, container, item or memorabilia which does not comply with the exact requirements of the cemetery.
22. Glass, bottles, edgings, windmills, fairy lights, chimes, astroturf, screening panels/trellis, decorative aggregates/stones, ornaments and other articles made from wood, plastic or earthenware will not be permitted around graves, trees or benches (with the exception of those specifically highlighted in points 19 and 20). No surrounds or planting out on any grave, tree, bench or memorial is permitted, neither is hanging any item on perimeter fencing or trees. To enable effective maintenance, no items should be placed on any area of grass or lawn.
23. Stychbrook Cemetery reserves the right to remove any prohibited items without notice and place them in storage for a period of one month so that families can then collect them at an agreed time. Should they not be collected within this time frame, Stychbrook Cemetery reserve the right to dispose of the items accordingly
24. A temporary marker in the form of a wooden cross may be placed at the head of the grave once the burial or interment has taken place. These will be removed twelve months after the date of the burial or when a permanent memorial is erected; whichever is the sooner. (NB. A full list of the exact specification and requirements for headstones and memorials is available on request from the Stychbrook Cemetery Office.)



25. All trees purchased within the cemetery are fitted with tree guards and are guaranteed by Stychbrook Cemetery for the first five years. Should a tree fail within this period then it will be replaced at no additional cost, provided the original tree guard has been left in-situ. However, the guarantee will not be extended. Should a tree then fail once this period has lapsed, the person who purchased the tree originally will have the option to re-purchase another. This will be at their own expense with no further guarantee provided. The purchase and planting of a replacement tree would need to be formally agreed and co-ordinated with the Cemetery Office.
31. All completed paperwork must be returned to the Cemetery Office no later than three working days before the agreed funeral date.
32. If a funeral is one at which a large number of people are expected to attend, the Cemetery Office must be notified at least one full working day in advance.
33. Stychbrook Cemetery reserves the right of passage over any grave for any purpose connected with the maintenance and management of the cemetery and to remove any memorial from an adjoining grave to facilitate an interment if this should be necessary. In the event of such action being necessary the full cost of such works shall be borne by the person arranging the interment.

### **FUNERAL SERVICE ARRANGEMENTS**

26. For any funeral service taking place at Stychbrook Cemetery, the designated funeral director/undertaker is responsible for carrying out all of the required obligations, and any issues arising during the service remain their responsibility to resolve. Stychbrook Cemetery will not be held accountable or liable for any such issues.
27. The funeral director is responsible for managing the health and safety of everyone in attendance at the funeral. This includes being responsible for carrying the coffin from the hearse to the graveside and for lowering it into the ground.
28. The time fixed for a funeral shall be the time at which the procession is to arrive at the cemetery. This time must be strictly observed and in default the Cemetery Office may at their discretion allow another funeral to take precedence.
29. The cemetery will accept no liability for any misunderstanding or error arising from orders or instructions received by telephone. Written confirmation should follow such orders and instructions.
30. In calculating the time required for any notice of application to the cemetery, bank holidays, weekends and any other such days as determined by the Cemetery Office are excluded.
34. A full list of the costs and associated charges for services at Stychbrook Cemetery are available on the cemetery website ([www.stychbrookcemetery.com](http://www.stychbrookcemetery.com)) or from the Cemetery Office.
35. All fees and charges must be made in full by bank transfer and cleared funds must be received no later than 3 working days before the funeral. Failure to comply with this request may lead to the funeral being cancelled.

### **RIGHTS TO VARY THE RULES**

36. Stychbrook Cemetery reserves the right to vary, amend or revoke any of these rules and conditions at any time without notice, and to deal with any circumstances or contingency not currently provided for.

### **CEMETERY ADMINISTRATION**

37. All administration is carried out at the Stychbrook Cemetery Office who can be contacted as follows:

#### **Stychbrook Cemetery Office**

Curborough Hall Farm Countryside Centre,  
Watery Lane, Lichfield, Staffs, WS13 8ES  
(Open Monday to Thursday 10am to 2.30pm,  
and Friday 10am to 12pm)

Tel: 01543 268038

Email: [stychbrookcemetery@gmail.com](mailto:stychbrookcemetery@gmail.com)

Website: [www.stychbrookcemetery.com](http://www.stychbrookcemetery.com)