



# STYCHBROOK CEMETERY PRIVATE BURIAL GROUND RULES & CONDITIONS

LAST UPDATED APRIL 2020

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 any 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 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 the 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 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 grassed areas. Similarly, no items of glass 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.
  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 end of the winter period.
  20. Stychbrook Cemetery reserves the right to remove, prune or cut down any flowers, plants or wreaths on any grave, 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.
  21. Edgings, windmills, chimes, garden pots and planters, and other articles made from wood, plastic or earthenware will not be permitted around graves or trees. No surrounds or planting out on any grave or memorial is permitted. Stychbrook Cemetery reserves the right to remove any prohibited items without notice. 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.

22. 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)
23. All trees purchased within the Cemetery remain the responsibility of Stychbrook Cemetery for the first five years. Once this period has lapsed, should a tree fail, then the person who purchased the tree originally will have the option to re-purchase another. This would need to be co-ordinated with the Cemetery Office (please note, there would be no requirement to pay for the cost of the plot again).
29. All completed paperwork must be returned to the cemetery office no later than three working days before the agreed funeral date.
30. 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.
31. The 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.
32. 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.

## **FUNERAL SERVICE ARRANGEMENTS**

24. 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.
25. The funeral director or family are responsible for providing a minimum of four bearers to carry the coffin from the hearse to the graveside.
26. 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.
27. 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.
28. 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.

33. 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**

34. 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**

35. 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 3.30pm,  
 and Friday 10am to 1pm)

Tel: 01543 268038

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

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