



**CHIPPING NORTON TOWN COUNCIL**  
**THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ**

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Office Hours: Mon – Fri 9am – 1 pm

Regulations as to management and conditions of use.

1. The following Interpretations shall apply. 'memorial' includes any monument, headstone, footstone, flatstone, kerb, borderstone, railing or any stone or metal work erected or placed upon any grave.
2. Such part of the ground as lies on the western side of the central pathway, together with the extension on the east side of the cemetery adjoining the common has been consecrated for burials according to the rites of the Church of England, and the remainder, with the chapel thereon, is un-consecrated and set apart for the burial of Nonconformists.
3. Applications for interments must be made to the Town Clerk's office between the hours of 9.00 am and 12.00 noon Monday to Friday. Applications are not accepted on Saturdays, Sundays and all other recognised holidays. At least two clear days notice shall be given for every intended interment or if in a new vault or brick grave then three clear days notice, such length of notice not to include Saturdays,
4. Applications for interment are to be made on the prescribed form and all fees and charges payable or otherwise incidental to interments must be paid at the time such applications are made. No receipt for fees will be acknowledged unless made out on the recognised form, no funeral can be permitted to enter the Cemetery and no memorial can be erected or inscription be made without the production of a receipt for the prescribed fees. All fees are to be paid at the Town Clerk's office at The Guildhall.
5. The hours for interment in the cemetery will be between 10 am. and 4 pm. except on Saturdays when interments may take place between the hours of 10 am and 12 noon.  
Interments may not take place at other times nor on a Sunday or Public Holiday except on the certificate of a coroner or registered medical practitioner that interment is necessary, when normal fees (including Saturdays) only will be charged.  
The time named for a funeral is that at which the procession is to be at the Cemetery, and strict punctuality will be required.
6. Coffins of wood only will be permitted in an un-purchased grave unless the consent of the Council has been obtained to a variation of this regulation.
7. The consent in writing of the owner or owners to any interment in a purchased vault or grave must be left at the Town Clerk's office with an application to which reference is made in regulation 3 above.
8. All persons ordering a grave are required to give appropriate notice of the day to, and arrange the time of the burial with the officiating clergyman or Minister. Should any change become necessary notice thereof must be given to the Town Clerk previous to the interment.
9. The Certificate of the Registrar of Deaths, or where an Inquest has been held, the Coroner's Order, or in the case of a still born child, a certificate from the Registrar of Deaths must be delivered to the Town Clerk's office before an interment takes place.
10. The selection of all grave spaces ( which will be limited to such portions of the Cemetery as The Council may determine) is subject to the approval of the Council and will be sold in perpetuity at the sum stated in the Table of Charges; as far as is possible, however, the wishes of the parties interested will be consulted.

11. All graves shall be of the 'lawn' type, that is the erection of memorials over these graves is restricted to headstones not exceeding 3 feet in height. Each grave shall have either an area of turf in front, or a flat stone placed so as to be level with the ground surrounding the grave.
12. All brick or stone work in the vaults and graves to be executed subject to the superintendance and approval of the Council.
13. One body only shall be buried in an un-purchased grave at one time unless the bodies be those of members of the same family, and no such grave shall be re-opened within a period of twelve years after the date of burial of the body without the consent of the Council nor for the burying therein of the body of a person who was not a member of the same family of the person already buried therein.
14. The Council reserves the right to prune, cut down or dig up and remove any shrubs or flowers at any time when in the opinion of the Council they have become unsightly or overgrown or when necessary for the purpose of allowing the grave to be used again.  
Unauthorised kerbs or other inappropriate items will also be removed.
15. No hewing or dressing of stones will be permitted within the Cemetery and all materials for graves, vaults, memorials, shall be conveyed into the Cemetery under the direction of the Council's supervising officer or agent in such a manner as will avoid injury to the grounds, walks, trees, plants and neighbouring graves and vaults. All ground shall be filled up and levelled and all refuse, soil and all rubbish and materials from any grave, vault or memorial shall be removed under the like direction at the cost of the purchaser. Any damage caused must be repaired forthwith and made good at the expense of the party or parties responsible.
16. No memorial or inscription shall be placed in the Cemetery without the previous approval of the Council and any such memorial in respect of which approval has been given shall be placed upon a firm and prepared foundation in accordance with the instructions of and under the supervision of the authorised officer of the Council. A drawing showing the form and dimensions of any tomb or memorial with the proposed inscription thereon must be left with the Town Clerk at his office at least ten days for his approval.  
  
Applications to erect memorials constructed of wood may be made, giving details as in this section and type of wood to be used. Each individual application is subject to approval by the Council. Approval will be given in writing.  
Should this regulation not be complied with and the written permission not be produced upon request by an appropriate person, the Council may require the removal of any memorial or inscription at the expense of the person or persons responsible.
17. All memorials must be kept in repair by the owners under the direction of the Council otherwise the Council may remove them or cause the necessary repairs to be carried out recovering the cost from the owners. Owners shall keep the Council indemnified against any claim for injury or damage to persons or property arising from the presence of such memorials as no liability can be accepted.
18. All memorials erected or placed in the Cemetery shall have the mark or number of the grave space placed conspicuously thereon.
19. Owners of exclusive rights of burial shall not assign such rights to a parishioner or non parishioner without first giving written notification to the Council. The Parish includes both the Township of Chipping Norton and the Parish of Over Norton.
20. The Cemetery will be open to the public from 8 am until 8 pm from April to September, and from 8 am to 4 pm from October to March.

21. Children under ten years of age cannot be admitted unless under the care of a responsible person. Visitors are required in general to keep on the proper walks and on no account to touch the shrubs and flowers and to observe perfect decorum.

No vehicles are permitted in the cemetery beyond the parking area designated adjacent the colonnade, except – contractors and funeral directors vehicles or their agents.

Dogs are only permitted in the cemetery if on a lead. Dogs must not be permitted to foul any area of the cemetery and the owner is required to clear up if the dog should foul.

22. Any person breaking these rules or guilty of misconduct will be removed immediately from the Cemetery. The penalties prescribed by Statute for damaging the Cemetery or committing nuisance therein will be strictly enforced.
23. The Council forbid any gratuity to any of their Officers or Servants and any infringement of this rule may subject such officer or servant to immediate dismissal
24. A register of burials will be kept and may be searched at the Town Clerk's office between the hours of 10 am and 12 noon on weekdays, except Saturdays, and certified extracts obtained on payment of the appointed fees.
25. The Town Clerk shall be deemed to be and shall act for all legal and other purposes as the Registrar in respect of the Cemetery.
26. The Council reserves itself the right from time to time to make any alterations in or additions to the foregoing rules and regulations and to the tables of charges and to delegate the power to ensure the carrying out of the foregoing rules and regulations or any of them to a Committee appointed by them, which Committee may have and exercise the same rights, powers and authorities in every respect as the Council have and might do.
27. The above rules and regulations apply equally in the case of cremated remains as in the case of bodies not cremated.
28. Cremated remains not interred may be scattered in the rose beds of the Garden of Remembrance in the Cemetery subject to the prior payment of the prescribed fees and charges. At least 48 hours written notice must be given to the Town Clerk<sup>1</sup>'s office in order that the authorised officer may be notified and in attendance and the Certificate from the crematorium must be handed to him.
29. All vases or ornaments for holding flowers intended to be placed on or around graves must be of such material or construction as is approved by the Council. The use of glass containers is forbidden.

A full copy of these regulations and of the fees and charges may be obtained from the Town Council offices at the address at the head of this notice.