

MONMOUTHSHIRE COUNTY COUNCIL LAWN CEMETERIES



Please read and consider the regulations carefully.

I, (Mr/Mrs/Miss/Ms)(print name)

Of Address:Postcode.....

being the:

Tick as appropriate a) the owner of the Exclusive Rights of Burial
b) the proposed new owner of the Exclusive Rights of Burial

for the Burial of:(name of deceased in full)

of Grave Section and Number (if known).....

clearly understand that the grave will be in the **Lawn Gardens** to which the following **special conditions apply:**

1. The whole of the grave will be turfed flat and mown by the Council staff where the grave remains clear of any items as per the regulations below in 2(b)
2. No fixed memorial will be allowed other than those specified below and separate consent must be obtained from the Council via a MCC Registered Memorial Mason before a memorial is erected and then only as per Exclusive Rights of Burial Procedures

(a) A Headstone only (**without kerb**) not exceeding 106cms in height, 76cms in width and 15cms in thickness, or a Memorial Tablet not exceeding 45cms square.

(b) Movable items such as pots, vases and ornaments are permissible on the grave space. Grave surrounds of any kind such as fences, kerbs, stones etc. and shrubs and trees planted in the soil are not permitted and will be removed by the Council. However, if you choose to place the permissible items on the grave space, other than at the head of the grave, the Council will not cut the grass or maintain the grave. The responsibility will fall to the ERB holder.

Where a grave is found to be neglected (eg long grass), is becoming a nuisance to adjoining plots or presents a health and safety risk, the Council reserves the right to re-site all items to the head of the grave and recommence the upkeep. The Council also reserves the right to remove any items it deems unsuitable or disrespectful. ERB holders will be notified of this action.

To enable the cemetery to operate there may be some occasions when the Sexton will need to move items to the head of the grave. Such circumstances might be to allow the access of machinery to a grave and/or the placing of the soil and also to allow the safe passage of a funeral cortege/ bearers. Items will be replaced by the Sexton at his earliest convenience once

the funeral has taken place. We cannot guarantee that items will be returned to the exact position on the grave and ERB holders are reminded that any item on a grave without a permit is placed at the owner's risk. The Council cannot be held liable for any damage or breakages. As notification of such action may cause a delay in a burial we will not be able to inform you prior to the event but we will leave a laminated note at your graveside to inform you as to why the items have been moved.

Grave spaces must remain grassed. Any other medium/ including bare soil, will result in the Council re-siting items and taking back the responsibility of maintenance.

You may wish to consider an alternative arrangement if these regulations are not agreeable.

I also note that there is no obligation on my part to erect any of the above-mentioned Memorials

DATA PRIVACY SUMMARY NOTICE

How we will use your information

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to comply with the Local Governments Act 1972 and the Local Authorities Cemeteries Order 1977. Without this information, the MCC Cemeteries Service may not be able to carry out the requested burial.

Your details will be legitimately shared with the Funeral Director and Memorial Mason where necessary in a safe and secure manner. From time to time it may also be necessary to share details of a burial with members of the public. Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations. Your records will be safely stored and retained in line with our retention policy, unless we need to retain under another lawful basis.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please visit www.monmouthshire.gov.uk/home/data-protection

Should you need to make a complaint about the way your data has been processed, please contact dataprotection@monmouthshire.gov.uk or if you are not fully satisfied you may contact the Information Commissioner's Office online at www.ico.org.uk/concerns or via their helpline: 0303 123 1113

Signed.....Date...../...../.....