Causeway Coast & Glens Borough Council

Title of Report:	**Amended Cemetery Rules and Regulations 2026**
Committee Report Submitted To:	**Environmental Services Committee**
Date of Meeting:	**10th November 2026**
For Decision or For Information	**For Decision**
To be discussed In Committee	**NO**

Linkage to Council Strategy (2021-25)	
Strategic Theme	Resilient, Healthy and Engaged Communities
Outcome	Respectful, accessible and consistently managed cemetery services
Lead Officer	Head of Estates

Estimated Timescale for Completion	
Date to be Completed	1st January 2027

Budgetary Considerations	
Cost of Proposal	No cost proposed.
Included in Current Year Estimates	YES
Capital/Revenue	Revenue
Code	Existing Estates Budget
Staffing Costs	Implemented within existing staffing arrangements

Legal Considerations	
Input of Legal Services Required	YES
Legal Opinion Obtained	To be confirmed before publication

Screening Requirements	Required for new or revised Policies, Plans, Strategies or Service Delivery Proposals.		
Section 75 Screening	Screening Completed:	To be completed	Date:
	EQIA Required and Completed:	To be completed	Date:
Rural Needs Assessment (RNA)	Screening Completed	To be completed	Date:
	RNA Required and Completed:	To be completed	Date:
Data Protection Impact Assessment (DPIA)	Screening Completed:	To be completed	Date:
	DPIA Required and Completed:	To be completed	Date:

1.0 Purpose of Report

1.1 The purpose of this report is to present the amended Cemetery Rules and Regulations for approval.

1.2 The amendments clarify cemetery administration, burial bookings, grave rights, memorial works, contractor requirements and expected standards of conduct.

1.3 The report seeks approval to finalise, publish and implement the revised Rules and Regulations and associated supporting forms, as detailed in Section 3 and the appendices.

2.0 Background

2.1 The baseline document used for this review is the *Final Cemeteries and Old Burial Grounds Rules and Regulations — September 2022 revision*. The January 2026 revision and the amendments described in this report have been considered against that version.

2.2 Stakeholders were consulted on the amended rules. Consultation material was emailed on 11 March 2026, consultation feedback was circulated on 9 April 2026, and a face-to-face meeting with funeral directors and memorial masons was held on 12 October 2026.

2.3 Consultation feedback informed the revised Rules and Regulations and five new supporting forms, detailed in Section 4 and the appendices.

2.4 The consultation feedback identified themes relating to governance and compliance, operational procedures, residency requirements, grave ownership and capacity, stakeholder responsibilities and burial arrangements. Specific concerns included winter burial hours, residency evidence, grave reopening, coffin-lowering responsibilities, minimum grave capacity, permit-processing times and indemnity forms.

2.5 In response, targeted revisions were made to clarify enforcement and operational responsibilities, strengthen compliance checks and provide accessible supporting documents. The existing five-year residency grace period was queried but remains unchanged and is not presented for approval.

2.6 Consultation feedback was received from five stakeholder businesses representing funeral-director and memorial-mason interests.

3.0 Principal Amendments

3.1 The principal operational amendments are summarised below.

Period	Previous burial hours	Agreed burial hours
Monday — summer	11:00am–3:30pm	10:00am–3:30pm
Monday — winter	11:00am–3:00pm	10:00am–3:15pm
Tuesday–Sunday — summer	10:00am–3:30pm	10:00am–3:30pm
Tuesday–Sunday — winter	10:00am–3:00pm	10:00am–3:15pm

From 1 January 2027, the final burial slot may operate on a trial basis with a finish time of 15:15 until the change in daylight hours at the end of February 2027. The operation of this trial will at all times be subject to health and safety requirements and operational considerations. The Council reserves the right to suspend or terminate the trial at any time where health and safety or operational issues arise. On expiry or earlier termination of the trial, the final burial slot will automatically revert to a 15:00 finish unless a further change is approved by the Council.

3.2 **Memorial Masons — Key Changes**

Area	September 2022 rules	Agreed 2026 position
Registration and insurance	Risk assessments, safe methods and valid liability and employer's cover required.	Register with the Cemetery Office; minimum £10 million public-liability cover; undertaking and documents renewed annually.
Site access	Weekdays from 9:00am to closing; permit required before work.	Book at least 48 hours in advance. Monday–Thursday 8:00am–3:45pm; Friday 8:00am–12:45pm. Work stops during funerals.
Fixing standard	NAMM code advisory; secure concrete foundation required.	Fixing must comply with BS 8415:2018; PPE and high-visibility clothing required.
Base sizes	Base maximum 125mm; no separate sub-base allowance specified.	Base maximum 125mm; base and sub-base maximum 200mm combined; overall height remains 1.2m.
Identification and inscriptions	Grave number on base; Council approval required for inscriptions.	Mason's name and grave number on base; inscriptions on front only; one memorial per grave.
Plates and surrounds	No flat-plate provision; surrounds prohibited.	Flat granite plate only after the grave is closed to further burials; mini surrounds expressly prohibited.
Capping	No equivalent provision.	Capping only after the final burial and written confirmation that no further opening will occur; no reopening after capping.

3.3 **Funeral Directors — Key Changes**

Area	September 2022 rules	Agreed 2026 position
Booking process	Written notice at least 24 hours before burial.	Online portal used; minimum 48 hours' notice; booking confirmation required before public announcement.
Burial hours and intervals	Seasonal hours varied on Monday and Tuesday–Sunday; previous booking arrangements applied.	One-hour intervals; summer 10:00am–3:30pm; winter 10:00am–3:15pm.
Late arrival	Punctual arrival required; no specified arrival window.	Arrival required within the first 30 minutes of the booking slot.
Grave purchase	Maximum of three graves vested in one person.	Maximum of two adjoining plots may be purchased at the time of bereavement.
Grave preparation	Opening size required; minimum soil cover 0.9m.	Full coffin weight and dimensions required; minimum soil cover 1.0m; two burials guaranteed, with further capacity subject to conditions.
Residency evidence	No express documentary-proof requirement; five-year grace period applied.	Official proof of current Borough address required, with care-relocation evidence accepted. The existing five-year grace period remains unchanged.
Reopening where owner is deceased or certificate lost	Process not clearly documented in the rules.	New declaration and indemnity forms provide a documented application process.

4.0 Implementation and Governance

4.1 The revised Rules and Regulations will take effect on 1 January 2027. Before that date, officers will finalise the controlled regulations and align cemetery forms, online information and operating procedures with the amended rules.

4.2 Funeral directors, memorial masons, cemetery staff and other affected stakeholders will be notified of the effective date and any transitional arrangements.

4.3 Five new supporting forms will accompany the revised Rules and Regulations from 1 January 2027, as summarised below.

Supporting form	Administrative purpose	Appendix
Memorial Mason Undertaking	Records registration, insurance and compliance undertakings.	2
Indemnity Form: Reopening, Grave Owner Deceased	Supports reopening where the registered owner is deceased.	3
Indemnity Form: Reopening, Lost Grave Certificate	Supports reopening where the grave certificate is lost.	4
Indemnity Form: Memorial Owner Deceased	Supports memorial works where the registered owner is deceased.	5
Indemnity Form: Memorial Permit, Lost Grave Certificate	Supports a memorial permit where the grave certificate is lost.	6

4.4 The rules will be reviewed when legislative, policy or operational changes require amendment.

5.0 Recommendations

5.1 It is recommended that the Committee recommends to Council approval of the amended Cemetery Rules and Regulations and the five supporting forms listed in Section 4.3 and Appendices 2–6, with effect from 1 January 2027, subject to completion of legal review and statutory screening.

5.2 It is recommended that authority is delegated to the Head of Estates, in consultation with Legal Services, to make final non-material drafting amendments and arrange publication and stakeholder communication.

Causeway Coast & Glens Cemetery Rules & Regulations

Effective from 1st January 2027



DOCUMENT PROFILE

Guide Line No.	January 2027 v 1
Document Purpose	Rules & Regulations
Short Title	Cemetery Rules and Regulations
Author	
Publication Date	
Target Audience	Public
Circulation List	As requested
Description	The rule and regulations for all users of Council Cemeteries
Linked Policies	
Action Required	
Review Date	When any changes implemented

Contact Details

Head of Estates
Environmental Services
Riada House
14 Charles Street
Ballymoney
BT53 6DZ

CAUSEWAY COAST & GLENS BOROUGH COUNCIL

CEMETERY AND OLD BURIAL GROUNDS RULES AND REGULATIONS

Cemeteries and Old Burial Grounds are managed and maintained by the Estates Department located at Riada House, Ballymoney which is open Monday to Friday normal office hours (public holidays excepted). For further advice or information please call 028 2766 0200.

Causeway Coast & Glens Borough Council (CC&GBC) welcomes all visitors to its cemeteries and old graveyards and would ask that visitors respect the peace, dignity and reverence of the facilities.

The regulations that follow have been created by Council to ensure that Cemeteries are managed and used in a way that is appropriate, sensitive and safe as communal spaces for the remembrance of loved ones.

When managing the Cemeteries we must act in accordance with several pieces of legislation

- Public Health (Ireland) Act 1878, Part III: includes provisions related to the management and regulation of burial grounds
- Burial Grounds Regulations (Northern Ireland) 1992: provides detailed guidelines on the operation and maintenance of burial grounds
- Local Authorities Cemeteries Order 1977: outlines the responsibilities of local authorities in managing cemeteries
- Health and Safety at Work Order (NI) 1978: ensures that cemeteries are safe places for both workers and visitors
- Management of Health and Safety at Work Regulations (NI) 2000: give further detail of the health and safety requirements for cemetery operations

These laws and regulations collectively ensure that cemeteries are managed safely and respectfully. If you need more specific details or have any particular questions, feel free to ask!

Old Burial Grounds are maintained in accordance with schedules agreed with the Environment and Heritage Service and are subjected to these Rules in so far as they apply.

The Rules & Regulations detailed in following sections replace any previously issued policies/guidelines/approval process for Cemeteries. Existing Approvals cannot be taken as a precedent for future approval. Alterations to existing Approvals will need to comply with this Policy.

All application and instructions must be made in written or electronic format and Council shall not be liable for any instructions made solely by telephone.

Definitions of words used in these rules

Authorised Contractor means any person who is not employed by CC&GBC and is carrying out tasks within the cemetery

Authorised Officer means any officer (or their nominee for the time being) appointed by the Council who is responsible for management and maintenance of cemeteries and maintenance of old burial grounds under the control of the Council.

Burial means the interment of human bodies or cremated remains including still born children.

Cemetery means an active burial ground operated by Council and refers to the facilities provided by the Council at:

- Agherton Cemetery, Agherton Road, Portstewart
- Ballymoney Cemetery, Knock Road, Ballymoney
- Ballywillan Cemetery, Magherabuoy Road, Portrush
- Coleraine Cemetery, Portrush Road, Coleraine
- Enagh Cemetery, Scroggy Road, Limavady
- Kilrea Cemetery, Blackrock Road, Kilrea
- Portstewart Cemetery, Coleraine Road, Portstewart
- Rasharkin Cemetery, Finvoy Road, Rasharkin

Cemetery Officer means the Council officer responsible for cemetery administration. Contact details are shown below and in Appendix A.

Council means Causeway Coast & Glens Borough Council (CC&GBC).

Grave means a burial place formed in the ground by excavation without any internal wall, brickwork or stonework or any other artificial lining.

Memorial means a ‘headstone’ or monument as described in these rules for the purposes of marking a grave.

Public Ground means ground acquired for the purpose of a single burial.

Resident is defined as a person who currently resides in the Causeway Coast and Glens Borough Council.

Non-Resident is defined as a person who is not currently residing in the Causeway Coast and Glens Borough Council.

Scale of charges means the fees payable from time to time in force for the use of the cemetery.

Un-purchased, public or common grave means a grave in which an exclusive right of burial has been not or will not be granted by the Council and in which unrelated persons may be interred.

Contact us at:

Cemetery Administration Office

Cloonavin

66 Portstewart Road

COLERAINE

BT52 1EY

028 7034 7094

Email: Cemeteries.Office@causewaycoast&glens.gov.uk

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Section 1: Management of the Cemeteries

General Rules

1.1 Vehicle Opening Hours

- From 1 April to 31 October, cemeteries will be open from 8:30 a.m. to 8:00 p.m.
- From 1 November to 31 March, opening hours will be from 8:30 a.m. to 4:30 p.m.
- Old Burial Grounds are open during daylight hours.

All persons using the Cemeteries are subject to the orders and control of CC&GBC or any person authorised by them.

Only persons authorised by CC&GBC may enter or remain in the Cemeteries during hours when they are closed to the public.

Conduct within Cemetery and Old Burial Grounds

1.2 All visitors must conduct themselves in a respectful and orderly manner. Anyone committing any of the following acts shall be guilty of an offence:

- Entering or leaving the cemetery by any way other than the designated gates
- Walking through, trespassing upon or damaging any of the trees, plants, or shrubs
- Plucking any flowers within the cemetery grounds
- Damaging or interfering with any grave or memorial including plants/flowers
- Creating any disturbances or committing any nuisance within the cemetery
- Interfering with any burial taking place
- Playing games or sports within the cemetery

1.3 Anyone who does not abide by these rules may be removed from the Cemetery by any authorised officer and may be prevented from re-entering the Cemetery.

1.4 Any person found vandalising any part of the cemetery or desecrating any grave plot will be liable for prosecution by the Council under the provisions of The Cemeteries Clauses Act, 1847, the Public Health (Ireland) Act 1878 and The Local Government (Miscellaneous Provisions) Order 1985.

1.5 All enquiries, complaints and requests by members of the public relating to cemetery operations must be made to the Cemeteries Officer at Cloonavin, Portstewart Road, Coleraine and not to the workmen in the cemetery or old graveyards.

1.6 No dogs, other than a guide dog accompanying a visually impaired person, are permitted at any time in any Cemetery.

1.7 Children under 16 years of age must be accompanied and supervised by a responsible adult.

1.8 No selling, offering for sale or soliciting for orders of any article, commodity or service of any kind whatsoever is permitted within the Cemetery.

1.9 As barriers are installed in Ballymoney Cemetery, fobs allowing vehicles to be driven into the cemetery must be obtained from Estates Department on application. The criteria for obtaining a permit/fob can be obtained from the Council office, Riada House, Ballymoney. Please note there may be variations in access arrangements to different Council Cemeteries due to their unique layouts.

1.10 Any person using a motor vehicle in a cemetery does so at their own risk and shall only do so on a carriageway suited to that purpose and with the consent of the Council. They must abide by the speed limit in force at that time. Vehicles must not drive on the grass.

1.11 Riding a bicycle, using a skateboard or other similar equipment in the cemetery or old graveyards is forbidden.

1.12 · Sound amplification is permitted during funerals. At all other times, it is only permitted with the prior consent of the Council.

1.13 Any use of the cemetery for any purpose other than burials or visiting graves, an application for use of land must be made to Land & Property Department of CC&GBC. This includes large gatherings other than for a burial.

1.14 No photographs for commercial purposes may be taken in the cemetery without the prior consent of the Council and, where applicable, the holder of the deed of the Exclusive Right of Burial.

1.15 Litter bins are provided for the disposal of waste paper and other kinds of litter. Please ensure these are used appropriately. Soil, builders or commercial waste must not be deposited in any of the provided litter bins or Council skips.

1.16 All Byelaws applicable to the cemetery concerned must be adhered to.

1.17 Funerals should arrive on time as failure to do so may conflict with other funerals and result in late arrival charges.

1.18 Entrance barriers and gates may be closed to restrict vehicle access to Cemeteries when interments are taking place.

Section 2: Fees and Charges

2.1 All fees for cemetery services will be determined annually in line with Council policy to take effect from 1 April each year. These are published on the Council's website and a copy can be obtained from The Cemetery Office.

There will be a discounted fee for residents.

2.2 Resident means those who have resided within the Borough of Causeway Coast and Glens in the preceding 5 years.

2.3 Proof of residency will be required in the form of an official document that confirms their residential address in the Borough, dated in the previous 5 years and may include

- Driver's Licence
- Electricity/Gas Bill
- Broadband/ Telephone Bill
- Bank/Post Office/Building Society correspondence/statement
- Mortgage Correspondence
- Rates Bill

2.4 Anyone who is unable to produce proof of residency will be charged a non-resident fee.

2.5 Non-residents fees will be charged as determined by Council and applies to all those who do not meet the residency criteria.

2.6 Following receipt of confirmation from their care provider, residency status will be granted to persons who had no choice but to relocate outside the borough for care purposes.

Section 3: Purchasing Graves (Exclusive Rights of Burial)

3.1 When purchasing a grave, you purchase what is known as 'Exclusive Rights of Burial' for a grave space. When you purchase the exclusive rights of burial you only purchase the right to bury in the grave and not the land.

3.2 Graves can only be purchased when there has been a bereavement and an interment in the Cemetery is required. A maximum of two plots that are adjoining can be purchased by the applicant at this time.

3.3 A person who purchases the 'Exclusive Rights of Burial' in a grave shall agree that they and their heirs will conform to all rules and regulations in force or thereafter made by the Council for the regulation, management and control of the Cemetery.

3.4 A grave cannot be opened, or burial take place without permission of the owner. The 'Exclusive Rights of Burial' owner has the right to erect headstones or other memorials subject to all conditions being met as per cemetery rules and regulations. If the person who owns the exclusive rights of burial dies, it is assumed that they have given permission that they can be buried in that grave.

3.5 Only one person will be registered as the owner of 'Exclusive Rights of Burial'. Upon the death of the owner, those rights transfer to their beneficiaries unless indicated differently in a Last Will and Testament.

3.6 The number of burials that can be accommodated in a grave is dependent on ground conditions. Up to three burials may be possible in a standard plot. Council will only guarantee two interments in any one plot. No refund will be made to any purchaser whose plot has limited capacity owing to the existence of rock, or other obstructions found.

3.7 The Grant of Exclusive Rights of Burial (Deed) will be issued to the applicant after signing by the appropriate officers of the Council and when all required fees have been paid. The Cemetery Office should be notified of any change of circumstances, such as change of address.

3.8 Replacement grave papers can be obtained by the registered owner on application in writing to the Cemeteries Officer. Applications must be accompanied by proof of identification, such as a Passport or Driving Licence. If the application is on behalf of the grave owner, a letter of indemnity must also be provided. All replacement papers are subject to payment of the appropriate administration fee.

3.9 Exclusive Rights will not be sold to Funeral Directors, their agents or other persons for resale.

3.10 The Council will retain a marked plan of all plots sold.

Transfer of Burial Rights

3.11 There are three situations where it would be possible to transfer the 'Exclusive Rights of Burial':

If the present registered owner is alive and wishes to transfer the rights of burial to a specific person.

If the registered owner is deceased and has left a will bequeathing the rights of burial to a specific person, or if there is one sole surviving heir then the rights of burial will be transferred to that person upon application to the Council by the executor.

If the registered owner is deceased and has left a will but the will does not state who the exclusive rights of burial should transfer to; or if the deceased registered owner has left no will (dies intestate) the exclusive rights of burial in both cases automatically transfers to all the owner's beneficiaries.

3.12 In all circumstances the rights can only be transferred after receipt of the completed application form and payment of the appropriate fee.

Where the owner is deceased, the following is also required:

• A signed letter of indemnity.

• Original Grave Registry papers and/or proof of inheritance

3.13 If there is more than one relative (next of kin) to whom rights of burial could transfer to, the Council will require the application to be signed by all parties stating they do not object to the transfer of right of burial to that particular family member. The Council will not become involved in any disputes regarding allocation of burial rights. This must be resolved between the parties.

3.14 Following the death of a registered owner, the exclusive right of burial must be transferred and re-registered before the grave can be used for further burials or any memorial erected.

Section 4: Arranging Interments

4.1 Interments may be scheduled on any day except designated Public Holidays. The permitted hours for interments (subject to operational /health & safety requirements) are:

1 April to 31 October

- Daily: 10:00 a.m. – 3:30 p.m.

1 November to 31 March

- Daily: 10:00 a.m. – 3:00 p.m.

Any out-of-hour burials (such as weekend and Public Holidays) will incur an additional charge.

4.2 Funeral corteges must arrive at the scheduled time. The Council accepts no responsibility for delays caused by late arrivals. Where a delay exceeds fifteen (15) minutes, a late arrival fee may be applied.

All burials must arrive in the first 30 minutes of any booked slot.

4.3 All arrangements submitted by Funeral Directors including the purchase of graves and reopening existing graves shall be made through the Council's online portal. Access to the portal may be obtained from the Cemeteries Office at Cloonavin, Coleraine.

Applications by private individuals for burial of ashes shall be made by completing the appropriate form available from Cemeteries Office.

4.4 All requests for burials must be submitted to Causeway Coast and Glens Borough Council not less than forty-eight (48) hours prior to the required interment time.

4.5 The initial application and discussion with Supervisors only indicate availability of the date and time. The burial can only be regarded as accepted when the notification from the booking system is received advising the booking has been confirmed.

4.6 A Certificate of Disposal (GRO21) issued in Northern Ireland, or a Coroner's Order for Burial, must be submitted to the Council prior to interment. In exceptional circumstances where GRO21 cannot be obtained before the burial takes place, the Cemetery Officer must be contacted without delay for guidance and approval.

4.7 For cremated remains, a Certificate of Cremation must be submitted to the Cemetery Officer.

4.8 The Funeral Director shall notify the Council of any specific customs or traditions the family wishes to observe during the burial service. Any form of religious or humanist service may be conducted; however, any other ceremony is subject to prior approval by the Council. Interment may also proceed without a service.

4.9 Upon presentation of a certificate duly signed by a qualified medical practitioner, certifying that immediate interment is necessary for the protection of public health, the Cemetery Officer shall authorise and arrange for the interment, waiving the standard notice period prescribed by these regulations.

4.10 In the event of an epidemic or other emergency, the Council may issue special orders governing the sequence of interments, the notice period required, and any additional regulations or restrictions deemed necessary.

Section 5: Opening and Preparation of Graves

5.1 All graves will be prepared by Council staff. Funeral Directors must provide the Cemeteries Officer with accurate details of the coffin or casket's overall weight (including the coffin), length, depth and width (with handles), before the grave is opened.

New Graves

5.2 Advance purchase of plots is not permitted. All plots are allocated in strict rotation and in locations determined by Cemetery staff.

5.3 New graves will be positioned as close as possible to the centre of the lawn plot and initially opened to a maximum depth of 2.75m, subject to ground conditions. Ground conditions may restrict the number of burials in a grave; only two burials per grave can be guaranteed.

Existing Graves

5.4 When reopening an existing grave, the Grave Registry Certificate must be produced. If this cannot be provided, an indemnity form must be completed and uploaded to the Portal before the grave can be opened.

5.5 Cemetery staff will check the depth using rods to ensure sufficient space for another interment and that a 1-metre soil cover can be maintained after the burial.

5.6 If the rod test is negative and the family requests a test dig, a fee will apply.

5.7 The Cemetery Officer's decision regarding depth is final. If insufficient depth remains, a new grave must be purchased.

General Conditions

5.8 The remains of stillborn babies or very young infants will normally be interred in the bottom right-hand corner of the grave at a depth of approximately 1.2m, allowing for future family burials without disturbance. At the family's request, the remains may be interred at full depth and this will reduce the available depth for future burials.

5.9 No coffin shall be placed closer than 1.0 metre to the surface of the surrounding ground when measured from the top of the coffin.

5.10 The deceased must be contained in a suitable coffin, clearly marked with identification details, and must only contain one body, except in the case of a mother and her baby(ies).

5.11 Cremated remains in biodegradable caskets or containers may be interred within conventional purchased graves. Scattering of ashes is not permitted.

5.12 Only human remains or ashes may be interred.

5.13 · The Council will continue its previous arrangement whereby up to two cemetery staff will assist Funeral Directors with lowering coffins.

5.14 Oversized coffins those with a total weight of 127kg/19.9st must be notified in advance to the Cemetery Office. Oversized is any coffin where the total weight including the coffin is over 127kg/ 19.9stone.

The Supervisor will agree with the Funeral Director whether lowering of oversize coffins will occur before or after the family attends the committal.

5.15 Funeral Directors must communicate all relevant safety measures and risks to the family.

5.16 Upon arrival, Funeral Directors must liaise with cemetery staff to confirm burial details, determine the safest route to the graveside, identify potential hazards, and ensure correct coffin positioning.

5.17 Funeral Directors must adhere to the scheduled time stated on the funeral application to avoid delays or safety issues, particularly during reduced daylight hours. The Cemetery Office must be notified if a large attendance is expected.

5.18 Gratuities must not be offered to Cemetery staff.

Section 6: Exhumations

6.1 Under Regulation 12 of the Burial Grounds Regulations (Northern Ireland) 1992, no person may remove or exhume a body without first obtaining written consent from the Department for Communities. Application forms can be requested in writing from Causeway Coast and Glens Borough Council.

6.2 The applicant must complete Part A of the application form and return it, along with all required documentation, to the Council. The Council will review the submission, complete Part B, and then submit the application to the Department for Communities on behalf of the applicant.

6.3 In accordance with Schedule III, Part III of the Regulations, the application will be shared with the Council's Environmental Health Officer before consultation with the Director of Public Health (Public Health Agency).

6.4 Exhumations must be carried out with due care and decency, under the supervision of an Environmental Health Officer appointed by the Council, and in compliance with any conditions imposed to protect public health. The Council will charge a fee for the exhumation as listed in the Fees Schedule. This fee covers the exhumation only and excludes additional costs such as a new coffin, funeral director services, new grave plot, or reburial expenses.

Section 7: Lawn Cemeteries and Grave Maintenance

7.1 All cemeteries operated by CC&GBC include designated lawn sections shown on the maps in the appendices.

7.2 Each grave has a designated memorial area at the memorial end measuring 1200mm x 900mm. All tributes, floral or otherwise, must be kept within this area.

7.3 All lawn graves will be covered by turf within 8 weeks of the interment. If further sinkage occurs after the initial settlement, Cemetery staff will apply topsoil and seed if required.

7.4 Other than on those graves covered by 2016 agreement which is outlined by maps in the Appendix D, artificial grass, stones, or other materials are not permitted and will be removed.

7.5 No one other than Cemetery staff may maintain or alter the grass area. The Council will maintain this area at no cost to the grave owner.

7.6 The erection of signs, pillars, railings, fences, plinths, hoops, artificial grass matting, surrounds, ropes, flagstones, concrete edging, kerbing, or similar structures on graves is strictly prohibited. Council staff will remove any such items without prior notice to the grave owner.

7.7 Only authorised & approved contractors (see Section 10) may carry out work in CC&GBC cemeteries, and, prior to commencing any work, they must provide proof of public liability insurance and relevant risk assessments to the Cemetery Office.

Section 8: Floral Tributes and Vases

8.1 On the day of burial, flowers, wreaths, and floral tributes (excluding glass items) may be placed on the grave. Glass wreaths are prohibited. Tributes may remain for up to two months after interment, depending on condition. Items in poor condition will be removed earlier by Estates staff.

8.2 The Council does not provide vases or containers for flowers.

8.3 In lawn cemeteries, after the initial two-month period, all tributes must be kept within the designated memorial area. Items outside this area or those that detract from the cemetery's appearance will be removed. Estates staff will periodically remove dead flowers and items that are in a poor condition to maintain the Cemetery appearance.

8.4 During the annual tidy-up, all Christmas wreaths and tributes will be removed from graves starting the last week of January. Owners wishing to keep these items must remove them before this time.

8.5 No items may be removed from graves except by the registered grave owner or with their written permission.

8.6 Planting trees, shrubs, or flowers on graves or elsewhere in the cemetery is not permitted. Donations of seats, trees, or shrubs cannot be accepted for placement within the cemetery.

8.7 In non-lawn sections, the Council reserves the right to remove any shrub, tree, or plant that becomes unsightly, overgrown, or encroaches on other graves. The Council may also tidy graves in surround sections where maintenance is neglected and the owner cannot be contacted.

Section 9: Erecting a Memorial

9.1 All memorials within cemeteries must be approved by the Council, and a permit obtained from the Cemetery Officer before erection of any structure.

9.2 For purchased graves, only the deed holder, their next of kin, or executor may erect a memorial.

9.3 To obtain permission, an application form must be completed and signed and be accompanied by a dimensioned drawing showing the inscription and imagery, and the appropriate fee. These must be submitted to the Cemetery Office for prior approval.

9.4 Approval is also required for any alteration, replacement, removal of a memorial, or changes to/or additional inscriptions. This requires a similar application and payment of the relevant fee.

9.5 Memorials cannot be erected on unpurchased, public, or common graves as a right. Any permission granted by the Council will be at its discretion, subject to these regulations and payment of the appropriate fee. Where permission is granted, other families with interments in the same grave retain the right to have their relatives commemorated. Permission does not confer ownership rights and remains at the Council's discretion.

Memorial Types

9.6 Temporary wooden crosses may be erected provided they do not exceed 910mm (36 inches) above ground level. These must be removed when a permanent memorial is installed.

9.7 Permanent memorials must be made of hard natural stone, such as granite, and conform to permitted dimensions detailed below.

Memorial Dimensions

Maximum overall height including bases (from mid-point of grave,): 1.2m (48 inches)

Headstone dimensions

Maximum width: Single grave – 915mm (36 inches), Double grave – 1830mm (72 inches), Triple grave – 2745mm (108 inches)

Thickness: Minimum 75mm (3 inches), maximum 150mm (6 inches)

Sub-base and base dimensions

If a sub base is used it can span the full width of the plot.

Maximum widths for the base: 1070mm (42 ins) for single plot

2140mm (84 ins) for double plot

3210mm (126 ins) for triple plot

Maximum depth for either base/sub-base: 300mm (12 inches)

Maximum height above ground level: 200 mm (8 inches) for subbase + base combined

125mm(5ins) for a base only

9.8 Where memorials span multiple graves or are on sloping ground, the maximum height must not exceed 1.2m at the mid-point.

Carved Figures and Special Memorials

9.9 These must be placed within the designated memorial area and must not exceed dimensions equivalent to a solid block measuring 1.2m high x 600mm long x 380mm wide, on a base 760mm wide x 450mm deep x 75mm thick.

General Conditions

9.10 Only one memorial per grave is permitted.

9.11 All memorials must display the grave number and mason's name clearly on the base.

9.12 Inscriptions must only be on the front of the memorial facing the grave.

9.13 Memorials must be freestanding and securely fixed to a concrete foundation in accordance with British Standard 8415:2018, using stainless steel or galvanized dowels and adhesive.

9.14 Fixing and positioning must meet the satisfaction of the Estates Department.

9.15 If a foundation encroaches on a neighbouring plot, the Council may remove the memorial at the owner's expense.

9.16 Before new sections are opened, the Council will install continuous concrete foundations for memorials.

9.17 The Council accepts no responsibility for damage caused by weather, subsidence, third parties, or other causes but reserves the right to remove damaged items in accordance with these rules.

9.18 If a memorial obstructs reopening of a grave, the family must remove it. Temporary storage within the cemetery may be allowed by agreement.

9.19 Mini surrounds around the memorial area are not permitted.

9.20 A flat granite plate may only be laid over the memorial after the grave is closed to all further burials.

9.21 Graves within surrounds can only be concreted over after the last burial has taken place. A written confirmation that there will be no further opening must be submitted to the Cemetery Office prior to the grave being capped. Once completed, reopening of these graves will not be permitted.

9.22 Memorials removed for interment must be replaced within three months.

9.23 Memorial ownership remains with the deed holder, who is responsible for compliance with these rules.

9.24 The Council reserves the right to remove memorials that are dangerous, derelict, unsightly, or not approved; exclude memorials not made from sound materials or which offend public decency; remove any memorial that disfigures the cemetery. Removal costs will be charged to the registered owner/next of kin, if owner is deceased.

Unauthorised memorial work.

9.25 If a memorial is erected, replaced, altered or additional lettering added without permission or the relevant fees not paid, the Council will contact the deed holder at their last known address.

9.26 Retrospective permission will be required, and a non-compliance fee charged to the mason or grave owner. If an application is not received/ if not approved, Council may remove the unauthorised structure and onward charge the costs to the registered owner.

9.27 If the owner cannot be contacted and a burial is requested, all outstanding fees/costs must be paid before the burial proceeds.

9.28 Any replacement/removed memorial must then be reinstated in accordance with safe working procedures.

Unstable Memorials

9.29 The deed holder is responsible for maintaining memorial safety. Council may not always be able to identify current owners due to outdated records.

9.30 If a memorial is found to be unstable: A letter will be sent to the last known address and a notice will be attached to the memorial. If there is no response within three months, Council will make the memorial safe, usually by laying it flat.

9.31 If a burial is requested before any repairs have been made to the memorial, the deed holder must arrange the repair first.

9.32 If multiple memorials are unsafe, Council may fence off the section and display warning signs.

Section 10: Authorised Contractors inc. Memorial Masons

10.1 Before undertaking any work in CC&GBC cemeteries, all contractors must register with the Cemetery Office by completing an undertaking and providing proof of public liability insurance with a minimum cover of £5,000,000, along with a risk assessment for the proposed work. These documents must be updated and resubmitted annually.

10.2 Any business who fails to provide these documents will not be permitted to work in any CC&GBC cemetery.

10.3 A permit authorising any proposed work must be obtained from the Cemetery Office. To obtain a permit all masons must register on Plotbox and submit their applications and all required documents via the portal

10.4 Contractors may work only in cemeteries during the following hours: Monday–Thursday: 8:00am – 3:45pm; Friday: 8:00am – 12:45pm.

10.5 At least 48 hours in advance of any work commencing, contractors must arrange an appointment with the Cemetery Officer and, on arrival at the Cemetery, present the permit to cemetery staff. If working on multiple memorials, permits for each must be shown.

10.6 No work is permitted when a cortege and the mourners are in the Cemetery.

10.7 Any contractor working outside permitted hours will be asked to leave the cemetery.

10.8 The Council may refuse permission for future work to any contractor who breaches cemetery rules and regulations.

10.9 PPE and high-visibility clothing must be worn at all times in compliance with site safety rules.

10.10 Basic cleaning and washing of memorials is the responsibility of the family or authorised contractors only.

10.11 Any unauthorised contractor will be asked to leave the cemetery

10.12 All debris must be removed immediately after work. Any damage caused to graves, paths, shrubbery, or grass must be repaired at the contractor’s expense and to the Council’s satisfaction.

Section 11: Memorial Garden

11.1 Trees may be purchased and planted in the Memorial Garden for the interment of ashes at its base. Advance purchase is not permitted.

11.2 The location within the garden will be determined by cemetery staff.

11.3 Only native species approved by the Cemetery Supervisor may be planted.

11.4 Any adornment around the base of the tree must not extend beyond 0.5m from the tree (e.g., paviors, stone chippings). Any damage caused to the tree or roots is the responsibility of the owner.

11.5 The maximum permitted height for stone/concrete plinths or surrounds is 150mm.

11.6 The maximum height and width for memorial plaques at the base of the tree is 450mm.

11.7 Items made of pottery, tin, plastic, glass, wire mesh, or plastic fencing are prohibited.

11.8 Owners must maintain any adornments added. If they fall into disrepair the owner will be notified. If the repairs are not carried out within 3 months of the notice, the Council may remove them.

11.9 Cemetery staff must be consulted prior to any adornments being added to ensure they comply with these rules.

Section 12: Miscellaneous Rules

12.1 Any matter not covered by these regulations will be referred to the Council (or its delegated committee or officer), whose decision will be final.

12.2 The Council reserves the right to amend these regulations at any time.

12.3 Complaints regarding any aspect of the cemetery service should be made in writing to the Cemetery Officer, who will escalate as necessary. The address and email contact details are at Appendix A.

Revocation

12.4 All previous cemetery regulations issued by Causeway Coast & Glens Borough Council or its legacy councils are hereby revoked

Appendix A

Contact Details for Cemetery Office

Cemetery Office

Cloonavin

66 Portstewart Road

COLERAINE

BT52 1EY

028 7034 7094

Email: Cemeteries.Office@causewaycoastandglens.gov.uk

Appendix B: Memorials

Lawn Plot layout



Memorial Dimensions

Cemetery Memorial Measurements

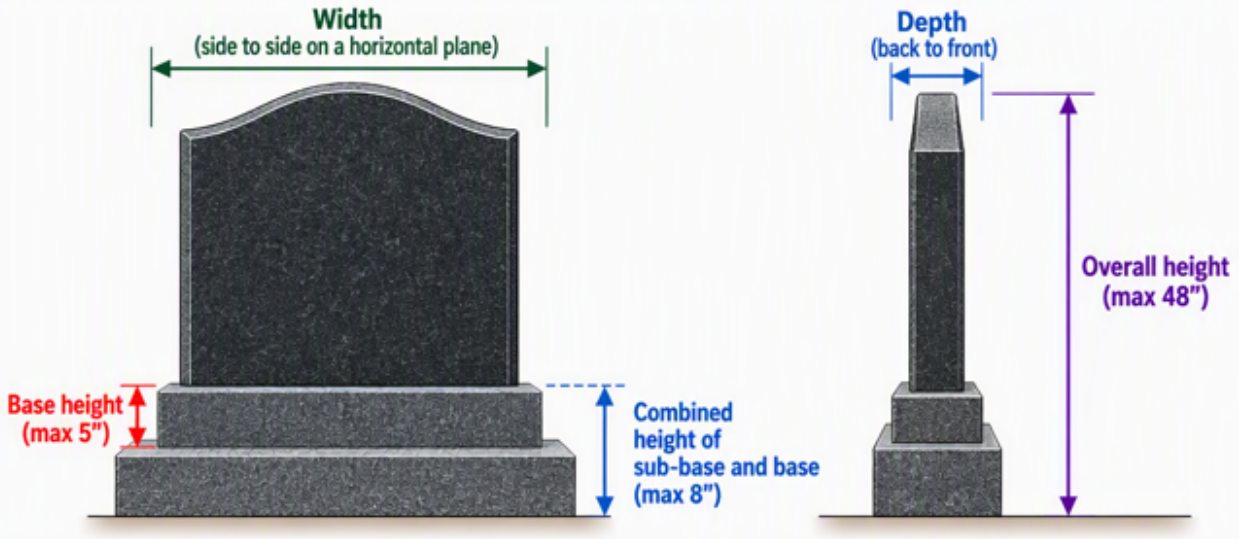
Definitions, Examples and Permitted Sizes (as per Cemetery Rules)

To avoid any confusion, the terms width, depth and height are used as defined in the Cemetery Rules. All memorial drawings should clearly show these measurements for each component, as applicable.

Width
The measurement from side to side on a horizontal plane.

Depth
The measurement from the back of the memorial to the front.

Height
The measurement from ground level upwards (vertically).



Front view
(showing width and base/sub-base heights)

Side view
(showing depth and overall height)

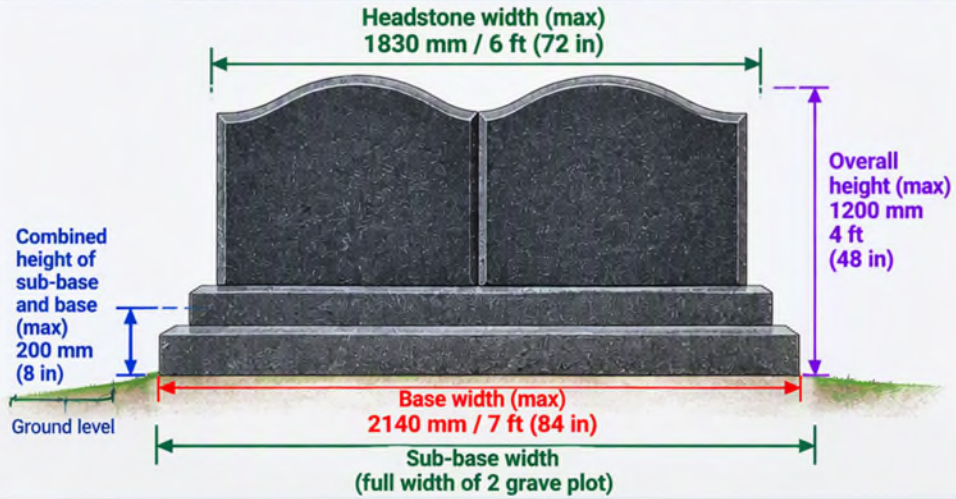
Permitted sizes (as per Cemetery Rules)

Component	Width (maximum)	Depth (minimum / maximum)	Height (maximum)
Sub-base	54 inches	12 inches (max)	–
Base	42 inches	12 inches (max)	5 inches
Headstone	36 inches	3 inches (min) – 6 inches (max)	–
Overall memorial (including sub-base, base and headstone)	–	–	**48 inches**

Double Grave Memorial Measurements

Permitted Sizes (as per Cemetery Rules)

Double Grave Memorial – Front View



Side Views (both options)

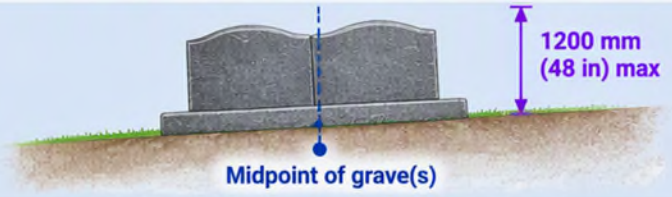


Permitted Sizes (as per Cemetery Rules)

Component	Double Grave (Maximum)
Headstone width	1830 mm (6 ft / 72 in)
Base width	2140 mm (7 ft / 84 in)
Sub-base width	Full width of 2 grave plot
Depth (base and sub-base)	300 mm (12 in)
Base depth where no sub-base is used	125 mm (5 in)
Combined height of sub-base and base	200 mm (8 in)
Overall memorial height (including sub-base, base and headstone)	1200 mm (4 ft / 48 in)

Please note:

On sloping ground, the overall memorial height shall be measured from finished ground level at the midpoint of the grave(s).
The maximum permitted height remains 1200 mm (48 inches).



Appendix C: Public Holidays when Cemeteries will be closed for burials.

New Years Day

St Patrick's Day

Easter Monday

12th July

Christmas Day

Boxing Day

Appendix D: Outline of Lawn Cemetery Areas as agreed in 2016.

NB.

At the Council meeting on 23rd February 2016 Causeway Coast and Glens Council approved these zones and agreed that all unauthorised surrounds or memorabilia installed in lawn cemetery zones prior to this date were to remain in place.

Agherton(New) Cemetery



Ballymoney Cemetery



Ballywillan Cemetery



Coleraine Cemetery



Enagh (Limavady) Cemetery



Kilrea Cemetery



Portstewart



Rasharkin Cemetery



Causeway Coast & Glens Borough Council

MEMORIAL MASON & AUTHORISED CONTRACTORS UNDERTAKING

Full Name: _____

Position in company _____

Company Name: _____

Address: _____

_____Postcode: _____

Telephone: _____

Mobile No: _____

E-Mail:

_____

DECLARATION

We understand that in order to be allowed to work in any Causeway Coast & Glens Borough Council Cemeteries that all officers and employees of the company must always adhere to the following:

1. Comply with the Memorial Mason & Authorised Contractors Rules detailed in the current Cemetery Rules & Regulations.
2. Confirm that all memorials erected and fitted on any Cemetery site will be compliant with British Standard 8415. The current standard is as issued in July 2018
3. Have a commitment to staff training in the erection and installation of memorials to British Standard 8415-2018
4. Ensure that the relevant public/employer liability insurance and risk assessments are in place and a copy has been provided to the Council
5. Ensure that any sub-contractor we use, also comply with all the above standards
6. This is a yearly requirement, and we must sign this declaration every year or when requested to by the Cemetery Officer. We understand that failure to do so, may lead to the company being prevented from working in any Council cemetery.
7. All staff must wear appropriate PPE onsite e.g High visibility vests, jackets etc.
8. Appointments must be arranged with The Cemetery Officer before commencing memorial works in any cemetery

Signature _____ Date: ____/_____/_____

Please return completed form to the Cemetery Administration office at Cloonavin, 66 Portstewart Road, Coleraine

INDEMITY FORM – GRAVE REOPENING REQUEST , GRAVE OWNER DECEASED

Cemetery

Grave number	
Registered Owner	
Applicant Name	
Applicant Address	
Contact Number	

Applicant's Relationship to the Deceased Grave Owner (tick one)

☐ Executor named in the Will
☐ Administrator of the Estate
☐ Nearest surviving relative
☐ Consent obtained from all persons with equal or greater entitlement to the grave

Declaration

I request that Causeway Coast and Glens Borough Council permit the reopening of the above grave for the purpose of interment. I declare that:

- The information provided is true and complete.
- The Council is entitled to rely on this information.
- Permission to reopen the grave does not transfer or confirm ownership.
- Any future transfer of ownership must comply with the Council's Cemetery Regulations.
- The Council may request additional information or documentation.

I agree to indemnify and keep indemnified Causeway Coast and Glens Borough Council against any claim, loss, cost, damage or dispute arising from:

- The reopening of the grave;
- The interment authorised by this application;
- Any dispute regarding grave ownership or entitlement;
- Any dispute between family members, executors, beneficiaries or other claimants; or
- Any inaccurate or incomplete information supplied by me.

I accept full responsibility for any claim arising from the Council relying on this declaration.

Applicant	**Witness**
Signature: ___	Signature: _____
Print Name: _____	Print Name: _____
Date: __	Date: ____

DECLARATION AND INDEMNITY – REOPENING REQUEST; LOST GRAVE CERTIFICATE

CEMETERY DETAILS

Cemetery	
Grave number	
Registered Owner	
Address	
Deceased Name	

DECLARATION

I declare that I am the registered owner of the above grave and that the original Grave Registry Certificate cannot be located. I also confirm that I am entitled to apply to reopen this grave and authorise the burial of the above-named deceased.

DECLARATION AND INDEMNITY

I declare that the information supplied on this form is true and correct to the best of my knowledge and belief. I request that Causeway Coast and Glens Borough Council permit the reopening of the grave detailed above.

I agree to indemnify and keep indemnified Causeway Coast and Glens Borough Council against any claim, loss, cost, damage or dispute arising from:

- The reopening of the grave;
- The interment authorised by this application;
- Any dispute regarding grave ownership or entitlement;
- Any inaccurate or incomplete information supplied by me.
- I accept full responsibility for any claim, dispute or loss arising from the Council relying upon the information and declarations provided in this application.

APPLICANT DETAILS
Applicant Signature:

Print Name:

Date:

WITNESS DETAILS signed in my presence
Witness Signature:

Witness Name:

Please note: Causeway Coast and Glens Borough Council reserves the right to request additional evidence of ownership before approving the reopening of any grave.

DECLARATION AND INDEMNITY : APPLICATION FOR A MEMORIAL PERMIT, GRAVE OWNER DECEASED

Cemetery

Grave number	
Person(s) interred	
Registered Owner	
Memorial mason / contractor	
Applicant Name	
Proposed works	☐ Erect/install ☐ Inscription ☐ Alter/repair ☐ Remove ☐ Other

Relationship to the Registered Grave Owner (tick the appropriate)

☐ Executor named in the Will
☐ Administrator of the Estate
☐ Nearest surviving relative
☐ Consent has been obtained from all persons with equal or greater entitlement to the grave

Declaration

I confirm that the owner of the Exclusive Right of Burial is deceased and request that Causeway Coast and Glens Borough Council grant permission to proceed with the memorial work detailed on the application form.

- The information provided in support of this application is true and complete.
- The Council is entitled to rely upon the information and declarations provided.
- The Council may request additional information or documentation before determining this application.

I agree to pay for the removal of the said memorial works, together with the re-instatement of the grave should the lawful owner of the Exclusive Right of Burial to the said grave, or any person acting on his or her behalf, wish to provide their own memorial to the grave or require memorial works as detailed on the attached Memorial Permit Application form, to be removed.

In making this application, I confirm that I have read, understood the contents, and completed this form, agree to the rules and regulations of this cemetery and agree to indemnify Causeway Coast and Glens Borough Council, against all costs, liabilities or proceedings of any nature whatsoever brought in respect of the said memorial works by the lawful owner to the Exclusive Right of Burial to the said grave or any person acting on his or her behalf.

I accept full responsibility for any claim, dispute or loss arising from the Council relying upon the information and declarations provided in this application.

Applicant	**Witness**
Signature: _____	**Signature:** _____
Print Name: _____	**Print Name:** _____

DECLARATION AND INDEMNITY – APPLICATION FOR A MEMORIAL PERMIT; LOST GRAVE CERTIFICATE

Cemetery	
Grave number	
Person(s) interred	
Memorial mason / contractor	
Proposed works	☐ Erect/install ☐ Inscription ☐ Alter/repair ☐ Remove ☐ Other

Declaration

I declare that I am the registered owner of the Exclusive Right of Burial for the grave above, or am otherwise legally entitled to authorise the proposed memorial works, and that the original certificate cannot be located or produced. I authorise the named memorial mason or contractor to apply for and, if approved, carry out the works in accordance with the permit, cemetery rules and any Council conditions.

Declaration and Indemnity

I declare that the information on this form and the associated permit application is true and correct to the best of my knowledge and belief. I request that Causeway Coast and Glens Borough Council permit the memorial works described above.

I agree to indemnify and keep indemnified Causeway Coast and Glens Borough Council, its officers, employees and agents against any claim, loss, cost, damage, liability or dispute arising from:

- the permit or memorial works;
- any dispute about ownership or authority;
- any objection by an interested person;
- inaccurate, incomplete or misleading information supplied by me; or
- any act or omission of a person acting on my authority.
- I accept full responsibility for any claim, dispute or loss arising from the Council relying upon the information and declarations provided in this application.

Applicant Details

Applicant name

Telephone / email

Address

Signature

Date

Witness Details

Witness name

Witness signature

Witness address

Important: The Council may request further evidence of ownership or authority. Completing this form does not guarantee approval, and no work may begin until written permission is issued.