

INFORMATION SHEET - PLEASE READ

Permission for Memorials and Decorations (Burial plots and Cremation plots)

Permission **must** be sought and the appropriate fee paid before **any** form of lasting memorial or decoration can be installed at any burial or cremation plot. Unauthorised installations will be removed, so please contact the office for assistance before considering a memorial or decoration of any sort.

Maintenance of Memorials

Memorials are erected at owners' own risk. It is an owner's responsibility to keep memorials in good, safe, clean condition. Please note that the cemetery is an active and fully working cemetery. Council staff take every care not to damage memorials, but on rare occasions, or over a period of time, a memorial may become subject to some normal wear and tear.

Planting into a Grave or Cremation Plot

It is not permissible to plant into the soil of a grave or cremation plot.

Grave Mounds

Grave mounds will be removed 6 – 9 months from the date of interment, subject to ground conditions. Occasionally, after very heavy rain, a grave may subside slightly. If this happens, we will 'top up' the grave as soon as possible.

Christmas Decorations; Mothers' Day and Fathers' Day Decorations

Christmas decorations will be removed from graves 6 weeks after Christmas. Mothers' Day and Fathers' Day tributes will be removed 6 weeks from their respective dates. If you wish to remove decorations yourself, please do so within the 6-week time limit.

Gratuities

Please do not offer any gratuities, tips or any other gifts to Town Council staff. They are not allowed to receive them.

Dogs

Dogs are to be kept on a lead at all times within the Cemetery and any mess cleared up.

Change of Contact Details for Exclusive Rights Holders and/or Next-Of-Kin

Please advise us of changes in contact details. We may need to contact the Rights Holder or Next-Of-Kin with a query about the Deed of Grant, or if a problem with a memorial later arises.

All funerals and cemetery administration are under the control of the Town Clerk as the Town Councils' Delegated officer.

The Cemetery Office is situated at Sprowston Town Council, Sprowston Recreation Ground, Recreation Ground Road, Sprowston, Norwich, NR7 8EW Telephone: 01603 408063 Email: townclerk@sprowston-tc.gov.uk

This information sheet is not a substitute for the full Rules and Regulations for the Management of the cemetery. We recommend Rights Holders and Next-Of-Kin familiarise themselves with the full rules and regulations, which were provided to them at time of purchase. Alternatively, a copy of the rules and regulations can be provided on request.