**OTTRINGHAM PARISH COUNCIL BURIAL GROUND POLICY**

1. Ottringham Burial Ground is divided into two areas for burials and a separate area for the interment of ashes.
2. Headstones may be used in the Burial Ground and memorial plaques in the Ashes Area.
3. It is possible to reserve a plot for future use of Ottringham Residents and their families in negotiation with the Parish Council. On payment of the appropriate fee a deed of grant will be issued.
4. Requests to the Parish Council for the erection of a headstone or memorial plaque should include a photograph or detailed drawing.
5. Headstones should be no more than 2ft 9ins/84 cm high (including plinth)
6. A waiting period of 6 months to allow for ground settlement is required before the erection of a headstone. Memorial plaques for ashes may be laid at the time of interment.
7. Kerbstones, barriers or ornamental stonework in addition to a headstone and plinth are not permitted.
8. Monumental masons must inform the Parish Clerk before any memorial stone is removed or reinstated.
9. The monumental mason shall be responsible for slippage or movement of a headstone within the guarantee period.
10. It will be the responsibility of the cemetery maintenance team to ensure that graves are maintained to the level of the surrounding ground.
11. Ashes may be added to existing graves and inscriptions may be added to an existing headstone. Additional headstones/plaques are not permitted.
12. Relatives are advised that for one year following interment additional flower holders or ornaments will be permitted, after which we politely request that only one flower holder or adornment is used to allow gardeners to maintain the area.
13. Planting of any form of plant, shrub or tree directly on or beside graves is not permitted.
14. The Parish Council will ensure that the Burial Ground is maintained in a clean, tidy and respectful condition. Please help us by adhering to the provisions of this policy and by removing any spent flowers, wreathes or unused containers.
15. Assistance dogs and cherished pets may visit the cemetery provided they are kept **on a lead at all times** and are not permitted to foul the area.

**The Parish Council appreciate your help in looking after the Burial Ground. If you require any further information please contact the Parish Clerk on 07771566448 or by email to ottringhampc@hotmail.com.**