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Description automatically generatedBovey Tracey Town Council  
Office Hours**

**Monday to Friday 9.00am to 3.00pm**

Bovey Tracey Town Council

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**General Understanding and Information**

Purchasing a grave or memorial is not a common occurrence and there can be misunderstandings regarding the procedures involved. These few sentences will explain the process for burials in the Bovey Tracey Town Cemetery.

The purchase of a grave plot entitles the owner (if purchased before death), or his/her executors, the right of burial for 100 years from the purchase date. The purchase of the grave plot and its use will be recorded in the Register and will be a permanent record of ownership and who is buried in the plot. N.B. Sometimes it is possible to select specific plots and whilst the Town Council will do everything to accommodate a client’s wishes, it is not always possible.

After this period the plot reverts back to the Town Council with full and unencumbered ownership.

During the period of ownership, burials may take place in accordance with the terms pertaining at the time of purchase (eg single or double burial).

When the actual burial takes place, a one-off charge is made (Interment Fee) which contributes towards cemetery administration and maintenance costs, as well as including the cost of digging and preparing the grave which is arranged by the Town Council. Although not strictly necessary, arrangements and fees are usually made via a Funeral Director.

The fees are applicable in respect of deceased persons, who were resident within the parish of Bovey Tracey immediately prior to their death. Increased fees are applicable for non-residents of Bovey Tracey. Prices are correct as of 1st April 2023 and may be revised at the discretion of the Town Council.

Please note that a grave or cremation plot may be purchased in advance of it being needed. This guards against price increases over time. It should be noted that whilst staff will try to accommodate the wishes of clients, consecutive plots may not always be possible.

**CEMETERY FEES, TERMS & CONDITIONS 2023**

As approved by the Bovey Tracey Town Council, the fees come into force immediately in accordance with the provisions of the Local Government Act 1972. Bovey Tracey Town Council reserves the right to alter, amend, suspend or withdraw any fees, terms & conditions or services, at the discretion of the Council without prior notice.

**Grave deeds, ownership, and transfer of title**

When a grave has been bought, a Deed Certificate is issued and the name of the Registered Grave Owner is recorded in the cemetery records as the person owning burial rights for 100 years, subject to any extension.

The Grave Deed is an important document and must be produced in the event of any future interment. It is essential, therefore, to keep the Deed in a safe place to avoid any delay in the future.

The erection of a permanent memorial on a grave, and the inscriptions on that memorial, can only be authorised by the Registered Grave Owner, paying cognisance to the terms and conditions of Bovey Tracey Town Council Cemetery regulations. When the Registered Grave Owner dies, the title of the grave passes to the executors or administrator of their estate. If no executor or administrator has been appointed the title passes to his or her next of kin. The Registered Grave Owner (or the executors or administrator) however, can transfer the title of the grave to another person. Transfers of Title are not valid unless they have been registered with the Bovey Tracey Town Council, from where advice is available on the procedure, and the relevant processes.

**Misplaced deeds**

Bovey Tracey Town Council does not issue duplicate deeds. However, if a grave deed is misplaced a photocopy can be provided.

**Transfer of ownership**

If the original grave owner has died and left a Will, transfer can take place according to their wishes. If no Will was left, please contact the Town Council offices for advice on how ownership can be transferred.

**1**. These fees, terms & conditions, apply to any person(s) or third-party contractor(s), purchasing or acting on behalf of a purchaser(s).

**2**. Grave plot sizes shall be 2.4m long x 1.5m wide. Normal depth for a double depth grave shall be 1.83m, single will be 1.22m. These dimensions allow reasonable space between each grave plot to aid grass maintenance.

**3**. All work carried out on behalf of a purchaser must be by a contractor(s) approved by the Town Council, and work carried out must be in accordance with the relevant and latest legal requirements of the health and safety at work act.

**4**. The Town Council holds the purchaser and/or their contractor(s) responsible for ensuring that while on the property they treat the cemetery with respect and remind them of their responsibilities under the health and safety act. Any health and safety issues should be reported the Town Clerk’s office as soon as is practicable.

**5**. Children should be supervised at all times and dogs should be kept on a lead.

**6**. Only authorised vehicles are permitted on the property. The vehicle operators are responsible for ensuring that their insurance is valid for the property. The Town Council accepts no liability for, damage to, or accidents caused by vehicles within Town Council property boundaries.

**7**. The fees, terms and conditions applicable for any service will be those applying at the time the service is purchased.

**8**. A Bovey Tracey resident is defined as a resident who has lived in the Town within three-years of the service requested being activated.

**9**. Services may only be purchased for a specified person, and no more than one interment plot may be purchased per individual.

**10.** A maximum of 4 ashes interments are permitted in a grave plot and a maximum of 2 in an ashes plot.

**11**. The Town Council’s contractor will at regular intervals cut the grass and hedges – and although the utmost care is taken to ensure no damage to ‘memorabilia’, Bovey Tracey Town Council and/or its contractor cannot be held responsible should any accidental damage occur.

**12**. No headstones or other monuments may be erected unless the plot has been purchased, and the Council’s permission in writing been given. These must be erected by a BRAMM registered contractor to the code of working practice by the NAMM and to BS8415. Safety testing is carried out every year, please be aware that the plot owner is responsible for any remedial action required. If owner cannot be contacted, Bovey Tracey Town Council reserve the right to remove or lay down the memorial.

**13**. Headstones need to be erected 300mm from the back of the grave.

**14**. The Town Council will consider that on the payment of the appropriate fee(s) for a service(s) the purchaser agrees to the terms and conditions laid out.

**NB:** Bovey Tracey Town Council wishes to safeguard the future, dignity and sanctity of the Cemetery for the eventual use of residents and their families. Non-residents are welcomed to the Cemetery, but fees for non-resident are increased. Visitors are welcome and are asked to act with all propriety.

Effective 1st April 2023

**Scale of Fees**

|  |  |  |
| --- | --- | --- |
| ***Grave Plots  Purchase of the Grave*** | ***Residents*** | ***Non-Residents*** |
| Single width Plot (In an earthen grave 8 feet by 3 feet) \* | £680 | £1360 |
| Double width Plot (In an earthen grave 8 feet by 6 feet)\* | £1300 | £2600 |
| For exclusive right of burial in a child’s grave not exceeding 3ft 6” by 1ft 6” | £245 | £490 |
| Cremation plot (max. 2 interments per plot) | £255 | £510 |

|  |  |  |
| --- | --- | --- |
| ***Interment Fees*** | ***Residents*** | ***Non-Residents*** |
| Still born and children up to 5 years \* | No charge | No charge |
| Children between 5 years and 12 years \* | £250 | £500 |
| Persons over 12 years (burial) (Single 1.22m depth) | £600 | £1200 |
| Persons over 12 years (burial) (Double 1.83m depth) | £713 | £1426 |
| Persons over 12 years (burial) (Treble 2.44m depth) | £850 | £1700 |
| Interment of cremated remains into existing burial plot | £188 | £376 |
| Interment of cremated remains in cremation plot (max. 2 per plot) | £188 | £376 |

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| **Monuments *(Purchased Graves Only)*** | ***Residents*** | ***Non-Residents*** |
| Headstone/Cross:  Max size: 1.2m (h) x .80m (w) | £190 | £380 |
| Kerb Set:  Max size: 2.1m x .94m x .20m | £245 | £490 |
| Kerb Set as an addition to an existing headstone | £129 | £258 |
| Additional Inscription | £62 | £122 |

**For Example Only**:

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***Headstone/Cross Kerb Sets Full Grave***

***1.2m x .80m 2.1m x .94m x .20m***

**Search Fees:** A fee of £28 is applicable for the search of Burial/Grave registers (except in the case of Funeral Directors and Solicitors making arrangements in respect of a death).

**Interment of Cremated remains:**

Upon being advised at the time of the first interment in a cremation plot, arrangements can be made for an additional interment to take place in the same plot at a later date.

**Memorial Bench Adoptions:** A Bench and tree adoption scheme is available please ask for additional information or visit the Town’s website [www.boveytracey.gov.uk](http://www.boveytracey.gov.uk)