

BOROUGH OF FOLKESTONE

**BYELAWS
REGULATIONS
AND
TABLE OF FEES**

**FOR THE
Management of Hawkinge Cemetery**

Town Clerk,
Folkestone

**BOROUGH OF FOLKESTONE
(Hawkinge Cemetery)**

BYELAWS

Made by the Mayor, Aldermen and Burgesses of the Borough of Folkestone acting by the Council with respect to the MANAGEMENT of the CEMETERY provided by them, and CHARGES for the use of the same.

1. Throughout these bye-laws "The Council" means the Mayor, Aldermen and Burgesses of the Borough of Folkestone.

"The Cemetery" means the cemetery provided by the Council and situate in the Parish of Hawkinge in the County of Kent.

"Grave" means a burial place formed in the ground by excavation and without any internal wall or brickwork or stone work or any other artificial lining.

"Vault" includes underground burial-places of every description, except graves to which the word "grave" interpreted as aforesaid applies.

2. Every person who, in the cemetery, causes a vault to be built for use as a burial-place shall cause it to be enclosed with walls constructed of:-

(1) good whole bricks or stone, properly bonded and solidly put together with good mortar compounded of good lime and clean sharp sand or other suitable materials, or with good cement, or with good cement mixed with clean sharp sand; or

(2) other good, hard, and suitable material properly and solidly put together.

3. A person shall not, in the cemetery, cause a body to be buried in a grave in such a manner that any part of the coffin is at a depth less than **three feet** below the level of the ground adjoining the grave.

4. A person shall not, in the cemetery, cause a body to be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by means of a layer of earth not less than **six inches** in thickness.

5. Where, in the cemetery, any grave is re-opened for the purpose of making another interment therein, a person shall not disturb any human remains interred therein or remove therefrom any soil which is offensive.

6. Every person who, in the cemetery, buries a body in a vault shall, within a period of **twenty-four hours** after the deposit in the vault of the coffin containing the body, cause the coffin to be wholly and permanently embedded in and covered with a layer or layers of good cement concrete, not less in any part than **six inches** in thickness or to be wholly and permanently enclosed in a separate cell or receptacle which shall be constructed of slate or stone flagging not less than **two inches** in thickness, properly jointed in cement, or of good brickwork in cement, and in such a manner as to prevent, as far as may be practicable the escape of any noxious gas from the interior of the cell or receptacle.

7. *Repealed by Byelaw made 21st day of March 1963.*

8. A person shall not, in the cemetery, by any violent or indecent behaviour, prevent, interrupt, or delay the decent and solemn burial of any body.

9. Every person who offends against any of the foregoing byelaws shall be liable for every such offence to a penalty of **five pounds** and in the case of a continuing offence to a further penalty of **forty shillings** for each day after written notice of the offence from the Council.

Provided, nevertheless, that the justices or court before whom any complaint may be made or any proceedings may be taken in respect of any such offence may, if they think fit, adjudge the payment as a penalty of any sum less than the full amount of the penalty imposed by this byelaw.

10. *Repealed by Byelaw made 21st day of March 1963.*

The Common Seal of the Mayor, Aldermen and Burgesses of the Borough of Folkestone in the County of Kent affixed on the eighth day of March, 1929, by order of the Council of the said Borough in the presence of

L.S.

ALBERT CASTLE,
Mayor.

C. F. NICHOLSON,
Town Clerk.

Allowed by the Minister of Health this twenty-second day of April, 1929.

E. H. RHODES,
Assistant Secretary,
Ministry of Health.

L.S.

REGULATIONS

Made by the Mayor, Aldermen and Burgesses of the Borough of Folkestone (hereinafter called “the Corporation”) for the management of Hawkinge Cemetery.

Hours Burial Ground Open	1. The Cemetery will be open to the public between the hours of 9 a.m. and sunset.
Plan	2. A plan of the Cemetery will be open to inspection from 9 a.m. till 4 p.m. Monday to Friday without charge, at the Cemetery Office and also at the Office of the Registrar, Corporation Offices, Folkestone.
Register	3. A Register of all burials is kept at the Registrar’s Office and also at the Superintendent’s Office. Searches may be made during office hours and certified extracts obtained therefrom during office hours.
Giving of orders and notices and payment of fees	4. Orders and notices must be given at the Office of the Registrar, to whom all fees and charges must be paid within 7 days, and a receipt will be given on a printed official form. None but the official form of receipt will be recognised.
Hours for giving notice for an interment	5. Notice for an interment must be given at the Office of the Registrar between the hours of 10.0 a.m. and 5.0 p.m. Monday to Friday on a form provided for the purpose in the case of a new vault, three clear days, and in all other cases, at least 48 hours (exclusive of Sunday, Christmas Day and Good Friday) before the proposed interment. This Regulation will not apply in cases of emergency.
Name of Minister to be given to Registrar	6. Every person when ordering a vault or grave must give to the Registrar the name of the Minister desired to officiate at the burial and pay his fee.
Grave Spaces	7. The selection of grave spaces for interments shall in all cases, except when a special site is selected and double fees paid to the Corporation, be at the discretion of the Corporation.
Burials not allowed in chapel, &c.	8. Burials will not be allowed in the Chapel or lodge premises, or within ten feet of the Cemetery fences.
Certificates of Disposal	9. The Certificate of Disposal of a body (including stillborn) or the Coroner’s Order when an inquest has been held must be delivered to the Registrar at his Office, before interment.
Hours for Burials	10. All interments shall take place between the hours of 9 a.m. and sunset or 5 p.m. whichever is the earlier (Saturdays 9 a.m. till 11.30 a.m.). The exact hour in all cases shall be subject to arrangement with the Registrar and will be notified on the Notice of Burial to the Superintendent. No burial may take place on a Sunday, Christmas Day, Good Friday or Bank Holiday.

Interment in Vault	11. No interment shall take place in a vault unless the body be enclosed in an air-tight metallic coffin, and not less than 18 inches of earth shall be placed between the top of the vault and the surface of the ground. Coffins of wood only shall be used in graves in respect of which the exclusive right of burial has not been granted.
Dimensions of Grave Space	12. Except as provided by Regulations No. 15 and 16 the grave space allotted to every person at the age of 12 years and upwards shall be 9ft. long, 4ft. wide, and 12ft. deep. Except as aforesaid the grave space allotted to every person under the age of 12 years shall be 7ft. long, 3ft. wide, and 8ft. deep in the Section specially reserved for persons under 12 years of age.
Second interment in common graves	13. Only three bodies shall be buried in a grave other than a vault or grave in respect of which the exclusive right of burial has been granted. All unpurchased graves where the first interment took place before 1st January, 1950 , may be re-opened for the interment of another member of the same family, the Corporation reserving the right to re-use the grave when they wish. However, these graves may be purchased within five years of the first interment and where this is done the usual rules and fees for re-opening a purchased grave will apply.
Depth of purchased grave or vault	14. Where the exclusive Right of Burial in a vault or grave has been granted the soil shall be excavated to the depth of 6 feet for one body and an additional 2 feet for every body more than one intended to be interred.
Consent for second or subsequent interment	15. Prior to any second or subsequent interment in a vault or grave in respect of which the exclusive right of burial has been granted, the Deed of Grant must be produced or a Form of Indemnity must be completed by the owner or personal representative.
Grave to be in middle of grave space	16. Each grave shall be dug as near as may be in the middle of the grave space.
Vaults to be opened from the top	17. Vaults shall be opened from the top, unless the exclusive right of burial in the ground required for entrance shall have been purchased.
Execution of Brickwork or Masonry of grave or vault	18. The brickwork or masonry of any vault must not be less than 9ins. in thickness and be executed by the person appointed by the purchaser, subject to the regulations of the Corporation and (if required) all surplus soil shall be removed from the cemetery at the expense of the purchaser.
Payment of expenses in re-opening unbricked grave	19. On re-opening a grave as provided by Regulation No. 15 the necessary expenses of the removal of any memorial stones or tombs, and of replacing the same and of repairing any damage unavoidably done on such removal or replacement shall be paid by the person liable to pay the Corporation's fees and charges.

- Refuse to be removed after fixing monument, etc. 20. Persons making foundations for, or moving or fixing any monument, gravestone, or tablet or weeding or re-planting the surface of graves or vaults, shall remove, under the direction of the Superintendent all rubble, soil, weeds, and other refuse of any nature whatsoever, and shall use such means as may be necessary and effectual to protect the grass, trees, plants and adjoining graves or vaults from injury.
- Hewing, &c. stones 21. No person shall hew, dress or polish any stone within the Cemetery unless authorised by the Superintendent.
- Persons engaged in work in burial ground to comply with directions of Superintendent 22. All persons (whether Members of the Corporation's staff or otherwise) engaged on work in the burial ground in connection with the graves, monuments, stones, kerbs, tablets, or otherwise, shall comply with all reasonable directions and requirements of the Superintendent.
- Stone not be taken from Cemetery Headstones and Memorials 23. No stone of any description will be allowed to be taken from the Cemetery, except by consent of the Corporation.
24. On payment of the prescribed fee headstones and memorials may be erected on graves except unpurchased graves which were opened after 1st January, 1950. Headstones and memorials must not exceed 3ft. in width or 1ft. 6ins. depth. The height must not exceed 4ft. 6ins. except with the approval of the Registrar and upon payment of an additional fee. Kerbs and horizontal stones are not allowed on lawn plots, and must not exceed 12ins. in height elsewhere. Railings and other similar enclosures are not permitted.
- Position of Monuments and stones to be approved 25. With a view to securing uniformity as far as possible in the burial ground, the position of all monuments and stones shall be subject to the approval of the Corporation.
- Design of Monuments, &c. 26. The design in duplicate of every monument, gravestone or tablet, either drawn to scale or shewing exact dimensions of such monument, gravestone or tablet, with the proposed inscription or inscriptions thereon, shall be subject to the approval of the Corporation, and all such designs or sketches must be sent to the Registrar, and application for erection must be made at his office.
- Power to remove Monument, &c. 27. The Corporation shall have power to remove any monument, gravestone or tablet which shall have been placed within the Cemetery without the necessary authority and also to delete any unauthorised inscription appearing on any monument gravestone or tablet within the Cemetery.
- Materials and construction of Monuments to be approved 28. All monuments shall be constructed in a manner and of materials to be approved by the Corporation and when commenced shall be proceeded with (weather permitting) from day to day until completed, or the sanction for their erection will be withdrawn.
- Height of Memorial stone 29. No Memorial Stone shall exceed 4ft. 6in. in height above the ground unless the extra fee be paid therefor.

- Notice to be given before Monument taken into Cemetery 30. In order that the ground may be prepared, two days' notice in writing must be given to the Superintendent before taking into the Cemetery any monument, gravestone or tablet.
- Conveyance of materials into Cemetery 31. Materials in connection with the erection of every monument, gravestone, memorial or vault shall be conveyed into the Cemetery in such manner under the direction of the Superintendent as will avoid injury to any part of the Cemetery.
- Gravestones, &c. to be kept clean 32. All gravestones, monuments, and memorials shall be kept neat and clean, and in good order, by the owners thereof, at their own expense, and in default thereof such gravestones, monuments, or memorials shall be forfeited to the Corporation, who shall be entitled to take possession thereof, and remove or repair them as they may think fit.
- Name of Sculptor on Monument, &c. 33. The name of the sculptor may be engraved upon any monument, gravestone or tablet, in letters not exceeding half an inch in height and engraved on the base stone on the earth level; or if there be no base stone, then on the ground level. If there be a kerbstone only, the name of the sculptor may be engraved on the portion at the head of the grave immediately above earth level.
- Reference Mark on Monument, &c. 34. Every tomb, monument, memorial or stone over a vault or grave shall have the number of such vault or grave cut thereon and the Corporation reserve to themselves the right of placing and continuing upon any tomb, monument, memorial, or stone, over vault or grave their private mark of reference to every such vault or grave, which shall be at the back of the tomb, monument, memorial or stone, and shall not be removable by the owner.
- Enclosure not allowed 35. No enclosure of any description will be allowed other than as described in these regulations and paid for accordingly.
- Raised Ground over Grave 36. No raised ground over or indicators to graves will be allowed.
- Vases 37. A marble vase may be placed on a grave free of charge if it does not exceed 15in. in height and 10in. width. No inscription may be put on the vase.
- Only natural flowers allowed on graves 38. No person shall place upon any vault or grave anything except natural flowers.
- Shrubs on graves 39. Shrubs planted over graves shall be subject to approval by the Corporation and must not be carried away without the consent of the Corporation first obtained and the Corporation reserve the right to prune, cut down, dig-up, and remove, any of the plants, shrubs or flowers at any time, when in their opinion the same have become unsightly or overgrown, or when necessary for the purpose of allowing the grave to be again used. Trees must not be planted over graves. Notice of intention to plant shrubs shall be given to the Superintendent at the Cemetery previous to the same being planted.

Graves kept in order by Corporation on payment of fee	40. The surface of any grave or vault will be planted and kept in order by the Corporation on payment of an annual fee or on payment of a principal sum which provides for the upkeep in perpetuity of the surface of such grave or vault, provided that in the latter case the exclusive right of burial has been granted in perpetuity in such grave or vault. Should the annual payment be discontinued the Corporation will cause the shrubs and plants to be removed and the grave space to be re-turfed.
Plating on Lawn Plots	No plants shall be put on the Lawn Cemetery graves except those authorised by the Registrar.
Letters "G.P." to be engraved on kerbstone	41. When a principal sum is paid the letters "G.P." signifying "Garden in Perpetuity" must be engraved on the kerbstone, or if there is no kerbstone, on the base stone of the monument, gravestone or tablet on the earth level, or if there is no base stone then on the ground level of such monument, gravestone or tablet.
Burial ground to be kept neat	42. The grave spaces, monuments, roads, paths, buildings, etc., and the whole surface of the burial ground shall be kept in a proper state of neatness. Nothing offensive to public decency shall be permitted within the Cemetery.
Vehicles	43. Carriages or vehicles of any description whether in attendance upon a funeral or not, shall be under the control and direction of the Superintendent during such time as they remain in the Cemetery.
Instruments of music, &c.	44. No instruments of music (except Bugles at military funerals) flags or banners shall be allowed to be taken inside the Cemetery without the permission of the Corporation.
Dogs	45. No person shall cause or suffer any dog belonging to him, or in his charge to enter or remain in the Cemetery unless such dog be led by a leash.
Bicycles, &c.	46. No bicycle or similar vehicle (with the exception of invalids' carriages or chairs) shall be allowed in the Cemetery.
Public address not to be delivered in Cemetery	47. No person shall unless actually taking part in any funeral in the Cemetery deliver any public address in any part of the Cemetery.
Persons to enter or leave Cemetery through gates	48. No person shall enter or leave or seek to enter or leave the Cemetery otherwise than through one of the gates or entrances constructed and provided for that purpose.
Soliciting orders, &c.	49. No person is allowed to solicit orders or sell or offer for sale or expose for sale any article, commodity, or thing of any kind whatever, either for himself or on behalf of any other person or persons within the Cemetery.
Walking upon Monuments	50. No person shall walk upon any flower bed or walk or climb upon or over any vault, monument, gate, wall, fence or building in or in connection with the Cemetery.

- Watering cans 51. Watering cans must be returned after use to the places provided for their storage.
- Defiling wall, &c. 52. No person shall soil or defile any wall, fence, gravestone, tree or building within the Cemetery.
- Throwing refuse in Cemetery 53. No person shall throw, drop or otherwise deposit and leave in the Cemetery any waste paper or refuse of any kind, except in receptacles provided for the purpose.
- Throwing stones 54. No person shall wilfully, carelessly or negligently throw or discharge in the Cemetery any stone or other missile.
- Posting bills, &c. 55. No person other than an officer of the Corporation or person acting under their directions in that behalf or a person duly authorised shall, in any part of the Cemetery, post any bill or placard, or write, stamp, cut, print, draw or mark in any manner any word or character or any representation of any object on any building, erection, monument, tombstone, wall, railing, fence, tree, lamp-post, walk, pavement, or seat or elsewhere in the Cemetery, or on any wall, gate-post, fence or other thing belonging thereto.
- Children under 10 not admitted 56. Children under ten years of age will not be admitted to the Cemetery except under the charge of a responsible person.
- Offences against Regulations 57. Any person offending against these Regulations may, during the pleasure of the Corporation, be prohibited from entering or working within the Cemetery in any manner whatever, and for such period as they in each instance from time to time determine.

The Common Seal of the Mayor,
Aldermen and Burgesses of the Borough of
Folkestone in the County of Kent affixed on
the 26th day of February, 1964, by order of
the Council of the said Borough in the presence
of



DIANA H. MOODY,
Mayor.

N. C. SCRAGG
Town Clerk.

TABLE OF FEES

A TABLE SHEWING THE FEES AND PAYMENTS TO BE RECEIVED IN RESPECT OF INTERMENTS, EXCLUSIVE AND ACQUIRED RIGHTS, ETC.

FOR INTERMENTS

	£	s.	d.
Of the body of a stillborn child		7	6
Of the body of a person whose age at the time of death did not exceed twelve years			
(i) in a portion of the cemetery allocated for the burial of bodies of persons not exceeding twelve years of age... ..		18	0
(ii) in any other part of the cemetery Rose bush 10/- in lawn plot in addition.	4	15	0
Of the body of a person whose age at the time of death exceeded twelve years Rose bush 10/- in lawn plot in addition.	4	15	0

No selected site for unpurchased graves.

For first interments in graves where exclusive right of burial has been acquired – Digging fee only at 15/- for each foot in depth.

For subsequent interments in a purchased grave £2 15s., and digging fee of 15/- for each foot in depth.

Fees for Non-parishioners in every case to be double.

FOR EXCLUSIVE AND ACQUIRED RIGHTS, &c.

	£	s.	d.
For every Grave Space in rotation purchased in perpetuity			
In Section A	5	5	0
In Section B	7	15	0
In Section C	12	17	0
For a selected site in any section – Double Fees. Rose bush 10/- in addition.			
For re-opening a Brick Vault	1	1	0
Head Stones and memorials	3	3	0
For each additional 6 inches of part thereof in height in any Section	1	1	0
Every additional Inscription on any Monument or Memorial ...		15	0
For each exhumation	4	14	6
For a Deed of Grant including Stamp Duty (if any) a fee of	1	1	0
Late fee. After 3.45 p.m. Monday to Friday and after 10.45 a.m. Saturday	1	0	0
Fees for Non-Parishioners, in every case, to be double			
Cremated remains			
Buried	1	16	0
Scattered – Cremated at Hawkinge			Free
Scattered – Cremated elsewhere	1	11	6