

BURIAL OF ASHES POLICY AND APPLICATION FOR PERMISSION TO INTER ASHES IN ST JOHN'S REMEMBRANCE GARDEN

This document follows and complies with the regulations contained in the documents listed below:

- PCC Policy for the Burial of Ashes in the Garden of Remembrance
- Guidance for Families on Churchyard Matters
- General Guidance on Churchyard Matters
- Churchyard Regulations 2016 and Additional Matters Order from 1st July 2025

The burial of ashes will be open to anyone living in the parish, anyone who dies in the parish, or anyone on the Electoral Roll of St. John's Church, Broadstone. An application for this service for someone closely associated with St John's but living outside the parish, will be considered at the discretion of the Vicar. (Similar criteria as those used to determine a qualifying connection for marriage will be used).

The burying of ashes in consecrated grounds is different from cemeteries and subject to faculties and regulations of the Church of England. It is important any families / executors understand these regulations and agree to abide by them before any burial of ashes takes place.

The most significant of these are: the Church considers such a burial the last resting place. Any future exhumation and relocation of remains is very unlikely to be permitted and a faculty for this would only be granted in the most exceptional of circumstances. Secondly there are strict regulations about the types of memorial stone tablets which are permitted. Thirdly there are regulations about upkeep. Fourthly, rules apply regarding what may be placed on the stone.

To complete and sign the application of burial of ashes means you have read these conditions and are agreeing to abide by them. The list below details these:

1. All living relatives as listed in the application form must agree for the deceased's ashes to be buried at St John's.
2. Ashes will be buried in 24" (600mm) square plots.
3. It is preferable to pour / bury ashes directly into the ground, but they may also be buried in cardboard biodegradable containers with all inner plastic bags removed. Wooden caskets are also acceptable, but not metal caskets, plastic urns or plastic bags. Ashes cannot be scattered in consecrated grounds.
4. It must be stated at the time if additional ashes are likely to be added, and agreement to dig a double-depth or 1.5 depth grave will be marked on the church's plans. Later additions without this agreement may be permitted, but could be subject to unavoidable restrictions e.g. second caskets cannot be added where a double-depth grave has not been prepared.
5. Whilst it is recommended that six months are left between burial of ashes and the stone being laid to prevent possible 'sinkage', this is the family's / executor's decision, as long as it is understood it may occasionally be necessary for the stone to be re-lifted, the ground filled in, and the stone replaced at the expense of the family / executor if, in the opinion of the PCC, reasonably held, sinkage has occurred.
6. The location of the plot is at the discretion of the incumbent.

7. No stone tablet may be laid until the incumbent (Vicar) has signed off the application form which details the type of stone, size and wording, and the C of E fee for the right to lay the stone has been paid. The dedication should be simple, dignified and consistent with Christian doctrine.

8. The laying of a stone is recommended, but if the grave remains unmarked, it will be clearly marked and recorded on the church's Remembrance Garden plot map and computer records.

9. When permission has been obtained, plots may be marked by a 9" / 230mm square stone, provided by the relatives / executor. The stone marking the plot will lie flat and flush with the surrounding grass and be of an appropriate stone and colour in line with the regulations. At St John's we request the stone is granite or slate, and stone colouring should be granite light or Rustenburg (charcoal grey) or similar. Polished or reflective stone is not permitted. Lettering must be no larger than 50mm in height, of no colour or a single colour consistent with colours permitted in our churchyard. The cost is borne by the relatives / those responsible for the estate.

10. The PCC of the Church will, through volunteers, maintain the general Remembrance Garden Area, but relatives / heir-at-law are responsible for general upkeep of plots and their immediate surrounds. This includes trimming grass around stones, cleaning stones, and the maintaining of lettering over time. NB, specialists must be employed to clean stones, once permission from the incumbent has been given.

11. Although neither burial nor the laying of a stone tablet give any rights of ownership over the ground in question, a memorial stone remains the property of the person who commissioned it, and after their death belongs to the 'heir-at-law' of the person commemorated. This person is responsible for maintaining the memorial stone in good order. Where this does not occur the PCC may choose to take steps to ensure safety in the churchyard, but only after permission from the Chancellor for any permanent changes.

12. It is unlawful for a memorial to be placed in a churchyard without proper permission. The applicant is advised not to enter into any contract with a stonemason before obtaining the incumbent's written consent or a faculty in case permission is refused.

13. After a period of 75 years the Church may apply to the appropriate authorities to re-use the space, which may happen if the Remembrance Garden is getting full. This will involve removing the stones and storing them with due respect. Ashes which have been buried are not removed, and it remains their final resting place.

14. Fresh cut flowers, one pot plant, or a natural wreath only may be placed on the stone (not next to the stone) on the understanding that they will be removed periodically by the church, such as when they are withered. No artificial flowers, vases, other mementos, decorations, chippings, pictures, cards, etc will be permitted.

15. If additional ashes are to be added to the plot at a later stage, all living relatives as listed on the application form must give permission for those to be added and the parish form filled and signed to confirm this has been done. It is recommended that the additional name of the person whose ashes are being buried is inscribed on the stone or if there is no room, a new stone commissioned. This is, however, at the discretion of the relatives, and if unmarked, will be recorded clearly on the burial records of the church. The cost is borne by the relatives / those responsible for the estate.

16. If a double-depth grave is required, this must be requested at the time of the first burial and will be marked on the church's Remembrance Garden plans.

17. Aside from double-depth graves which reserve space in the plot for future burials, there can be no reservations made on plots within the Garden of Remembrance at St John's

This policy was amended and re-approved by the PCC on 17th July 2025

Signed

Date 17th July 2025 (to be reviewed periodically).

Vicar

**APPLICATION FOR PERMISSION TO INTER CREMATED ASHES IN THE
GARDEN OF REMEMBRANCE AT ST JOHN'S BROADSTONE.**
(To be completed in duplicate)

NAME OF CHURCHYARD ...Parish Church of St John the Baptist, Broadstone.

NAME OF APPLICANT.....

ADDRESS OF APPLICANT.....

NAME OF THE DECEASED

RELATIONSHIP OF THE APPLICANT TO THE DECEASED

NAME AND CONTACT DETAILS OF THE UNDERTAKER

.....

DATE OF DEATH.....

DATE AND PLACE OF FUNERAL

DATE OF CREMATION

PLACE OF CREMATION.....

DOUBLE DEPTH GRAVE REQUIRED

YES / NO

(to allow ashes to be added to grave at a later date)

CREMATION CERTIFICATE NUMBER AND DATE

DATE AND TIME REQUESTED FOR THE INTERMENT (Vicar will be present)

.....

I. Before completing this application form, you must read the Diocese of Salisbury Churchyard Regulations (the "**Regulations**") which are found in Schedule I to the Additional Matters Order No. 1 of 2025. You must also read a copy of the Salisbury Diocese Handbook for the Bereaved (the "**Handbook**"). The **Regulations** and the **Handbook** can be found on the Diocesan website at:

2. I/We agree at all times to comply with the Regulations and acknowledge the right of the Parochial Church Council to remove all items from the Churchyard that are not permitted.

3. I / we have read the PCC Policy for the Burial of Ashes and will abide by them in respect of any application for introduction of any memorial stone which may be requested in future. I also agree to maintain the grave in keeping with the current surroundings of the Garden of Remembrance, in particular that the Memorial Stone is required to be 9 inches by 9 inches (230mm x 230mm) and any fresh flowers should be kept within the perimeter of the allocated plot.

4. I / we apply to the Incumbent for permission to inter the Cremated Ashes of the Deceased as detailed above.

5. I / we have used all reasonable endeavours to provide details of this application to all of the following living relatives of the deceased: spouse, civil partner, cohabitant, parent, sibling, child; and I / we confirm that (please tick and fill in information where requested):

☐ No such person has raised an objection to this proposal; OR

☐ The following people have not been contacted; AND / OR

☐ The following people have raised an objection.

6. I/We undertake to indemnify and keep indemnified the Incumbent (or Priest-in-Charge) and the Parochial Church Council against all costs, liabilities and expenses which he, she or they may suffer or incur as a result of any failure to comply with the Regulations or arising from any inaccurate or misleading statement made on this application form.

7. I/We believe that the facts stated in this application are true.

8. I undertake to pay the statutory fee of £

DATE SIGNED
(The personal signature of the applicant)

By signing below the Incumbent authorises the Interment described above. He or she returns one copy to the applicant and retains one for the Parish records.

DATE SIGNED (Incumbent)

FOR OFFICE USE ONLY.

Date Received Plot Number Allocated

Date and time set for Interment

Graveside Service arranged

Burial Register spreadsheet updated

Burial Ground Plan updated

If double or 1 1/2 depth, has this been marked on the plans?

Burial Ground Record Book updated (in church safe – to be updated by minister taking burial of ashes service)

Circulated to (dates) :- Vicar Administrator Office for filing