



The Pavilion, Broomhall Lane, Sunningdale, Berkshire. SL5 0QS

☎ 01344 874268 Email: info@sunningdale-pc.gov.uk www.sunningdale-pc.org.uk

TABLE OF FEES AND CONDITIONS fixed under article 15 of Local Authorities' Cemeteries Order 1977 and applicable from **1st April 2025**.

RESIDENTIAL QUALIFICATION

Fees and charges set out herein depend on whether the person purchasing the Exclusive Right of Burial or being interred is regarded as a resident of Sunningdale.

Funeral Directors are required to notify the Parish Clerk of the residential status of the deceased on the Interment form provided by the Parish Council and must provide a photocopy of the Grant Certificate or the Plot/Grant Certificate Number. The appropriate fee is that which applies on the date the form is received by the Clerk's office, not the date of interment.

A Resident means any person living in the Parish for a minimum of 5 years OR previously resident in the Parish for a minimum of twenty consecutive years who has not left the Parish for a period longer than five years before their demise.

All other persons are regarded as non-residents.

The residential classification may vary between the purchase of Rights of Burial, interment and memorial (memorial fees are based on if the grant owner is a resident of Sunningdale).

The Parish Council may, on written application, exercise their discretion regarding residential qualification.

PURCHASE OF GRANT OF EXCLUSIVE RIGHT OF BURIAL

Plots at Kiln Lane Cemetery are for a term of 99 years. On request to the Clerk, Burial and Cremation plots may be purchased on a next in line basis, prior to interment and reserved the duration of the 99 year lease by completing the [Application for Purchase Form](#).

At the time of purchase the Grant will state whether this is for a double burial (9' x 8' deep), single burial (9' x 4' deep), single ashes (2' x 2' deep) or double depth ashes (2' x 4' deep).

Proof of Grant is the responsibility of the purchaser and needs to be produced at the time of application for interment. Should there be a need for the Clerk's office to confirm ownership via a search of the Parish Records, a fee of £30 will be payable.

INTERMENTS

Requests for burials or interments of ashes should be made to the parish council office during the advertised opening hours, at least seven working days prior to any interment. Interment fees include the grave services which are the preparation of and the backfilling of the grave.

All fees and charges due to the Council are to be paid to the Clerk, payments are accepted directly to our bank or via cheque made payable to "Sunningdale Parish Council." Payments must be made prior to interment, accompanied by the [Application for Interment Form](#) and a copy of the appropriate Grant of Exclusive Right of Burial.

[Transfer of Ownership](#) of The Exclusive Right of Burial will be necessary if an application is made for burial for someone other than the grave owner and the grave owner is deceased.

MEMORIALS

Kiln Lane Cemetery allows memorials in the form of headstones and tablets of natural quarried stone. Memorials of wood, metal or synthetic materials are not permitted. Full sized headstones are not permitted on cremation plots; cremation sized headstones, Tablets or Books are permitted.

All memorials installed in the Cemeteries must conform to the National Association of Memorial Masons or British Register of Accredited Memorial Masons Code of Working Practice and BS 8415 specification for Memorials & Monuments in Burial Grounds.

The base slab of lawn memorials must be made stable by an anchoring tube driven through the centre of the slab. The lawn memorial must be fixed to the base slab with a lock down system.

Headstones shall be upright and the height not more than 2' 6" (76cm) at any point, the memorial base must be fixed to a foundation stone or paving stone measuring 2' x 3' (61 x 91.5cm) – the top surface of which must be level with the surrounding grass to facilitate mowing. The headstone to be at least 4" (10.2cm) from the edge of the slab to facilitate mowing.

All memorials are the sole responsibility of the owner or their representative of the grave and should that person move from the address given in the Parish Council's Register of Purchased Graves, they must notify the Parish Clerk of their change of address. The Parish Council reserves the right to lay flat any memorial that becomes dislodged and dangerous and will endeavour to contact the owner, should this become necessary.

All permanent memorials must be applied for through completing the [Application for Memorial Form](#), approved by the Clerk, paid for before installation and, in the case of full size graves, should not be installed for a minimum of 6 months following the burial. This is to prevent movement of the memorial due to ground settlement. All inscriptions must be notified and approved by the Clerk prior to work commencing and 48 hours' notice if installation given to the office.

INSCRIPTIONS AND IMAGERY

Headstones and tablets may only include lettering, numbers, crosses, roses (painted in the same colour as the lettering) and shall not incorporate any photographic images of the deceased or any other pictorial image. The grave plot should be recorded on the lower left face or rear of the memorial.

The council reserves the right to remove any Headstone or Tablet erected which contravenes the rules as stated.

GENERAL MAINTENANCE AND REGULATIONS

At all times employees of the Council must be able to carry out maintenance and mowing of the grass and cemetery area. The cemetery area shall be grassed between the paths and maintained as lawn by the Council.

No bushes, flowers or ornamental shrubs may be planted in the Cemetery, except at the top of the burial plot (but not cremation plots) for which exclusive rights have been granted; they must not encroach onto the paths surrounding the grave. Real flowers may be placed in non-breakable vases or containers standing on the base of headstone or tablet memorials. The planting of trees within grave spaces is prohibited.

All brick and stones and other items placed around the grave shall be removed by the Parish Council during routine maintenance due to safety requirements.

Fencing or kerbing around graves is not permitted and no loose stones may be placed as edging around graves.

Photographs are not permitted on headstones.

Flowers may be placed on graves, directly on the ground or the flat stone.

- Faded flowers should be removed by the family of the deceased after a reasonable time; otherwise, they will be disposed of by the Council.
- Floral tributes should not exceed or overlap the normal grave space.

No inanimate objects are allowed on graves or suspended from the trees in the cemetery.

The Council reserves the right to remove any object that impedes maintenance.

No paving stones may be laid around the grave space, and the planting of any shrub or inanimate object adjacent to the grave, or beyond the confines of the grave space, is not allowed.

If an alternative memorial is required, for example a bench seat, an application should be made to the Clerk of the Council. The maintenance of this remains the responsibility of the purchaser and the Council retains the right to remove any benches or trees that have become unfit for purpose.

The Parish Council reserves the right to fill in and make safe any grave that collapses and becomes a hazard to visitors in the Cemetery.

Persons committing injury or wilful damage within the Cemetery are liable to a penalty not exceeding £1,000 by order of the Local Authorities Cemeteries Order 1977.

CEMETERY FEES (see Residential Qualification)

Purchase of Exclusive Right of Burial	Resident Fee	Non-Resident
Purchase of Exclusive Right of Burial - Single depth 9' x 4'	£600.00	£1,800.00
Purchase of Exclusive Right of Burial - Double depth 9' x 8'	£950.00	£2,850.00
Purchase of Exclusive Right of Burial - Child Grave 4'6" x 4'	NO CHARGE	NO CHARGE
Purchase of Exclusive Right of Burial - Ashes single depth 2' x 2'	£200.00	£600.00
Purchase of Exclusive Right of Burial - Ashes double depth 2' x 4'	£375.00	£1,125.00

Interments	Resident Fee	Non-Resident
Interment – Adult (Including Grave Services)	£925.00	£2,775.00
Interment - 16 years and under (Grave Services only)	£58.00	£174.00
Interment of Ashes – (Including Grave Services)	£475.00	£1425.00

Headstones	Resident Fee	Non-Resident
Headstone 2' x 3' (For Burial)	£120.00	£360.00
Headstone/Tablet/Book 2' x 2' (For Cremation)	£60.00	£180.00
Renovation/Replacement of Headstone or Memorial	£60.00	£180.00
Additional Inscription on a Memorial	£40.00	£120.00

Other	Resident Fee	Non-Resident
Search of Parish records to confirm ownership	£30.00	£90.00
*Additional larger coffin/casket fee	£100.00	£300.00
Transfer of Exclusive Right of Burial	£50.00	