

Rules & Regulations for Marlborough Town Cemetery

Procedures for before a burial or ashes interment



We would like to take this opportunity to express Marlborough Town Council's sincere condolences on your bereavement. We understand that this is a difficult time for yourself and your family and would like to ask that you take a few minutes to read these regulations.

Our aim is to ensure that the cemetery is a special and respectful area in memory of the loved ones laid to rest there; a peaceful, safe and dignified place for all to visit. We are sure that you will appreciate that cemetery rules and regulations concerning memorials are in place to ensure the cemetery remains this way.

Location

Marlborough Town Cemetery is located just off Free's Avenue on The Common. What3words: [executive.touched.forklift](https://www.what3words.com/#!/en/094-484-444-executive.touched.forklift)

The hours for interments are Monday – Thursday 9.30am – 3pm & Friday 9.30am – 2pm. Burials & interments must be completed within these hours. Timings must be approved by the Town Council at the time of booking.

No interment shall take place outside these hours or at weekends, Christmas Day or Bank Holidays.

Purchasing a plot

You can purchase the burial rights to a grave space at the time an interment takes place. When a grave space is 'purchased' this refers to the purchase of the exclusive right of burial in the grave space and not the purchase of the land itself. This means that you do not own the land but have the exclusive right to say who can be buried in the grave. In accordance with The Local Authorities Cemeteries Order 1977 all burial rights are issued for a fixed period. Marlborough Town Council currently issues them for a period of 99 years. When you purchase the burial rights to a grave space you are issued with a Certificate of Exclusive Right of Burial.

You cannot pre-purchase a grave space.

To purchase an Exclusive Right of Burial you will need to complete a Grant of Exclusive Right of Burial form.

You must purchase the Exclusive right of Burial for a grave space in order to install a headstone or memorial.

Marlborough Town Council will determine the site of the grave. People's requests will be considered whilst balancing cemetery management concerns & environmental conditions.

Fees will be tripled for the purchase of an Exclusive Right of Burial for anyone who has not lived within the parish of Marlborough for the past 15 years.

Fees will be doubled for the purchase of an Exclusive Right of Burial for anyone who is a resident of the parish of Marlborough but has been living in a residential or care home outside the parish for more than 7 years.

Burials and Interments

No burial or interment of ashes shall take place without the written permission of the Council. Article 10 (1) of the Local Authorities' Cemeteries Order 1977.

A notice period of at least 3 days is required for a burial or ashes interment.

To bury or inter the ashes of your loved one you will need to complete a Notice of Interment form. This will need to be returned to the Council Offices along with a Certificate for Burial, Coroner's Order for Burial or Certificate of Cremation before the interment can take place.

Only the grave owner of the exclusive right of burial can authorise the re-opening of a grave by signing the interment form. If the owner is to be interred in the grave space the authority must be signed by the next of kin or such person as may be approved by the Civic, Cemetery & Engagement Officer, Town Clerk or Deputy Town Clerk. If the registered owner is not available and cannot be contacted the grave cannot be reopened. If the owner is deceased, it will be necessary to officially transfer the ownership prior to the requested opening of the grave and this can be done by contacting the Council.

The scattering of ashes is not permitted on the surface of any grave space or within any other area of the cemetery due to the following reasons:

- It may cause distress or offence to other cemetery users
- Grounds maintenance machinery would not be able to operate on or around the area where the ashes are scattered as it would disturb or remove the remains
- There would be difficulty in ensuring legal records are properly maintained

Double burials are permitted however they are not side by side.

No vehicles are permitted to enter the cemetery apart from those approved by the Council which are accompanying a funeral.

You can have a minister or celebrant officiate your ceremony, however, this is not a requirement.

Once the burial or ashes interment has taken place a small wooden cross may temporarily be placed at the head of the grave space until a permanent memorial can be installed.

In no case shall human remains be removed except by an approved Exhumation licence from the Ministry of Justice (Burial Act 1857).

Please be aware that this is a working cemetery and while every effort is made to ensure that disruption to grave spaces and their surrounding area is kept to a minimum sometimes some disturbance is inevitable. Marlborough Town Council will endeavour to right this disturbance as soon as is practically possible.

General Conduct

All dogs must be kept on a lead and any fouling must be cleared up immediately.

You enter Marlborough Town Cemetery at your own risk. The Council will not accept liability for any injury or damage.

Please remain respectful of all users of the cemetery. We request that radios and the playing of music are not played unless it is part of your ceremony.

The funeral party must take responsibility for the conduct of the funeral goers and be respectful of other users of the cemetery.

No person shall wilfully create any disturbance or commit any nuisance in a cemetery (Article 18 The Local Authorities' Cemeteries Order 1977).

Please clear floral tributes once they start to deteriorate. Our groundsmen will clear any tributes that have not been cleared after one month. Bins are available in the cemetery.

A plan of the cemetery is kept at the Council Offices. A register of burials is also held dating back to 1924. If you are searching for specific records you may contact the Council who will search the records on your behalf. For records prior to this date, you will need to contact the Wiltshire & Swindon Archives at the Wiltshire & Swindon History Centre.

Any Rules & Regulations previously in force in respect of the cemetery are hereby superseded. The Council may from time make alterations in the foregoing Rules and Regulations and any Right of interment in a grave will be subject to these Rules and Regulations.

Updated and approved June 2025

Marlborough Town Council

5 High Street, Marlborough SN8 1AA

01672 512487

enquiries@marlborough-tc.gov.uk

www.marlborough-tc.gov.uk

