

1. Authority

Argyll & Bute Council (hereinafter referred to as 'the Council') hereby make the following regulations for the management of Burial Grounds with Argyll & Bute, by virtue of the: -

Burial Grounds (Scotland) Act 1855
Local Government (Scotland) Act 1894
Local Government (Scotland) Act 1929
Local Government (Scotland) Act 1947
Local Government (Scotland) Act 1973
Local Government (Scotland) Act 1994

The term Burial Ground includes graveyards, gardens of remembrance, churchyards (with burial remains), mausoleums and cemeteries.

2 Area Officer

The management of all Burial Grounds is the responsibility of the Director of Development and Infrastructure Services. The appropriate official within the four geographic areas of the Council is representative of the Council and responsible for all related procedures.

Bute & Cowal

Amenity Services Technical Officer
Argyll & Bute Council
Milton House
Dunoon
Argyll PA23 7DX

Tel: 01369 708615

Mid Argyll, Kintyre & Islay
Amenity Services Technical Officer
Argyll & Bute Council
Manse Brae
Lochgilphead
Argyll PA31 8RT

Tel: 01546 604619

Oban, Lorn & the Isles
Amenity Services Technical Officer
Argyll & Bute Council
Millpark Depot
Millpark Road
Oban
Argyll PA34 4NH

Tel: 01631 569183

Helensburgh & Lomond
Amenity Services Supervisor
Argyll & Bute Council
Cardross Crematorium
Main Road
Cardross
G84 5HD

Tel: 01389 841313

Or as otherwise determined by Council Management

3.

next working day. The minimum amount of information required in order for a booking to be accepted is: -

- a. Name of deceased
- b. Coffin size
- c. Name of cemetery
- d. Date and time of burial
- e. Lair number (for second and subsequent burials, i.e. a 're-open')

The interment service is provided between the hours of: -

10:00 to 14:30 Monday to Friday

10:00 to 12:00 Saturday

The interment service can also be provided by special arrangement at other times.

There will be a maximum of three interments per lair. However, if ground conditions restrict this to a lesser number, lair owners will be advised at the first interment.

The opening and closure of the lair will only be carried out by employees of the Council. The depth of the lair at first opening will not be more than 1.83 metres (six feet).

No coffin shall be interred nearer to the ground surface than 0.76 metres (two feet six inches), measuring from the top of the coffin, unless an arrangement is made for special coverings, for which an additional charge will be made.

Where an existing memorial has to be removed in order to excavate the lair, the Lair Holder will be required to arrange for this to be carried out by using an approved Memorial Mason. (See clause 10)

9. Register of Burials

The Council will keep the Register of Burials, and shall record therein the name and age of the deceased, distinguishing the lair number and section of the cemetery in which the coffin or casket is interred, and the date of burial. The Register will be open to inspection by the public during normal business hours, by appointment, and without any fee being payable for any such inspection. The Council's representative will, by arrangement, carry out a search of the register on behalf of the enquirer during normal office hours for which a charge will be made. The Council reserves the right to levy an additional charge for complex or lengthy searches.

10. Monuments

Visitors are welcome at all cemeteries providing they recognise the need to behave in an appropriate manner.

An adult must accompany children under the age of 12 years.

Dogs must be kept on a lead at all times within a cemetery and “clean up after dog” rules applied. Waste bins may be used for bagged waste.

The Council shall have the power to expel from any cemetery any person behaving in a disorderly or unseemly manner.

13. Services

The Council respect the right of individuals and families to arrange services in accordance with the requests of the deceased or their religious or personal beliefs provided that no reasonable upset or disturbance is caused to others in the vicinity.

Where it is known in advance that a large attendance at a funeral is expected prior arrangements should be made with the Council’s representative. (For example, a military funeral)

Flowers and wreaths may be left at the graveside at the time of burial, which after a two week period will be removed by Council employees and disposed of. Only approved monuments may be erected on the lair and no other permanent memorabilia will be permitted. After three months’ notice to lair holders, any unauthorised items will be removed and stored for collection by lair holders.

Wreaths placed upon lairs at Christmas will be removed no later than 31 January. The Council will exercise discretion when removing floral tributes.

14. Data Protection Act

The information recorded in respect of the deceased, i.e. name, age, occupation, place of death, and burial location is deemed to be in the public domain.

Information recorded in relation to the Lair Holder is subject to the Data Protection Act and will only be used by the Burial Authority or their Agent in relation to the operation of the Burial Service.

15. Alterations to Regulations

The Council reserve the right to alter or cancel all or any of these Regulations and to enact and enforce new or additional Regulations from time to time as appropriate.

