



**Duke Street & Liverpool Road Cemetery**

Southport Crematorium  
Southport Road  
Scarisbrick  
Southport  
PR8 5JQ

01704 533 443

[southport.crematorium@sefton.gov.uk](mailto:southport.crematorium@sefton.gov.uk)

**Bootle & Thornton Cemetery:**

Thornton Garden of Rest  
Lydiat Lane  
Thornton  
Liverpool  
L23 1TP

0151 924 5143

[thornton.gardenofrest@sefton.gov.uk](mailto:thornton.gardenofrest@sefton.gov.uk)

Dear Sir/Madam,

Please find enclosed your grave Deed along with an information sheet which aims to address any questions you may have regarding the grave. On the reverse of this letter you will find samples of the various types of edgings that are permitted (and not permitted) on the grave.

We would be pleased to offer you every assistance with any query you may have. If we can be of any further help please do not hesitate to contact this office on the telephone number given above.

Yours faithfully,

**Burial and Cremation Administration Team**

Encl.



**PERMITTED – Wooden Edging**

This type of wooden log roll is sturdy enough to withstand contact with maintenance machinery



**PERMITTED – Stone Edging**

Stone kerbs are sturdy enough to withstand contact with maintenance machinery



**UNSUITABLE - Plastic Edging**

Plastic usually becomes brittle over time and could shatter if it comes into contact with maintenance machinery



**UNSUITABLE – Flimsy Wire**

Any type of wire edging could get caught or tangled up in maintenance machinery



**UNSUITABLE – Flimsy Wood**

This type of wooden edging could get caught or tangled up in maintenance machinery



**UNSUITABLE – Loose Chippings**

Loose chippings could be churned up by the maintenance machinery



**NOT PERMITTED - Gullies**

Dug out borders could be a trip hazard. Maintenance machinery blades could churn up edge of grass



**NOT PERMITTED – Unprotected Items**

Any pots and/or planting that is placed on the grave unprotected may get damaged by machinery



## **GRAVE AND BURIAL INFORMATION: SEFTON CEMETERIES**

Please find enclosed your grave Deed. This is an important legal document that provides proof of grave ownership and a record of all the burials within the grave. You will need to submit this to the relevant office each time a burial is arranged and if you wish to transfer ownership.

If there is a change to your name, address or telephone number, please inform the office as soon as possible as a form will need completing with your updated details.

Please do not write on your Deed or alter it; alterations should only be made by a member of the Burial and Cremation team.

### **Arranging a burial**

Full burials and/or cremated remains burials must be arranged through a Funeral Director or directly with the Burials & Cremations team. The burial will be by appointment and a cemetery officer must be in attendance.

**Burials can only take place with the signed consent of the grave owner.** If the deceased is the owner of the grave they are able to be buried in the plot they own however, the 'Declaration in Respect of a Re-opened Grave' section of the burial interment form must be completed. When arranging a burial the grave Deed must be submitted to the cemetery office. Deeds are returned to the owner via 1<sup>st</sup> class post once the burial has taken place.

Should a headstone require updating, a transfer of ownership would be required first. (Please see overleaf for further details.)

### **Preparing a grave for a burial**

Grave preparation will start a few days before the burial date. In some cases the headstone will need to be removed prior to the burial, if this is the case yourself or the Funeral Director will be made aware prior to the burial date. This may be carried by a stonemason of your choice or the Council will remove the headstone and will refit it after the burial (the Council will charge for this service). If a stonemason of your choice is appointed, they must be registered with Sefton Council.

A wooden container will be placed alongside the grave to contain the soil removed. This often means that adjacent graves are affected by the temporary storage of soil. It may be necessary for the Council to remove items such as plants and ornaments to facilitate the placing of the wooden container. If your grave is affected by this, please be assured that everything will be replaced, carefully tidied, and properly reinstated afterwards.

To indicate a pending burial, a notice will be placed on the appropriate grave. If you are concerned that this burial may affect your family grave, please arrange for the removal of any memorial items to avoid any potential damage. You can place these items back on to the grave after the burial has taken place in the adjacent grave.

### **Grave reinstatement after a burial**

After a burial has taken place the soil will be backfilled into the grave as soon as the mourners have left the graveside. A raised mound of earth will be left on the grave, which will take between 8 and 12 weeks to settle. To reinstate the grave, topsoil will be added, if required, and grass seed will be sown.

Floral tributes are usually left to be removed when you consider it necessary (or within 2 months of the burial), the exception to this being after the Christmas period, when tributes of any kind are removed during February. Please ensure that anything you wish to keep is removed well before this time.

### **Grounds maintenance**

Grass maintenance is undertaken throughout the year by the cemetery maintenance team on a rota basis of each site. Clippings are not collected, and, during wet warm weather, you may find grass clippings on your headstone and kerbs.

### **Opening times**

Times vary according to the time of year and are displayed on signs at the main entrance to each site. The times are available to view at [www.sefton.gov.uk](http://www.sefton.gov.uk).

### **Transferring grave ownership**

When a grave owner passes away the Deed must be transferred into a new owner's name before any further burials can take place or the headstone can be amended. Please ask the office to provide you with a Transfer of Ownership form and a staff member will explain the process.

### **Lost Deed/Owner Requesting Transfer of Ownership**

If your Deed becomes lost or damaged please contact the relevant office to apply for a copy Deed. As the grave owner you may transfer ownership into a different name at any time. Both you and the new owner would need to complete an assignment form which can be collected from the office.

### **Headstones and memorials**

All work on memorials is subject to prior approval by the Council and must be carried out by an approved and registered stonemason who will obtain the necessary permit from the Council. The permit request form must be signed by the grave owner. If the grave owner has passed away, the grave Deed must be transferred into a living owners name before any work on the headstone can be completed.

A list of approved and registered stonemasons is available from the office.

Memorials must be of stone or other natural material and fixed at the head of the grave. There are restrictions on the size and design of memorials that may be erected, details of which are held by your stonemason.

The Council cannot accept liability for any damage to memorials or leaning headstones, howsoever caused. Wherever possible, headstones will be re-erected if they have been pushed over, however if the services of a stonemason are required this will need to be at the grave owner's expense. Stonemasons usually offer an insurance scheme for memorials.

### **Plants and ornaments**

If you would like to create a small memorial garden on your grave, the border must be no wider than the grave width and protrude no further than 18" out from the headstone base. This allows easier access for the grounds maintenance staff to cut the grass or to open a grave for any future burials.

However, it is appreciated that families would prefer to extend beyond this recommended 18" allocation space. If you do wish to plant or place ornaments further out, to protect these items, we advise that you encase them with a suitable surrounding that is made of artificial or natural stone or solid wood.

Please note that plastic or wire edging would not be suitable, as over time they are unlikely to withstand the inclement weather. **Spiked railings and any glass ornaments are not permitted. Dug out gullies are also not permitted.**

If any grave with an extended memorial garden is not being maintained by the family the Council will reduce the border to 18" to allow easier access for the cemetery maintenance team. Any grave that has a garden that is encroaching onto another grave will be reduced back to within the permitted space by the Council.

To help us keep the cemetery tidy, we request that families keep their loved one's grave tidy and free from broken or worn ornaments and flowers – whether they be artificial or fresh. The Council will carry out regular site inspections and reserve the right to remove anything that is broken or looking tired.

### **Incidents and emergencies:**

In the case of emergencies, criminal activity, theft from your grave or similar, please contact the police.

For non-urgent incidents please contact the relevant cemetery office during normal working hours or Sefton Arc (0151 922 6107) at weekends, bank holidays or evenings.

**Our Privacy Notice is available to view on our website: [www.sefton.gov.uk](http://www.sefton.gov.uk)**

**More information is also available at [www.sefton.gov.uk](http://www.sefton.gov.uk)**

**Accurate (information given without prejudice) as of March 2024**

#### **Bootle Cemetery & Thornton Garden of Rest:**

Thornton Garden of Rest,  
Lydiat Lane,  
Thornton,  
Liverpool  
L23 1TP  
Tel: 0151 924 5143  
E-mail: [thornton.gardenofrest@sefton.gov.uk](mailto:thornton.gardenofrest@sefton.gov.uk)  
Office open Mon-Fri (excluding bank holidays) 9am-4pm

#### **Duke Street (formerly Southport) Cemetery and Liverpool Road (formerly Birkdale) Cemetery:**

Southport Crematorium  
Southport Road  
Scarisbrick  
PR8 5JQ  
Tel: 01704 533 443  
Email: [southport.crematorium@sefton.gov.uk](mailto:southport.crematorium@sefton.gov.uk)  
Office open Mon-Fri (excluding bank holidays) 9am-4pm