



Diss Cemetery – Authorised Vehicle Access Policy

1. Policy Statement

Diss Town Council is committed to maintaining Diss Cemetery as a safe, peaceful and dignified place for burial, remembrance and reflection.

Vehicle access is restricted to protect visitors, staff and contractors, reduce unnecessary wear on the cemetery roads and preserve the quiet character of the Cemetery.

2. Background

In 2019, in partnership with local funeral director Rosedale, Diss Town Council upgraded the cemetery roadways and roundabout to improve access and the appearance of the site.

In January 2020, the Council introduced vehicle access restrictions to manage vehicle movements within the Cemetery and protect its infrastructure.

3. Purpose

The purpose of this policy is to:

- set out the circumstances in which vehicles may enter the Cemetery;
- provide clear and consistent access arrangements;
- protect the safety of pedestrians and other cemetery users;
- support access for Blue Badge holders;
- allow authorised funeral, memorial, maintenance and operational activities to take place; and
- protect the Cemetery grounds, roads, paths, memorials and other property.

4. General Vehicle Restrictions

Motor vehicles are not normally permitted to enter the Cemetery.

Visitors should use the available parking outside the Cemetery and enter the grounds on foot, by wheelchair or by mobility aid.

Access to the Cemetery grounds is available from Heywood Road and from Shelfanger Road through the grounds of St Henry Morse Catholic Church.

5. Authorised Vehicle Access

Vehicle access may be permitted for:

- funerals and burial-related activities;
- grave digging and associated works;
- the installation, repair or inspection of memorials;
- authorised maintenance and grounds work;
- Council operational purposes;
- Blue Badge holders who have made prior arrangements with the Council;
- emergency services; and
- any other purpose expressly authorised by the Council.

Authorisation to enter the Cemetery does not constitute permission to park within the Cemetery, except where parking is necessary for the authorised activity or has been specifically agreed by the Council.

All vehicle access remains subject to section 10 of this policy.

6. Blue Badge Holders

A Blue Badge holder who requires vehicular access should contact Diss Town Council in advance to arrange an appointment.

Appointments are normally available:

- Monday to Friday between 9.30am and 3.00pm; and
- weekends between 8.00am and 11.00am.

The Council will consider individual access requirements and make reasonable arrangements according to the circumstances and operational requirements at the Cemetery.

A valid Blue Badge must be displayed clearly within the vehicle while it is within the Cemetery.

Where vehicle access is not required, visitors may park at St Henry Morse Catholic Church off Shelfanger Road and enter the Cemetery on foot or using a wheelchair or mobility aid.

7. Funeral Directors, Memorial Masons and Contractors

Funeral directors, grave diggers, memorial masons and other contractors granted access under section 5 must:

- arrange access with the Council where required;
- comply with the Cemetery Regulations and relevant Council policies and procedures;
- follow any instructions issued by authorised Council staff;
- take reasonable care to protect visitors, memorials, roads, paths, grassed areas and other property;
- avoid unnecessary vehicle movements; and

- leave the Cemetery in a safe and tidy condition.

Contractors remain responsible for the safe operation and security of their vehicles and equipment while on site.

8. Conduct of Drivers

Drivers entering the Cemetery must:

- proceed slowly and with particular care;
- give priority to pedestrians and funeral processions;
- follow any directions given by authorised Council staff;
- use designated routes where instructed;
- avoid driving or parking on graves or unauthorised grassed areas;
- avoid obstructing entrances, paths or operational access routes;
- switch off engines when stationary unless required for authorised work; and
- ensure gates are secured where instructed.

Drivers must remain alert to visitors who may have limited mobility, impaired hearing or impaired vision.

9. Damage and Incidents

Any accident, damage, near miss or other incident involving a vehicle within the Cemetery must be reported to Diss Town Council as soon as reasonably practicable.

The person or organisation responsible for a vehicle may be held responsible for damage caused to Council property, cemetery grounds, memorials or other property.

10. Refusal, Restriction or Withdrawal of Access

The Council may delay, restrict, refuse, suspend or withdraw vehicle access where:

- access has not been authorised;
- a driver does not comply with this policy, the Cemetery Regulations or instructions from Council staff;
- the vehicle or its use presents a risk to people or property;
- ground, weather or site conditions make access unsuitable;
- a funeral or other cemetery activity is taking place;
- works have not been properly authorised; or
- access would unreasonably interfere with Cemetery operations.

Serious or repeated breaches may result in future vehicular access being refused.

11. Contacting the Council

Requests for authorised vehicle access should be made to Diss Town Council using the Council's published contact details.

Sufficient notice should be provided wherever practicable so that access arrangements can be considered and agreed before the proposed visit.

12. Review

This policy will be reviewed every four years, or sooner where there is a change in legislation, Cemetery Regulations, operational arrangements or other relevant circumstances.