

## Appendix 1

### The London Borough of Enfield

#### Definitions

“**Council**” means the London Borough of Enfield

“**Cemetery**” means any cemetery provided and maintained by the London Borough of Enfield.

“**Resident or Parishioner**” means any person residing within the London Borough of Enfield who can provide proof of residency, either with a Council Tax Bill or via the Electoral Register.

“**Coffin**” or “**Casket**” means any container within which a body or cremation ashes of a person may be buried in the cemetery. All containers used for burial must be suitable for the purpose and have adequate identification of the deceased therein.

“**Burial**” or “**Interment**” means the placing of a coffin, or other container containing a body or ashes into any type of grave, vault, mausoleum or plot for ashes.

“**Grave**” means a burial place formed in the ground by excavation and surrounded by earth sidewalls.

“**Grave space**” or “**Plot**” means the area allocated by the Council and comprising of the grave itself and its surrounding sidewalls of earth.

“**Brick Grave**” means a burial place formed in the ground by excavation with a concrete base and brickwork walls. Intermediate concrete slabs create a separate chamber for each coffin and the top of the grave is sealed with concrete slabs.

“**Vault**” or “**Burial Chamber**” means an underground burial place with made of concrete. Intermediate concrete slabs create a separate chamber for each coffin and the top of the grave is sealed with concrete slabs.

“**Mausoleum**” means an above-ground burial chamber made of concrete and sealed at the front with brickwork.

“**Exclusive Right of Burial**” means the right to decide who is buried in a specific grave, the type of memorial that may be erected upon the grave and the inscription upon it. These rights are specifically subject to these Cemetery Regulations, which form the terms and conditions attached to the Deed of Grant of Exclusive Rights issued by Enfield Council. The Council may periodically review and modify the Cemetery Regulations. The Council grants exclusive rights in graves for a period of 100 years and in ashes plots for a period of 50 years.

“**Purchased**” or “**Private**” grave or plot means a grave in which the Council has granted the Exclusive Right of Burial.

“**Shared**”, “**Unpurchased**” or “**Public**” grave means a grave in which the Council has not granted the Exclusive Right of Burial and in which the Council may permit the burial of unrelated people at the Council’s discretion.

“**Lawn grave**” means a grave space where the surface of the grave and the adjoining ground is level, clear of obstructions and maintained as a grass lawn. An approved memorial may be erected and maintained at the head end of the grave space within a border 18” (457mm) deep. In addition, a further space 18” (457mm) deep in front of the memorial may be cultivated and planted with seasonal plants. The Council reserves the right to turf over any such cultivated area that appears to be neglected or overgrown.

“**Traditional grave**” means a grave space upon which an approved memorial with kerbs may be erected and maintained.

**“Garden of Rest Plot”** means a plot in which up to 4 containers of ashes may be buried and upon which an approved flat memorial tablet may be placed. The exclusive rights period for a Garden of Rest plot is 50 years.

**“Garden of Remembrance Plot”** means a plot in which up to 2 containers of ashes may be buried and upon which an approved flat bronze memorial plaque may be placed. Exclusive rights of burial are not available for Garden of Remembrance Plots.

**“Kerbside Memorial Plot”** means a plot in which up to 2 containers of ashes may be buried and upon which a natural stone memorial plaque may be placed on a sloped kerb. The exclusive rights period for a Kerbside Memorial plot is 50 years.

**“Keepsake Niche”** means an above ground plot for the interment of up to two containers of ashes or for personal mementoes.

**“Memorial”** means any memorial that is authorised by the Council to be installed and maintained within the cemeteries.

**“BRAMM”** means the British Register of Accredited Memorial Masons

**“NAMM”** means the National Association of Memorial Masons

## Cemeteries

The Council owns and operates the following cemeteries:

<b>Cemetery</b>	<b>Address</b>	<b>Postcode</b>
Edmonton Cemetery	Church Street, Edmonton	N9 9HP
Hertford Road Cemetery	Hertford Road, Enfield	EN3 5JE
Lavender Hill Cemetery	Cedar Road, Enfield	EN2 0TH
Strayfield Road Cemetery	Via Lavender Hill Cemetery	EN2 0TH
Southgate Cemetery	Waterfall Road, Southgate	N14 7JZ

The Council manages and operates these cemeteries in accordance with the Local Authorities' Cemeteries Order 1977, as amended by the Local Authorities Cemeteries' (Amendment) Order 1986 and such other Regulations as may be made by the Secretary of State for the Ministry of Justice.

The Council has no responsibility for any other cemeteries located within or outside the Borough.

## Cemetery Opening Times

<b>Months</b>	<b>Mondays to Saturdays</b>	<b>Sundays and Public Holidays</b>
January and December	9.00 am to 4.00 pm	10.00 am to 4.00 pm
February and November	9.00 am to 4.30 pm	10.00 am to 4.30 pm
March and April, September and October	9.00 am to 5.30 pm	10.00 am to 5.30 pm
May, June, July and August	9.00 am to 7.00 pm	10.00 am to 7.30 pm

The Council welcomes visitors to its cemeteries, where we ask that everyone observes and respects the peace, dignity and reverence of the facilities.

## **Cemeteries Office**

The Cemeteries Manager and Administration Team are based at the Cemeteries Office, located within the Civic Centre:

Cemeteries Office, Civic Centre, Silver Street, Enfield, EN1 3XA

Telephone number: 020 8379 3767

Email address: [cemeteries@enfield.gov.uk](mailto:cemeteries@enfield.gov.uk)

The Cemeteries Office is open Monday to Friday from 9am to 5pm (except for public holidays).

For further information, please visit our website: [www.enfield.gov.uk](http://www.enfield.gov.uk), where you will find information about the cemeteries, the services we offer and various forms that you may download.

You are welcome to visit the Cemeteries Office, but we recommend you contact us to make an appointment prior to your visit.

**Funeral Times**

Funerals may only take place between the times specified in the table below to ensure that the cemetery staff have sufficient time to complete the arrangements for the preparation and completion of each burial:

<b>Type of Funeral</b>	<b>March</b> Mondays - Thursdays	<b>April-October</b> Mondays - Thursdays	<b>Nov-February</b> Mondays - Thursdays
<b>Chapel</b>	9.30 am – 3.00 pm	9.30 am – 3.15 pm	9.30 am – 2.30 pm
<b>Graveside (STG)</b>	9.30 am – 3.15 pm	9.30 am – 3.30 pm	9.30 am – 2.45 pm
	Fridays	Fridays	Fridays
<b>Chapel or STG</b>	9.30 am – 2.30 pm	9.30 am – 2.30 pm	9.30 am – 2.30 pm

Funerals outside of the above times may be considered upon request at an additional charge, subject to the availability of appropriate resources.

## Burials

No burial may take place in the cemeteries without the permission of the Council's Cemetery Manager or officer of the cemeteries administration team.

All requests for a burial must initially be made by telephone to the Council's main Cemetery Office to check availability and agree the date and time of the funeral. The minimum periods required for notice of burials are as follows:

Type of burial	Notice required
Standard earth grave Ashes plot	2 working days
Brick grave, vault or mausoleum	4 working days

All telephone bookings for funerals must be confirmed in writing by completing in full the Council's 'Notice of Interment' form.

In the event that there are any alterations to the agreed funeral arrangements, this must first be confirmed by telephone and then in writing on the 'Notice of Interment' form.

The Council shall not be responsible for:

- Any discrepancies, errors or omissions in any 'Notice of Interment' or other document relating to a funeral or the consequences arising from such discrepancies, errors or omissions.
- The late receipt of any 'Notice of Interment' or other documents relating to a funeral or the consequences arising from such late receipt.

Where the funeral involves the reopening of a purchased grave, it may only proceed where sufficient space remains in the grave and under the following circumstances:

- The written consent of the registered owner of the exclusive rights is included on the 'Notice of Interment.'
- The funeral is that of the registered owner of the exclusive rights.
- In any other circumstances, the ownership of the exclusive rights must be formally transferred to the person legally entitled to ownership before the funeral may take place.

Where the funeral is that of the registered owner of the exclusive rights, following the funeral the Personal Representative(s) of the estate of the deceased must produce Probate of the Will, or Letters of Administration or such other evidence as the Council may require, so that the ownership of the exclusive rights may be transferred to the person entitled in law to be the new registered owner.

Registered owners of Exclusive Rights may transfer ownership during their lifetime by completing the Council's procedures to formally assign the rights to another person.

In any of the areas of the cemeteries that have been consecrated by the Bishop of the Church of England, a burial may only take place with a Christian and orderly religious service or without any religious service.

In any of the areas of the cemeteries that have not been consecrated, the burial may take place with or without any form of religious service.

A 'Certificate for Disposal' or 'Certificate of Still-birth' issued by the Registrars of Births, Deaths and Marriages or a Coroner's 'Order for Burial' must be delivered and handed to the authorised officer of the Council when the funeral cortège arrives at the



cemetery. The relevant certificate should not be posted or delivered to the Cemetery Office.

Failure to provide the necessary statutory documentation may result in the delay of the burial until the certificate can be produced. It is unlawful to inter a body without the appropriate certification.

In the case of a non-viable foetus, the Medical Practitioner or Midwife's certificate for delivery will be required.

No burial of a body will be permitted unless the deceased person is contained within a coffin, casket or other suitable rigid container, including cardboard, willow and metal caskets. For burials in a brick grave mausoleum, or vault, the coffin or casket must be hermetically sealed. An additional fee will be charged for a coffin measuring 2,108mm (6ft 11in) x 787mm (2ft 7in) x 584mm (1ft 11in) or larger, and for a casket.

Every coffin must bear a nameplate with details of the deceased person therein and may only contain one body, unless in exceptional circumstances agreed with the Cemetery Manager, such as the case of a mother and baby.

The Cemeteries Office must be informed at the time of the booking of the funeral in the case of any person who has died from a notifiable disease.

No extra-ordinary funeral processions or funerals attended by bands etc. are permitted to enter the cemeteries without special permission of the Council.

## **Grave excavation procedures**

The Council is wholly responsible for the operation and maintenance of its cemeteries. Only staff or contractors employed by the Council may excavate and prepare graves for burials.

Where a grave is to be reopened to receive a further burial, it is the responsibility of the registered owner of the Exclusive Right of Burial, acting through their appointed Funeral Director, to organise the removal of any memorial erected on the grave in sufficient time to enable the grave to be prepared for the burial. The removal of any memorial may only be undertaken by a memorial mason registered with BRAMM or NAMM.

Subject to the agreement of the Council's appointed representative, any memorial mason requesting to leave any such memorial within the cemetery grounds after removal from a grave, is responsible for informing the registered owner.

The Council accepts no liability for any damage caused to any such memorial and it is left there at the registered owner's own risk. The depth to which any grave may be excavated will be determined by the Council and will be according to statutory requirements and the conditions appertaining in each individual case.

Adjacent grave spaces that may be affected by a burial will be fully reinstated to their original appearance after the burial has been completed.

The Council reserves the right to delay or reschedule a funeral if any part of the burial area or excavated grave becomes unstable or dangerous due to severe weather or other extenuating circumstances.

## **Grave reinstatement and maintenance**

After an interment has taken place, the grave will continue to settle for approximately one year or longer depending upon soil and weather conditions. During this time the cemetery operatives will continue to top-up the grave.

After approximately one year, lawn graves will be leveled using topsoil and seeded with grass. The routine mowing of the grass is the responsibility of the Council's staff or appointed contractor. The registered owner of the exclusive rights is responsible for the maintenance of any memorial erected on the grave in a safe condition.

In the case of a grave where a traditional kerbed memorial is erected, it is the responsibility of the registered owner of the exclusive rights to maintain the grave and memorial in a safe condition.

## **Removal of Floral arrangements**

The Council's staff or appointed contractor will at their discretion remove faded funeral wreaths and other floral tributes from the grave not less than 7 days from the day of the burial.

## **Grave Maintenance**

The Council is responsible for the maintenance of the cemeteries, which includes grass cutting. However, it is the responsibility of the registered owner of the exclusive rights to maintain their individual grave and memorial in good order and keep them free from weeds.

Mounds are not permitted in any of the Council's cemeteries except, during the period of topping up the grave in the first year following a burial.

The Council reserves the right to arrange for the temporary removal of any memorial to enable the excavation of graves or other essential works.

## **Chapel**

Heated chapels are available for 30 minute services at Edmonton and Lavender Hill Cemeteries, shared with Strayfield Road Cemetery. The chapel hire time can be extended for an additional fee.

Each chapel has floral decorations and seating for approximately 40-50 people.

Although there are no music systems installed, Funeral Directors or families are welcome to provide their own sound systems and/or musicians. Convenient power points are located within the chapels.

## **Arrival of funeral cortège**

Upon arrival at the cemetery, the Funeral Director must report to the Council's appointed representative and must not proceed with the funeral until he is given instruction to do so.

The Council's appointed representative will check the coffin nameplate details against the appropriate Certificate for Disposal to ensure the correct identity of the deceased.

It is the Funeral Director's responsibility to provide a sufficient number of bearers to safely and decently convey the coffin to the graveside and lower into the grave.

The Funeral Director must be present throughout the funeral in order to liaise with the funeral party and the Council's appointed representative.

The time stated for a funeral must be punctually observed to prevent inconvenience or interference with another funeral party. Any funeral arriving before the appointed time may have to wait until the time arranged.

Any funeral arriving after the appointed time must act under the direction of the Council's appointed representative as to when the burial may proceed.

The Funeral Director must keep the Council's appointed representative or staff at the main Cemeteries Office updated on the anticipated time of arrival, if it falls outside of the appointed time.

The Funeral Director must advise the Cemeteries Office in advance of any special circumstances expected to affect a planned funeral. Such circumstances include, but are not limited to, a large number of mourners; a large volume of cars; coaches; horse-drawn hearse and mourners wishing to participate in the backfilling of the grave.

### **Burial vaults (or chambers) and mausolea**

Each burial vault can accept 2 coffins or caskets, whilst a mausoleum can accept one coffin or casket.

The exclusive rights in a burial vault or mausoleum may be purchased either at the time of making funeral arrangements or in advance.

The opening, preparation, interment and sealing of burial vaults or mausolea will be carried out by an approved contractor appointed by the Council or by trained members of the Council's staff.

Each unit is made of reinforced concrete and sealed after each interment with cemented concrete slabs or bricks and a waterproof sealant.

All coffins or caskets to be placed into a burial vault or mausoleum must be zinc-lined and hermetically sealed.

The maximum external dimensions of coffins or caskets allowed are as follows:

	<b>Length</b>		<b>Width</b>		<b>Height</b>	
<b>Burial vault</b>	2,135mm	7ft	762mm	2ft 6in	686mm	2ft 3in
<b>Mausoleum</b>	2,135mm	7ft	686mm	2ft 3in	610mm	2ft

The burial of caskets in a mausoleum in excess of 686mm (2ft 3in) wide may be considered but is subject to the formal written approval of the Council.

The Funeral Director is responsible for lifting the coffin and placing it into its specific mausoleum chamber. The Council does not provide a coffin lifting mechanism as the maximum height for interment is considered to be acceptable.

However, it is the Funeral Director's responsibility to provide any lifting device that he considers necessary.

### **Unpurchased (Public) graves**

The Council offers unpurchased graves for the burial of residents choosing this type of grave. The Council uses unpurchased graves when arranging funerals in accordance with s.46 of the Public Health Act (Control of Disease) Act 1984, for any person who dies in the borough where no other suitable funeral arrangements have been made.

The charge for a burial in an unpurchased grave does not include any exclusive rights in the grave and unpurchased graves are normally used for the burial of a number of unrelated people.

Funeral times for burials in unpurchased graves are allocated early in the morning. For further information please contact the Cemeteries Office.

The Council will supply a standard lawn headstone where each person interred in the grave may have two lines of inscription thereon. The person responsible for arranging the funeral will need to engage a BRAMM or NAMM registered memorial mason should they wish to add an inscription.

### **Re-used graves**

Enfield Council has obtained faculty permission from the Church of England to create new purchased graves above old unpurchased graves that were used for burial more than 75 years ago in consecrated parts of the cemeteries. The Council offers exclusive rights of burial in these graves for a maximum of 2 new burials and traditional kerbed memorials are permitted on these graves.

If any remains of the original burials are found in the grave during its preparation to receive a new burial, they will carefully and respectfully be removed and placed into an unpurchased grave nearby. Any original burials lying deeper in the grave will be left in place, but below any new burial.

### **Graves for children and infants**

As with adult funerals, Enfield Council offers the choice of purchased or unpurchased graves for the burial of children and infants. In the event that the coffin is larger than 457mm (18 in) long by 228mm (9 in) wide, then burial must be in a purchased grave at the appropriate fee.

### **Burial of ashes (cremated remains)**

A Certificate of Cremation issued by the crematorium must be delivered and handed to the Council's appointed representative on arrival at the cemetery at the appointed time. It should not be delivered to the Cemetery Office.

The Council's appointed representative will check the container nameplate or tag details against the Certificate of Cremation to ensure the identity of the deceased.

Ashes can be interred, either in standard graves or in specific plots set aside for ashes burials at a depth of 450mm (18 in). Alternatively, ashes can be placed above ground in a Keepsake Niche or a premium Double Vaulted Chamber.

Ashes must be in a container approved by the Council, which may vary depending on the type of plot chosen for the interment. Details of the container should be provided on the 'Notice of Interment'.

Where a further full coffin burial is required in a grave, the ashes container will be positioned at a sufficient depth to ensure that the container is not disturbed in the future.

In the event that this is not possible, the container will be interred within the grave space at a depth of 457mm (18 in). It will then be the responsibility of the registered owner of the exclusive rights in the grave to apply for a faculty from the Church of England or exhumation licence from the Ministry of Justice to authorise the disturbance of the ashes in order to allow a full coffin burial to go ahead.

### **Scattering of ashes (cremated remains)**

A Certificate of Cremation issued by the crematorium must be delivered and handed to the Council's appointed representative on arrival at the cemetery at the appointed time. It should not be delivered to the Cemetery Office.

The Council's appointed representative will check the container nameplate or tag details against the Certificate of Cremation to ensure the identity of the deceased.

Ashes may be scattered on an existing purchased grave or in areas set aside for the scattering of ashes, such as the Garden of Remembrance.



Should families wish to scatter the ashes themselves they may do so, providing that it is in the presence and under the direction of the Council's appointed representative.

### **Ministers, officiants and celebrants**

A funeral may take place with or without a religious service. It is the responsibility of the person arranging the funeral through the Funeral Director to arrange for a minister or other appropriate person of their choice to officiate at the burial.

### **Fees and charges**

Fees for all cemetery services are determined by the Council annually to take effect from 1<sup>st</sup> April each year. The Council reserves the right to revise the fees and charges at any time.

Some of the Council's cemetery fees distinguish between residents and non-residents of Enfield. These fees relate to the purchase of exclusive rights, for which non-residents pay higher fees.

Resident fees are only applicable when the purchaser of the exclusive rights is a permanent resident of the London Borough of Enfield. A current Council Tax bill must be submitted with the 'Notice of Interment' as proof of residency.

All fees must be paid on receipt of an invoice or in advance and can be paid by BACS or debit card. Cheques and money orders must be crossed and made payable to the 'London Borough of Enfield'.

### **Management of the cemeteries**

All persons entering the cemetery will be subject to the orders and control of the London Borough of Enfield or any person authorised by the Council.

The Council reserves the right of passage by people and machinery over all graves for all purposes in connection with the cemeteries, including but not limited to grounds maintenance; preparation of graves; erection, removal and repair of memorials; memorial safety inspections. The Council reserves the right to cover or temporarily remove any memorial in connection with burials in the cemeteries.

No flowers, plants, shrubs, trees, wreaths, flower containers, water cans or any other thing connected with the cemeteries or individual graves or plots, shall be removed from the cemeteries without the consent of the Council's appointed representative, nor from a grave or plot without the consent of the registered owner of the exclusive rights.

Employees of the Council are not allowed to accept gratuities or solicit or undertake private work in the cemeteries for reward or otherwise.

### **Conduct within cemeteries**

All persons shall conduct themselves in a respectful and orderly manner and are reminded of Article 18(1) of the Local Authorities' Cemeteries Order 1977 whereby no person shall:

- Willfully create any disturbance in a cemetery
- Commit any nuisance in a cemetery
- Willfully interfere with any burial taking place
- Willfully interfere with any grave or vault, any tombstone or any other memorial or any plants on any such grave
- Play at any game or sport in a cemetery
- Enter or remain in a cemetery at any hour when it is closed to the public unless so authorised by the Council

The Council's appointed representative has the right to request any person to leave the cemetery for misconduct or using improper language.

Any person who contravenes Article 18(1) of the Local Authorities' Cemeteries Order 1977 shall be liable on summary conviction to a fine not exceeding Level 3 on the standard scale and in the case of a continuing offence a fine not exceeding £10.00 for each day during which the offence continues after the conviction.

Any person found damaging any grave or any part of the cemetery will be liable to prosecution by the Council under the provisions of the Local Authorities' Cemeteries Order 1977 and/or the Criminal Damage Act 1971.

All enquiries, complaints and requests by members of the public must be made, preferably in writing, to the Council's main Cemeteries Office or to the Council's Cemetery Officer on site. Complaints must not be made to the contract cemetery staff.

Subject to the Byelaws within the cemeteries, dogs shall not be permitted in any cemetery. This does not apply to Disability Assistance Dogs.

Children under 15 years of age are not permitted in the cemeteries except under the care and supervision of a responsible adult.

No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit for orders from the same within a cemetery unless by agreement of the Council or Cemetery Manager.

Any person using a motor vehicle in a cemetery shall only do so on a carriageway suited to that purpose with due consideration for other cemetery users. They shall not be driven on footpaths, graves, lawns or planted areas.

Motor vehicles shall abide by a speed limit of 8mph (13kph).

The Council shall not accept liability for loss or damage to any vehicle or its contents brought into the cemeteries.

Skateboarding, rollerblading or other similar activity is not permitted in the cemeteries

No person shall drop, throw or otherwise deposit and leave in the cemeteries any wastepaper or refuse of any kind except in the litter bins provided. The litter bins are strictly for waste generated within the cemeteries.

Fly tipping is strictly prohibited and any person found committing an offence will be prosecuted by the Council.

The consumption of alcohol is prohibited in the cemeteries, unless in association with funeral rituals.

No filming or photography for commercial purposes may be undertaken in the cemeteries without the prior written consent of the Council.

No burial shall take place and no monument or memorial shall be placed in the cemetery nor shall any additional inscription or any other memorial work be made on a memorial without prior written consent of the Council.

### **Exclusive Right of Burial**

The Exclusive Right of Burial in a grave may be purchased at the time of the interment on payment of the appropriate fee and completion of the relevant part of the 'Notice of Interment' including the signature(s) and proof of residency of the proposed new owner(s)

The Council will issue the purchaser with a formal 'Deed of Grant of Exclusive Right of Burial'. This is a legal document and should be kept in a safe place.

The Exclusive Rights of Burial may be purchased in reserve subject to Council approval

Exclusive Rights may not be purchased by Funeral Directors or their agents for the purpose of resale to a third party.

The Exclusive Rights of Burial may be purchased for the periods as stated below:

100 years – Lawn and Traditional graves, Burial Vaults, Mausolea and Babies' section.

50 years – Gardens of Rest or Kerbside Memorial Plot

The Exclusive Right of Burial is normally purchased by one person

The Exclusive Right of Burial entitles the registered holder(s):

- To be interred in a grave space subject to space being available in the grave;
- Authorise further burials in the grave where space is available or the burial in, or scattering of cremated remains over that grave;
- To apply for the Right to erect a memorial on the grave, in accordance with the Regulations and subject to the Council approval;
- To apply for an additional inscription or inscriptions on a memorial on that grave.

It does not extend to possession of the land, which remains in the ownership of the Council.

Where the Exclusive Right of Burial has already been purchased by more than one person, each registered owner is entitled to be interred in the grave. However, this is subject to sufficient space being available and only with the consent of all the other registered owners of the exclusive rights in that grave.

Upon the death of each owner, the Exclusive Right of Burial, whether granted in perpetuity or for a limited time, be considered as the personal estate of the grantee, and may be assigned, in his lifetime or bequeathed by his Will.

The signatures of **all** the living registered owner(s) of the rights are required to authorise any burial in the grave or memorial work.

### **Transfer of Ownership**

The Exclusive Rights of Burial in a grave shall not be transferred to another person without an Application being made to the Council. An application to transfer ownership of the exclusive right of burial must be made to the Council, so that any change of ownership may be registered at the expense of the applicant. The application shall be made in the following circumstances. By:

- Assignment – From one existing owner(s) to another
- Probate – Upon death of the owner leaving a Will or Letters of Administration
- Statutory Declaration – Upon death of the owner where there is no Will or Letters of Administration.

In each case a Form of Renunciation shall be signed by anyone who is entitled to the Rights, but does not wish to take up that Right.

The original Grant of the Exclusive Right of Burial shall be submitted with the application. Alternatively, the Council will prepare a duplicate at the expense of the applicant.

## **Specific Regulations**

### **Lawn graves**

Lawn graves will be allocated by the Council in rotation.

Where mini kerbs are not installed in front of a lawn memorial, the area in front of the memorial measuring 762mm (2ft 6in) wide by 458mm (1ft 6in) deep from the front of the concrete foundation may be cultivated. If this area is not cultivated, it will be turfed over in order to facilitate maintenance.

The whole of the remaining area of the grave space will be maintained at ground level and no mounds will be permitted.

### **Traditional graves**

Subject to the design of the chosen memorial, flowers may be planted on the graves where space is available, but trees and shrubs may not be planted.

### **Burial Chamber**

It is the responsibility of the owner of the Exclusive Right of Burial to maintain their grave and memorial in good order.

The Council will maintain any paths, planters and other structures except where the exclusive right of burial has been sold.

No glass containers may be placed on the grave or on the memorial housing as these constitute a danger to staff and visitors. Any such containers or unsightly objects found in the cemeteries shall be removed.

Any other adornments shall be approved by the Council

### **Premium Double vaulted burial chamber with 4 ashes containers**

The same applies as for Burial Chambers except that up to four containers of ashes can be placed within the memorial housing at the head of the grave.

### **Mausoleum**

It is the responsibility of the owner of the exclusive right of burial to maintain the mausoleum plot and memorial in good order.

Any other adornments shall be approved by the Council.

The Council will maintain any paths, planters and other structures, except where the exclusive right of burial has been sold.

All memorabilia shall be restricted to the mausoleum plot or the memorial tablet itself.

### **Keepsake Niche**

Up to two containers of ashes may be placed in a keepsake niche and they may also be used to keep personal mementoes.

The owner of the exclusive right of burial has exclusive access to the keepsake niche, using a specific key supplied for the purpose by the Council.

Each door opening is fitted with toughened glass and secured with a tamper proof fixings and locks,

Ashes may not be removed from the niche without the prior consent of the Council.

### **Garden of Rest**



No more than four containers of cremated remains may be interred in each plot, to be positioned centrally within the plot.

The allocation of plots will normally be made by the Council. Selection or reservation of a particular plot may be made subject to an additional payment.

Wreaths, crosses and other floral designs may be placed on a plot only from the day of an interment and must be removed not later than the expiration of seven days from the date of an interment.

No other planting, flowers, pots, ornaments, etc. may be placed on or around the memorial, concrete base or the surrounding grass area.

### **Garden of Remembrance**

Except where the Exclusive Rights of Burial have been granted by the Council, the disposal of ashes shall take place only in the areas designated by the Council for that purpose.

The interment or scattering of ashes in the Garden of Remembrance confers no rights in the land and the Council at its discretion may at any time discontinue the use of the land for cemetery purposes.

The Council will normally make the allocation of plots.

Each plot can accept two containers of ashes interred to a depth of 457mm (18 in)

If desired, a standard bronze plaque memorial can be placed above the first ashes burial and set flush with the ground.

The second interment shall be in front of the existing plaque.

If an additional name is desired on the memorial then a new bronze plaque and concrete base shall be ordered from the Council to replace the existing plaque and base.

The Council will dispose of the original bronze plaque and base unless the family wishes to collect it at a time convenient to the Cemetery Officer.

Flowers, plants, shrubs, trees, wreaths, flower containers or memorials of any kind may not be planted or placed on the lawn area of the Garden of Remembrance. Wreaths and other floral tributes may be placed on an area designated for this purpose in the Garden of Remembrance and such tributes will be removed at the expiration of 7 days or at the discretion of the Cemetery Officer.

The Council reserves the right of passage over the Garden of Remembrance for any purpose in connection with the cemetery.

### **Kerbside Memorial Plot**

The Exclusive Right of Burial for each plot is 50 years.

No more than two containers of cremated remains may be interred in each plot, to be interred in the grassed area behind the kerbside memorial at a minimum depth of 457mm (18in) on top of each other.

The type of container for the ashes is limited to a Polytainer or an urn measuring a maximum of 228mm (9in) x 152mm (6in).

Wreaths, crosses and other floral designs may be placed on a plot only from the day of an interment and must be removed not later than the expiration of seven days from the date of an interment.

No other planting, flowers, pots, ornaments, etc. may be placed on or around the memorial, concrete base or the surrounding grass area.

## **The Book of Remembrance**

The Book of Remembrance will be available to view in the cemetery chapel on request from half an hour after the opening of the cemeteries to half an hour of their closing. Each day, the page of the Book of Remembrance on display will be the current date so that each entry in the Book may be viewed on its particular anniversary.

## **Memorials**

### **Approval for memorial work**

No work associated with the erection, modification or replacement of a memorial will be allowed in the cemeteries without the Council's prior written permission in the form of a Memorial Permit.

All applications for memorial work must:

- be submitted to the Cemeteries Office on the application form available from the Council's web site;
- include the name of the applicant and the memorial fixer
- include a drawing of the proposed memorial and provide clear information about the design, dimensions, materials, inscription and fixing method;
- include the written consent of the owner(s) of the exclusive rights.

Following approval of the application, the Council will issue a Memorial Permit specific to the approved work. The Memorial Mason must make an appointment with the Cemetery Office prior to carrying out the approved memorial work and also bring the Memorial permit to the cemetery as proof of the Council's approval of the work.

No memorial work will be permitted unless it is undertaken by a Memorial Mason in current registration with BRAMM and with appropriate current Public Liability Insurance. The individual mason undertaking memorial work must have a valid BRAMM Fixer Licence.

## Memorials

**General requirements** All memorials must comply with the size of the grave purchased

The grave number and section or row should be inscribed centrally on the rear of the memorial 150mm (6in) below the top in letters 25mm (1in) high.

No trade names shall be fixed or engraved on any memorial.

All memorials must be made of natural stone except where otherwise stated and installed in accordance with the approved BRAMM/NAMM methods of fixing.

All memorials must be supplied with a BRAMM approved concrete base.

Upon completion of any work to memorials, Memorial Masons must leave the work area tidy and remove any waste out of the cemetery for proper disposal.

## Lawn grave memorials

Memorials on purchased lawn graves shall be limited to the following dimensions:

	Minimum dimensions		Maximum dimensions	
Overall height	838mm	2ft 9in	915mm	3ft
Headstone height	762mm	2ft 6in	838mm	2ft 9in
Headstone width	610mm	2ft	762mm	2ft 6in

Base height	76mm	3in	152mm	6in
Base width	762mm	2ft 6in	762mm	2ft 6in
Base depth	305mm	1ft	381mm	1ft 3in
Thickness of stone	76mm	3in	152mm	6in

Where installed in front of a lawn memorial, mini kerbs shall be limited to the following dimensions:

	Minimum dimensions		Maximum dimensions	
Height	76mm	3in	152mm	6in
Width	762mm	2ft 6in	762mm	2ft 6in
Depth	381mm	1ft 3in	458mm	1ft 6in
Thickness of stone	76mm	3in	76mm	3in

Mini kerbs must be fixed securely onto a concrete base of the same dimensions and remain separate from the base of the headstone.

The landing of the memorial shall be the responsibility of the registered owner and limited to the following dimensions:

	Minimum dimensions		Maximum dimensions	
Height	76mm	3in	152mm	4in
Width	915mm	3ft	1219mm	4ft
Depth	458mm	1ft 6in	458mm	1ft 6in

Memorials on shared (unpurchased) adult lawn graves shall be limited to the following dimensions:

	Minimum dimensions		Maximum dimensions	
Headstone height	838mm	2ft 9in	838mm	2ft 9in
Headstone width	610mm	2ft	762mm	2ft 6in
Thickness of stone	76mm	3in	152mm	6in

On unpurchased shared graves, the Council provides a standard type of headstone, depending on its location, on which may be inscribed the name and age and date of death, occupying two lines on the headstone, the cost of which is borne by the applicant.

On headstones 457mm (18in) wide the inscriptions should be of 19mm ( $\frac{3}{4}$ in) lettering and a margin of 38mm ( $1\frac{1}{2}$ in) should be left from the edge of the memorial. On headstones 610mm (24in) wide the inscription should be of lettering 25mm (1in) high and a margin of 76mm (3in) should be left from the edges of the memorial.

Flower vases not exceeding 178mm (7in) in diameter be limited to one per family and must be placed in the ground in front of the headstone.

### **Unpurchased (shared) baby graves**

Each baby is allowed a memorial on the grave supplied by the applicant.

Memorials are limited to headstones, crosses or vases to a maximum of 457mm (18in) high by 559mm (1ft 10in) wide, 254mm (10in) in depth and a minimum of 50mm (2in) in thickness to be approved by the Council.

Relatives of each baby must not preclude the relatives of the other babies from placing memorial tributes on the shared grave.

## Traditional grave memorials

Memorials on traditional graves shall be erected in accordance with the size of the grave and limited to the following dimensions:

	Minimum dimensions		Maximum dimensions	
Overall height	76mm	3in	2743mm	5ft
Overall length	1982mm	6ft 6in	2743mm	9ft
Overall width	762mm	2ft 6in	1219mm	4ft
Kerb height	152mm	6in	229mm	9in
Thickness of stone	76mm	3in	152mm	6in
Thickness of landing	102mm	4in	152mm	6in

Memorials of an exceptional weight must be laid on a foundation to be approved by the Council.

For graves measuring 2743mm (9ft by 4ft), the maximum memorial height is 1524mm (5ft). For all other graves the maximum memorial height is 1066mm (3ft 6in).

Memorials exceeding 1,830mm (6ft) in height must be fixed in accordance with a specification drawn up for the specific memorial by a structural engineer.

The permit fee payable for memorials on traditional graves is in accordance with the height of the memorial as per the Council's fees and charges

A standard temporary wooden surround which must be supplied by the Council measuring 1,982mm (6ft 6in) x 762mm (2ft 6in) may be placed on a traditional grave for an additional fee until a permanent memorial is erected. No other type of temporary fencing can be erected. For all other grave sizes, please contact the Cemeteries Office.

The Council does not provide memorials on unpurchased traditional shared graves, For further information, please contact the Cemeteries Office.

**Burial Chamber and Mausoleum**

Each burial chamber or mausoleum is supplied with a standard black granite tablet measuring 390mm (15in) x 695mm (27in) or 740mm (29in) x 2,475mm (97in) depending on the design upon which an inscription may be arranged.

Any memorial work must first be approved by the Council. A range of designs, ornaments and photo plaques are available and charged in accordance with the fees and charges.

The Council reserves the right of passage over the burial chambers.

**Keepsake Niche**

No memorials available

**Garden of Rest memorials**

Memorials erected on a plot shall be in the form of a flat natural stone tablet mounted on a square concrete frame foundation of the following dimensions:

Foundation square	610mm	2ft
Foundation thickness	50mm	2in
Memorial tablet square	457mm	1ft 6in
-	-	-
Memorial tablet thickness	50mm	2in

A borehole for a cut flower container may be incorporated set flat within the stone.



## **Kerbside Memorial Plot**

If desired an inscription can be added to the standard stone plaque included. The Council is responsible for arranging the additional inscription for which a permit fee will be payable.

If an additional name is desired on the memorial and there is insufficient room, then a replacement plaque shall be ordered from the Council to replace the existing plaque.

The Council will dispose of the original plaque unless the family wishes to collect it at a time convenient to the Cemetery Officer.

The Council reserves the right of passage over the Kerbside Memorial Plot area for any purpose in connection with the cemetery.

## **Garden of Remembrance memorials**

Memorials are restricted to a standard bronze plaque measuring 150mm (6in) by 100mm (4in) supplied by the Council and set flush within a concrete base.

A replacement plaque shall be ordered for any additional inscriptions.

The Council will dispose of the original plaque unless the family wishes to collect it at a time convenient to the Cemetery Officer.

## **Memorial benches**

The Council leases memorial benches for a period of 10 years. The fee includes the lease and the provision by the Council of an inscribed plaque.

Entering into a lease agreement with the Council does not authorise the placing of any personal items or flowers on, under or attached to the bench. The Council reserves the right to remove and dispose of any such items without notice.

The Council will undertake an annual inspection of the bench to ensure it remains suitable as a memorial, in regards to its safety, general condition and use and that it has not been moved from its registered location/position.

Where necessary, the Council may temporarily remove the bench for cleaning, renovation and any other purposes.

Where necessary, the Council may replace the original bench with a similar bench, including the removal and re-fixing of the plaque (*without notice*) at no further charge to the leaseholder.

Subject to the maturity of the lease and unless the lease is renewed within 6 weeks either side of the lease expiry, the bench is reclaimed by the Council and any plaques so fixed/attached or any other belongings not removed by the lease owner/former lease owner shall be removed and disposed of after 6 months by the Council.