

# HILLINGDON COUNCIL

# CEMETERIES REGULATIONS

In accordance with the Local Authorities Cemeteries Order 1977

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HILLINGDON  
LONDON

[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

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## 1 Introduction

We respect the rights and needs of the individual and have therefore prepared these Regulations with a balance that will enable us to manage the Cemeteries effectively and maintain the highest possible standards without placing unnecessary restrictions on individual choices.

The Regulations apply to those cemeteries that are owned or managed by Hillingdon Council (full addresses found in the appendices):

- Cherry Lane Cemetery
- Harlington Burial Ground
- Harmondsworth Cemetery
- Hillingdon and Uxbridge Cemetery
- Northwood Cemetery
- Victoria Lane Cemetery
- West Drayton Cemetery
- Woodland Burial Ground (at the rear of West Drayton Cemetery)

We aim to provide the highest possible standards of care, choice and dignity to those who suffer bereavement and to create and maintain an environment where the bereaved can pay their respects and remember loved ones in the ways they feel most appropriate.

To assist with this, all visitors to our Cemeteries must follow these Regulations.

Please be aware that the Council reserve the right to change these Regulations from time to time and that compliance with any change is required.

## 2 Administration

The Cemeteries Office is situated at:

Breakspear Crematorium,

Breakspear Road, Ruislip, Middlesex. HA4 7SJ

**Telephone:** (01895) 250650

**Fax:** (01895) 624209

**e-mail:** [cemeteries@hillingsdon.gov.uk](mailto:cemeteries@hillingsdon.gov.uk)

**website:** [www.hillingdon.gov.uk/bereavement](http://www.hillingdon.gov.uk/bereavement)

The office is open 9.00 a.m. to 4.30 p.m. Monday to Friday. The office is closed on Saturdays, Sundays and Public Holidays.

### 3. Definitions

The following terms are used throughout the document:

- “The 1977 Order” means the Local Authorities Cemeteries Order 1977, as amended by the Local Authority Cemeteries (Amended) 1986 Order.
- “Bereavement Services Manager” means the person holding office by that designation under the Council and the person who shall be acting for him in his absence.
- “The Borough” means the area in which The Council is the Local Authority.
- “The Cemetery, Cemeteries or The Site” means the cemetery site currently owned or managed by the Council.
- “The Council” means the Council of the London Borough of Hillingdon.
- “Cremated remains Grave” means a miniature grave which can hold up to 2 caskets of cremated remains in which exclusive right of burial has been purchased.
- “Fees and charges table” means the list on which the costs for interment are listed, which is available from the Cemeteries Officer or the Council’s website.
- “Full ‘traditional’ grave” means a grave laid out where the whole of the surface area of the grave may be used to create a memorial (in line with the restrictions herein).
- “The Grant holder” means the owner of the Exclusive Right of Burial or Memorial.
- “Lawn grave” means a grave laid out on the lawn principle where there is a defined area in front of the headstone that may be planted, while the rest of the grave must be turfed and level
- “Memorial beam” means the concrete beam laid by the Council at the head of a grave which provides a stable base upon which a memorial can be placed.
- “Memorial” means the inanimate object upon which inscription about the deceased is often found; its dimensions and materials are restricted for safety and aesthetical reasons. Examples include headstones, pillars, crosses and open books.
- “Public Grave” means a grave in which the exclusive right of burial cannot be purchased.

- “Purchased Grave/Private Grave/Grave With Exclusive Rights” means a grave in which the Exclusive Right of Burial has been purchased.
- “Registrar” means the person appointed by the Council as the Registrar of the Cemetery or, in their absence, any person authorised by them.
- “Resident” means a person who permanently resides in the London Borough of Hillingdon and can demonstrate this with one of the forms of acceptable identification listed in Appendix A. The only exception being if the deceased person was a resident of the Borough prior to death, who was transferred outside the Borough due to ill health to reside in a hospice, nursing home or with relatives, or, in the case of a stillborn child, at least one parent was living in the Borough at the time of death.

## 4 General

The Cemeteries are managed under the terms of The 1977 Order, which forms the basis of these regulations. Extracts of this and other relevant legislation can be found in the appendices.

### 4.1 Opening hours

The opening hours for all the Cemeteries are Monday to Saturday:

Winter (1<sup>st</sup> October– 31<sup>st</sup> March) from 9am to 4pm

Summer (1<sup>st</sup> April – 30<sup>th</sup> September ) from 9am to 8pm

Sundays, Good Friday, Bank Holidays, Christmas Day from 10am to usual time.

The Council may vary the above times without notice.

### 4.2 Fees and charges

The Council is granted the right<sup>1</sup> to levy fees and charges for costs in connection with burials, the grant of a right to place and maintain a tombstone or other memorial, and any grant of a right to put additional inscription to a tombstone or memorial. The fees are applicable to residents of the Borough, for all others the fees will be surcharged. The only exception being in the case of a stillborn child, at least one parent was living in the Borough at the time of death.

A full breakdown of the Cemeteries’ Fees and Charges is available from the Cemeteries Office, during opening hours, and the Council’s website in the form of a table.

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<sup>1</sup> The 1977 Order, Article 15 (1)

### **4.3 Gratuities**

No employee of the Council, or its contractors, is allowed to ask for or receive gratuities, tips or any other gifts.

### **4.4 Children**

For the purposes of safety, a child under 10 years of age is only allowed into the grounds of the Cemeteries when accompanied by and under the care of a responsible adult.

### **4.5 Animals**

Dogs and horses (other than guide/assistance dogs and horses used in or as part of a funeral cortege) are prohibited in the cemeteries.

### **4.6 Flowers and wreaths**

Flowers and wreaths placed upon a grave on the day of the interment may remain for 14 days only, after which time the Council will remove them. Subsequently, all flowers and wreaths shall be restricted to the area of the earth border at the head of the grave. Where flowers are wilted/decayed, or where artificial flowers are faded, ground staff will remove and dispose of them. With the exception of Christmas Wreaths they will not be removed until the 1st March each year. (\*)

Annual bedding plants or bulbs are permitted within the earth border at the head of the grave. Trees, shrubs, Conifers, Roses and any plants found to be other than the above will be removed and disposed of without notice.

### **4.7 Vehicles**

Motor vehicles shall be driven in accordance with on-site signage and markings, keeping strictly to the roads and shall not be driven over any kerb, along any footpath, over grass, beds, shrubs, trees or over any grave, memorial or area designated for the scattering of cremated remains.

Vehicle engines must not be revved excessively and must not be left running or idling unnecessarily. Sound systems in vehicles must not be allowed to play loudly so as to disturb mourners, visitors or neighbouring properties.

Cycling is not permitted in any of the Cemeteries

### **4.8 Liability of the Council**

No liability whatsoever is accepted by the Council for any injury to any person or damage to property arising out of anything existing at the Cemetery or done by the Council, its employees, agents or contractors or by any independent contractor at or in connection with the Cemetery.

However the Council acknowledges that it cannot by this clause or otherwise, exclude liability for negligence occasioning personal injury to any person.



The Council shall not be responsible or accept any liability for orders or documents sent by post. Neither will responsibility be accepted for errors following telephone instructions.

#### **4.9 Photography and filming**

Photographs, drawings, filming, etc of any grave or funeral procession will only be allowed with consent of the grave owner or Chief Mourner.

Furthermore, written permission from The Bereavement Services Manager must be obtained to undertake any filming, videoing or photography for commercial purposes. There may be a charge for use of the Cemetery for commercial purposes.

#### **4.10 Firearms**

Firearms shall not be discharged within the Cemetery with the exception of ceremonial salute and with the prior written consent of The Bereavement Services Manager.

#### **4.11 Banners**

Banners shall not be displayed within the Cemetery without the prior written consent of The Bereavement Services Manager.

#### **4.12 Rubbish**

Dead flowers and other rubbish must be put in the bins provided for this purpose.

#### **4.13 Sale of Goods and Soliciting of orders**

The sale of goods, services, plants or articles, the soliciting of orders for the erection or repair of monuments or memorials or for the work connected with the graves is strictly prohibited within the cemetery.

Memorial Masons and other people shall not distribute business cards, or ask of, or attempt to obtain from an employee, information concerning grave owners.

#### **4.14 Behaviour of visitors**

##### **4.14.1. The 1977 Order<sup>2</sup>**

No Person shall:

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<sup>2</sup> Article 18 (1),(2)

1. Wilfully create any disturbance in a cemetery;
2. Commit any nuisance in a cemetery;
3. Wilfully interfere with any burial taking place in a cemetery;
4. Wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any such matter; or
5. Play any game or sport in a cemetery

No unauthorised person shall enter or remain in a cemetery at any time when it is closed to the public.

#### **4.14.2 *Expected behaviour***

Visitors to the Cemeteries must conduct themselves in a quiet, orderly manner. No person shall deliberately without good cause climb upon or over any full length or mounded grave, memorial, boundary fence or gate. No person shall cause or permit the playing of amplified music or consume alcoholic beverages at any time in the Cemeteries' grounds. It is prohibited for people to gather in any cemetery other than for purposes of remembrance or a funeral service.

While the Council realises the stressful circumstances of a bereavement, it cannot accept and shall not tolerate any violence or aggression, be it verbal, physical or psychological, towards its staff, contractors or other visitors to the Cemeteries. Any situation where someone is abused, threatened or assaulted in a cemetery will be treated seriously and, where appropriate, enforcement and penalties shall ensue.

#### **4.15 Enforcement of the Regulations and associated penalties**

To help ensure our standards are met and the dignity of the mourners and other visitors are respected, it is necessary to have clearly defined Regulations, and how they will be enforced and the associated penalties.

##### **4.15.1. Penalties**

Behaviours listed in Regulation 4.14.1. shall, as a last resort, be dealt with by a prosecution which attracts a maximum fine of £100 and in the case of a continuing offence to a fine not exceeding £10 per day during which the offence continues.

Anti-social behaviour shall be dealt with under the powers given to the Council and the Police under anti-social behaviour legislation or any other relevant legislation.

## **5 Burial**

There are 4 types of grave available at Hillingdon's Cemeteries, for which a Grant of Exclusive Right of Burial can be purchased for the first 3. All grave styles have restrictions in their size and type and size of memorial that can be included with them (detailed in the subsequent sections of the Regulations). Some grave styles are only available in certain Cemeteries or are only available in certain parts of a Cemetery.

1. Full 'traditional' grave

2. Lawn grave
3. Cremated remains grave (Columbaria)
4. Public/Heritage grave

All burials are subject to the statutory provisions in accordance with Schedule 2, Part 1 or the 1977 Order.

No body shall be buried, or cremated remains interred or scattered, in or over any grave or vault in which the Exclusive Right of Burial exists unless the owner has given approval in writing (or the deceased is the owner).

Any open grave is a potential danger, even those where shoring has been installed. No one may therefore enter an open grave, should they do so it is entirely at their own risk.

Lowering and covering boards can be supplied at cost if required. Alternatively, they may be supplied by the person arranging the funeral.

## **5.1 Exclusive Right of Burial**

The Council may grant upon such terms and conditions as it considers appropriate to any individual an Exclusive Right of Burial. It does not constitute any ownership of land. It is purely the right to have a burial in a selected grave. Enquiries relating to such rights can be made to the Cemeteries Office.

At the time of issuing of Grant of Exclusive Right of Burial (and Transfer of the Grant of Exclusive Right of Burial), the Grant Owner shall be provided with a copy of the Regulations for which they shall sign to acknowledge receipt and compliance. The Council will take reasonable step to ensure Grave Owners are made aware of any changes to the Regulations.

Full 'traditional' or Lawn graves can be used for 1, 2 or 3 interments (this will need to be confirmed at the time of the first interment). Cremated remains graves (Columbaria) can be used for up to 2 interments.

### **5.1.1. The purchase of Exclusive Right of Burial**

An Exclusive Right of Burial allows the purchaser of such a right to burial in an agreed grave space. The allocation of gravespaces is under the control of the Bereavement Services Manager and granted serially.

The Council has decided that the period is the maximum period of 100 years, which commences from the date of grant.

A maximum of 2 Exclusive Rights of Burial including the first interment may be purchased by each household except following exceptional circumstances and approved in writing by the Bereavement Services Manager.

On the purchase of the Exclusive Right of Burial, a Deed of Grant shall be issued to the person by whom or on whose behalf the said exclusive Right of Burial is purchased.

The purchase of the Exclusive Right of Burial in any grave includes the Grant of the Right to erect and maintain a Memorial on that grave space, subject to the type of memorial allowable in the section of the Cemetery in which Exclusive Right of Burial is given and by the regulations concerning memorials set out under Regulation 6.

The Bereavement Services Manager will try to meet the wishes of the relatives in the purchase of a gravespace at a particular cemetery but it may be necessary for burials to take place elsewhere within our cemeteries depending on the circumstances at the time.

A grave will not be registered in the name of a funeral director or firm of funeral directors, or a partner, director or employee of such firms or Memorial Masons, unless evidence satisfactory to the Bereavement Services Manager is given that the grave is required of use by the applicant as a private individual and not for purposes of business.

The holder of the Exclusive Right of Burial may surrender his/her right at any time in respect of the grave or grave space where the said right has not been exercised (i.e. where no burial has taken place and no memorial has been placed on the grave). In all cases the fee repayable will be that of the original fee paid to purchase the Exclusive Right of Burial, less the administrative charge listed in the Fees and Charges table.

The price for the Exclusive Right of Burial varies depending on the style of grave and the number of interments, and is detailed in the Charges and Fees table.

#### **5.1.2 Transfer of Grant of Exclusive Right of Burial**

An Exclusive Right of Burial to a grave space may be transferred by deed or bequeathed by will.

In cases where the Grant Holder is still alive the transfer may be done by completion of a Deed of Assignment. A Deed of Assignment is available from the Cemeteries Office. This form must be completed and signed by the grant holder and the person taking ownership of the said right and submitted to the Administration Office together with the original Deed of Grant. An endorsed Deed of Grant will be then issued to the new holder of the said right. A fee, as set out in the Charges and Fees Table, in connection with this service is payable to The Council.

Where the grant holder is deceased, and provided that the Exclusive Right of Burial has not been specifically left to another person, then upon production of a will or letters of administration the Exclusive Right of Burial may be legally transferred to the person in possession of the Letters of Administration or the beneficiary of the residue of the estate under the terms of the grant holder's will.

In cases where the grant holder is deceased and there is no will or Letters of Administration available then the Exclusive Right of Burial may be transferred to another person using a Statutory Declaration. A further burial in the grave space may be permissible (if there is available depth) subject to the applicant for the burial completing a Statutory Declaration and ensuring that any other person equally entitled counter signs the Statutory Declaration. A statutory declaration must be witnessed by a Solicitor or a Commissioner for Oaths.

An assignee of an Exclusive Right of Burial is not entitled to hold or exercise the right in any vault or earthen gravespace unless the Deed of Assignment has been produced and duly registered by the Council.

All transfers are subject to the payment of the prescribed fee.

## **5.2 Plan of the Cemetery**

In accordance with current legislation, the Council keeps and maintains plans showing all used grave spaces and those graves or grave spaces to which special rights appertain (i.e. an Exclusive Right of Burial). Such plans are kept at the Cemeteries Office.

## **5.3 Burials in the Muslim section (Cherry Lane Cemetery and West Drayton Cemetery) (\*)**

Only Muslims may be buried in this section.

The graves are oriented so that they are perpendicular to Mecca.

We offer coffined and uncoffined burials. Same day burials must be arranged with the Cemetery Office by 10am any other by 12noon the previous day subject to availability.

The Council has the right when necessary to gain access across any grave, mound soil on any grave and remove or replace any monument/memorial without notice or compensation to the owner

The placing of fences or brick surrounds on or around gravespaces is not allowed unless forming part of a design of an approved memorial.

## **5.4 Burials in the Hillingdon Gurkha Nepalese section (Cherry Lane Cemetery)**

This section is only available to the Gurkha Nepalese Community who are resident of the London Borough of Hillingdon

## **5.5. The burial process**

To commence the burial process, a 'Notice of Interment' form must be completed.

All 'Notices of Interment' must be in writing on the printed forms supplied by the Council, obtainable from the Cemetery Office or Council website.

'Notices of Interment' shall be delivered to the Bereavement Services Manager at least two clear working days before the interment (excluding Saturday, Sunday, Christmas Day, Good Friday or other Public or Bank Holidays, or other holidays granted by the Council). This period is reduced to 24 hours when infectious diseases or other urgent cases are involved. Failure to do so may result in the funeral being delayed.

Funeral Directors must give reasonable notice to, and cooperate with for planning purposes, the Bereavement Services Manager whenever they have to conduct a funeral where the number of mourners is likely to exceed FIFTY (50).

To avoid inconvenience and delay at the graveside the NET outside dimensions of the coffin or casket shall be supplied in writing to the Council as soon as possible

Applications sent through the post are transmitted at the sender's risk and the Council does not accept any responsibility should any be delayed or lost in transmission.

Applications or instructions given by telephone will be received at the sole risk of the person making or giving them.

The prescribed fee must be handed to the Cemeteries Office at least 6 hours prior to interment to avoid delays to the funeral and late fees being applied.

The registration document must be given either to the Cemeteries Office at least 6 hours prior to interment or to the Cemeteries Attendant at the time if the interment, before the burial can take place.

## **5.6. Register of burials**

All burials carried out in the Cemeteries are recorded in a Register of Burial (one for each Cemetery). The Registers of Burials are kept in the Cemeteries Office

If requested, the Cemeteries Office can make a search of the Register of Burials and a certified copy of an entry or entries relating to any grave space or interment in the Register of Burials will be provided. A fee is payable for this service in accordance with the Charges and Fees table.

Good reason, such as a family connection, must be evidenced before a search will be carried out or access to the Register granted.

## **5.7. Burials in private graves**

A grave which is subject to an Exclusive Right of Burial may not be opened and no one may be buried there without the Grant owner's permission (other than where the provisions of Regulation 5.1.2 apply).

Before a grave space which is subject to an Exclusive Right of Burial can be opened, the written consent of the Grant owner, or his or her legal representative, must be submitted to The Bereavement Services Manager, via the Cemeteries Office, together with the original Deed of Grant. If the original Deed of Grant has been mislaid /lost a sworn Statutory Declaration relating to the loss of the original Deed of Grant will be required. Ideally this should be presented at the time of submitting the 'Notice of Interment'.

In cases where the person intended to be interred was the Grant owner immediately before his death, the Council if requested by the person giving notice of the interment, has the power to

order that the grave space be re-opened for the interment of the deceased owner without obtaining the consent of his or her executor or other representative.

In the case of a Grant of Exclusive Right of Burial not surrendered to the Bereavement Services Manager with the 'Notice of Interment', the necessary 'Form of Indemnity' must be completed and signed.

### **5.8. Burials in public/heritage graves**

A public/heritage grave can only be used by a Resident of the Borough.

If a grave has not been purchased, an interment must be in a public/heritage grave to which no Exclusive Right of Burial exists.

Memorials must not be erected on a public grave unless it is to the memory of all those buried in the grave. Prior written consent from the Bereavement Services Manager will also be necessary.

Heritage gravespaces once closed allows for a small tablet to be supplied and placed by the council with all 3 names on

Currently 3 interments for each public/heritage gravespace 4 interments for baby public gravespaces

### **5.9. Digging and opening of graves**

Without exception, all graves must be dug by people employed or contracted by the Council.

All work in connection with the construction, re-opening and/or reinstatement of vault or walled graves must be undertaken by a Memorial Mason or other qualified person and at the expense of the registered owner of the Exclusive Right of Burial.

The Council has the right when necessary to gain access across any grave, mound soil on any grave and remove or replace any monument/memorial without notice or compensation to the owner.

The removal of a memorial to facilitate an interment, shall be the sole responsibility of the funeral director or responsible person(s). The memorial must be restored to its original position.

### **5.10. Times of burials**

The Cemetery will be open for interments as follows:

MONDAY to THURSDAY	9am to 3pm
FRIDAY	9am to 2.00pm
SATURDAY	9am to 11.00am

Saturday burials incur an additional fee. All arrangements require 1 weeks' notice with the Cemeteries Office. See Regulation 5.4 regarding paperwork

Burials cannot take place on Sundays, Good Friday, Christmas Day or other public holidays or other general Council approved holidays.

It is the responsibility of the funeral director / organiser to ensure that the funeral cortege arrives at the cemetery at the appointed time. Failure to do so may result in the funeral being held at the cemetery gates or in cases of late arrival fees being incurred or even the cancellation of the funeral.

#### **5.11. Registrar's certificate for disposal/coroner's order for burial**

A Registrars Certificate for Disposal or Coroners Order for Burial, or a declaration in the form prescribed by the Births and Deaths Registration Act 1926 and any amendment or re-enactment thereof must be produced at the Cemetery before the interment can take place.

A Certificate of Cremation must be produced before the burial of cremated remains can take place.

#### **5.12. Coffins and shrouds, and containers for cremated remains**

All bodies brought to the Cemeteries for burial shall be contained in a suitable coffin or shroud. For the interment of cremated remains in a grave or cremation plot, the ashes shall be contained within a biodegradable sealed container. The coffin or container must be clearly marked for identification purposes and include the full name and age of the deceased.

The funeral director or other person(s) responsible for the burial shall provide sufficient bearers to lower the coffin/shroud covered body into the grave.

Bodies to be buried without a coffin must be wrapped in a shroud or suitable cloth so that the body is hidden from public view during the burial service.

Where a coffin is not used, the body must be taken to the grave in a hearse or funeral director's removal shell.

The body of a person who died from a Notifiable disease must be enclosed in a sealed coffin before burial.

#### **5.13. Attendance of ministers of religion**

The Council will not make arrangements for any ministers of religion to officiate at a funeral. Persons shall make their own arrangements for attendance and for their expenses incurred.

#### **5.14. Duration of service in the chapel**

A service or ceremony in the chapel shall not last longer than 30 minutes without the prior permission of the Bereavement Services Manager.



### **5.15. Infectious disease (Public Health Act 1984)**

The body of a person who has died from a Notifiable Disease under the Public Health (Control of Disease) Act 1984 and Health Protection (Notification) Regulations 2010 must not be taken into a chapel but may remain outside during the first part of the service for the burial of the dead. Otherwise the body must be taken directly to the grave.

### **5.16. Postponement or cancellation of interment**

The prescribed fee will still be charged when an interment has been booked but is subsequently postponed or cancelled. Additional expenses in connection with the preparation of a private grave will also be payable.

## **6.0. Memorials**

Memorials come in many shapes, sizes, designs and materials. The Regulations dictate what is acceptable at The Cemeteries in terms of maximum dimensions, materials and safety standards.

Memorial headstones may be erected on graves only if the Exclusive Right of Burial for the grave has been granted. Each Exclusive Right of Burial is provided with an Exclusive Right to a Memorial of 30 years in length, which can be extended in 10 year blocks for up to 100 years from the date of grant, once the initial 30 year period has expired.

If a grant of exclusive right of burial in a grave expires and is not extended, the Council may serve notice on the grave owner to remove any memorial from that grave and will display appropriate notices of intent in a local newspaper and in the cemetery grounds. If after three months the memorial has not been removed, the Council may then remove and deal with it as it sees fit.

No works are permitted to be carried out on any grave space except by a Memorial Mason who is accredited to the British Registration of Approved Monumental Masons Scheme (BRAMM), or National Association of Memorial Masons (NAMM), or an equivalent scheme which will satisfy the Council's requirements. All memorials installed in any cemeteries shall from the date of installation conform to the standards set by NAMM, BRAMM or equivalent scheme.

All monuments, memorials or vases to be put on a gravespace are subject to the approval of the Bereavement Services Manager. A drawing showing the form and dimensions of the proposed memorial and its foundations with particulars of the materials to be used, and a copy of every inscription to be engraved on it must be submitted to the Cemeteries Office for approval before erection. Details must be shown using Council Form CEM5, which is obtainable from the Cemeteries Office.

Memorials shall not be altered or interfered with once erected unless permitted using Form CEM5 and paying the prescribed fee.

Monuments and memorials must be prepared ready for fixing before being taken into the cemetery. Memorial Masons must provide their own tools and equipment for the work.

Work on memorials shall not be carried out at the cemetery until a permit has been issued and all fees paid to the Bereavement Services Manager. Memorial masons must remove surplus materials and debris from the cemetery and the gravespace and leave the surrounding area clean and tidy.

All works shall be carried out at the sole risk and liability of the person employed or engaged in the work of whatever nature. Any damage caused shall be made good to the satisfaction of the Bereavement Services Manager and/or the owner of the damaged property.

No works, other than by the Council's employees or persons contracted to carry out works on the Council's behalf, shall carry out works within cemeteries on Saturdays, Sundays, Christmas Day, Good Friday, or other Public Holidays, or on other holidays granted by the Council.

All works persons employed in the cemetery on whatever manner of work must conform to the hours worked by the cemetery staff.

## **6.1 Memorial at a full 'traditional' grave**

All applications for a Memorial at a full 'traditional' grave must be signed by the registered owner of the Exclusive Right of Burial.

### **6.1.1 Dimensions**

Full 'traditional' Graves are laid out to allow for full kerbs, edgings and landings to be placed upon the graves. Planting of suitable bedding plants within the kerbs is permitted. The area enclosed on a single gravespace, including kerbs and edgings, shall not be more than 1950mm by 750mm (6'6" by 2'6") and on a double gravespace by more than 1950mm by 1950mm (6'6" by 6'6"). The height of the headstone or equivalent shall not be more than 1524mm (5') from the level of the ground.

The full grave space within the kerbs or edgings may be planted with suitable bedding plants or bulbs, or chippings may be placed within the edgings on top of a landing slab.

All memorialisation must be contained within these dimensions.

The area within the kerb edgings is the responsibility of the grave owner who may place any suitable and approved material within the edgings or plant the area with suitable bedding plants.

The Council has the right when necessary to gain access across any grave, mound soil on any grave and remove or replace any monument/memorial without notice or compensation to the owner.

The placing of fences or brick surrounds on or around gravespaces is not allowed unless forming part of a design of an approved memorial.

### **6.1.2 Paving, rockwork and chippings**

Paving, rockwork or chippings are not allowed unless enclosed by kerbing.

### **6.1.3 Vases**

All vases, ornaments, figures or additions to memorials must be fixed so that no portion projects beyond the inside edge of the kerbing. Glass jars, vessels or other unsightly articles will not be allowed; any receptacle placed on a grave in contravention of this regulation will be removed.

## **6.2 Memorial at a lawn grave**

All applications for memorial at a Lawn Grave must be signed by the registered owner of the Exclusive Right of Burial. The lawn graves are designed on the war grave principle (to have only a memorial of limited size at the head of the grave with the rest of the grave laid to lawn). The graves are in rows back to back.

Within the lawned areas only, the Council provides rows of concrete plinths to allow for the immediate installation of a headstone.

### **6.2.1 Dimensions**

Memorial headstones in the lawn sections shall not exceed 750mm (2'6") in width and 300mm (12") in depth on a single gravespace.

On a double gravespace the maximum dimensions are or 1,800mm (6 feet) in width or 300mm (12") in depth. The maximum height of the headstone or equivalent shall not be more than 1054mm (3'6") the level of the plinth.

Planting is permissible on lawn sections to a maximum of 18 inches from the plinth. Border kerbs are permitted within the 18"

The base shall be secured centrally to the memorial beam, where provided, or to a suitable foundation stone provided by the monumental mason where no plinth is present.

### **6.2.2 Vases**

Vases, glass jars, ornaments, figures or additions to memorials are not permitted, but one or more flower containers may be set into the landing.

### **6.2.3 Chippings, Kerbings and Paving**

Chipping, kerbing, broken or crazy paving are not permitted.

## **6.3 Memorial at a Grave/Columbaria Units for Cremated Remains**

The area allocated to a cremation section grave is 2 feet (600mm) x 2 feet (600mm). This area may be covered in full or in part by a memorial or it may be suitably planted.

Memorials placed on a cremation plot shall not exceed 450mm (1'6") in height, 600mm (2 feet) in width, 600mm (2 feet) in depth, nor be less than 50mm (2 inches) in thickness.

Columbaria Units have 8 designs available, sizes vary depending on design, and additional inscriptions can be obtained through the Cemeteries Office or an independent monumental mason.

#### **6.4 Memorial that is not associated with a grave**

To request a memorial that is not associated with a grave (e.g. a bench/ornamental tree or plaque on an existing bench) a CEM 5 application form must be completed and submitted to the cemeteries office, along with the appropriate fee.

Any memorial that is unauthorised shall be removed in line with Regulation 6.9.

#### **6.5 Memorial in children's section**

##### **Cherry Lane, Hillingdon, Northwood & West Drayton Cemeteries**

The area enclosed by a memorial shall not exceed 900mm (3 feet) in length, 450mm (1'6") in width nor shall it exceed 600mm (2 feet) in height.

Only one memorial stone will be allowed on any one gravespace.

No part of the soil of any gravespace shall be raised above the level of the surrounding soil, and no part of any gravespace shall be enclosed with fencing of any kind.

The Council will maintain the whole of the grassed area between each row and nothing may be placed or planted on that grassed area.

The correct section, plot and number of the gravespace must be clearly cut in some prominent position on all monuments and memorials in characters of not less than one inch.

Baths, Caens, soft artificial stones or materials of any description, will not be allowed in the construction of any memorial erected in the cemetery.

Where glass or natural stone chippings are used, they must be laid upon a slate or concrete bed.

The Bereavement Services Manager has the power to rectify or remove anything, which does not comply with these regulations.

#### **6.6 Muslim sections (Cherry Lane Cemetery and West Drayton Cemetery)(\*)**

The memorials in the Muslim section may be either full 'traditional' or lawn types.

For sizes of memorials refer to Regulation 6.1.1 and 6.2.1

The placing of fences or brick surrounds on or around gravespaces is not allowed unless forming part of a design of an approved memorial.

#### **6.7 Memorial in the Gurkha Nepalese section (Cherry Lane Cemetery)**

The memorials in the Gurkha section are lawn only

For sizes of memorials refer to Regulation 6.2.1

## **6.8 Memorial masons**

Memorial masons must be registered with the British Association of Memorial Masons (BRAMM) or the National Association of Memorial Masons (NAMM) and hold an up-to-date Fixers Licence to be allowed in any of the Cemeteries.

Memorials found to have been constructed by a Memorial Mason without the required registration and licence will be removed.

## **6.9 The safety, inspections and maintenance of memorials**

All new memorials, and any repairs or additional inscriptions to memorials, must comply with BS8415.

The Council will undertake periodic inspection of safety of each memorials erected within any of the cemeteries, as recommended by the Health and Safety Executive<sup>3</sup>. Grant Owners shall be made aware of the outcome of the inspection on their memorial(s). The cost of the inspection is included in the Exclusive Right of a Burial or Memorial. However, grant owners are responsible for the upkeep and maintenance of memorials, including remedial works identified by an inspector.

Where a memorial is deemed unsafe, all reasonable steps will be taken to contact the Grant Owner so that they may arrange appropriate remedial works. If the risk is deemed unacceptably high, the Council reserves the right to take immediate action, to protect the safety of the users of the Cemetery; this may include being sunk into the ground vertically, laid flat, cordoned off, stake and banded, covered with a yellow bag to warn visitors of a danger. The Council shall recover all of the costs arising from these works. Where the grave owner determines to carry out the repairs required, the grave owner and/or his representative shall ensure that the work is carried out by an approved BRAMM or NAMM mason.

## **6.10 Removal of unauthorised memorials**

The Council retains the right to remove, without notice, memorials that do not meet The Regulations, including benches, plants, flowers, fences or other commemorative objects. Prior to removal, and where relevant, the Council will take reasonable steps to contact the Grant Holder to provide notice of intended removal. With the exception of biodegradable objectives, all removed memorials will be stored at the Cemeteries Office for a period of 1 calendar month before disposal. Where an association is clear, all reasonable attempts to make contact with the Grant Owner will be made before the items are disposed of. The Council cannot be liable for any memorials that are damaged while being removed or stored. The only exception being memorials that do not pass the safety inspection, whereby a separate procedure is followed.

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<sup>3</sup> Special Report Memorial safety in local authority cemeteries, 2006, Local Government Ombudsmen, page 7.

## **7 Scattering of cremated remains**

### **7.1 Applications for the scattering of cremated remains**

Applications for the scattering of cremated remains should be made in writing to the Bereavement Services Manager refer to Regulation 5.4

A fee is chargeable for the scattering of remains at the Cemeteries.

### **7.2 Location for scattering of cremated remains**

Ashes may only be scattered in the designated gravespace.

### **7.3 Interment of Cremated Remains**

Interment of cremated refer to Regulation 5.4

Interment can only be placed in gravespace/columbaria/cremation plot

### **7.4 Certificate of Cremation**

A Certificate of Cremation must be presented to the Cemeteries Office before the scattering/interment of cremated remains can take place.

The above rules and regulations are not exhaustive and where matters arise that are not specifically covered the Bereavement Services Manager is authorised to make such decisions as he/she considers to be reasonable and necessary for the day to day management and control of the Cemetery.

## **8 Roadside Memorials**

Roadside memorials can be difficult to manage.

There are many ways to permanently memorialise an individual in a dignified manner, without the use of a roadside memorial, and the Council offers a range of options to residents through Breakspear Crematorium, which has extensive grounds and gardens of remembrance.

Options include memorial rosebushes with name plaques, benches and ornamental shrubs and trees.

Memorials in the grounds of the Crematorium are easier to look after and visit, and are in a more pleasant environment that allows quiet reflection and contemplation.

However, the Council accepts that there may be a need to acknowledge a sudden death caused by a traffic accident, by marking an area of highway verge with an informal memorial, e.g flowers, small decorative items, or a plaque placed on highway verge.

If Residents do intend to do a roadside tribute then they should look at the Councils detailed guidance on '*Roadside memorials & other memorials on Council Controlled land*'. This guidance is on the Councils website for all other memorials please contact Breakspear Crematorium directly.

## **Appendix A – Acceptable forms of identification to prove residency**

Originals only, photocopies will not be accepted.

One of:

- Listed on the Council tax database (payment made in the last 3 months) – Cemeteries Office can search – or Council tax bill (within the last 3 months).
- Listed on the electoral register (updated in the last 3 months) – Cemeteries Office can search – or Electoral register documentation (within the last 3 months).

Plus one of:

- Gas or electricity bill (within the last 3 months).
- Bank statement (within the last 3 months).
- Landline telephone bill (not a mobile phone, home broadband or 3G broadband bill; within the last 3 months).
- Driving license (but only if updated in the last 3 months).

If any uncertainty remains, the Cemeteries Office reserves the right to ask for two of the above.

Change to the regulations marked with (\*) were approved by the Leader of the Council on 6th February 2018