

EPSOM CEMETERY REGULATIONS

Relating to Interment, Memorials, Inscriptions etc made under the Local Authorities Cemeteries Order 1977

Epsom cemetery is owned and managed by Epsom & Ewell Borough Council and regulated under the powers contained within the Local Authorities Cemeteries Order 1977

1. INTERMENTS

- 1.1. Forms of application for interments can be obtained from: Cemetery Services, Town Hall, The Parade, Epsom, Surrey KT18 5BY or the EEBC Website www.epsom-ewell.gov.uk. The forms duly completed with the necessary particulars and fees must be delivered to the Cemetery Superintendent not less than three working days before the date of the interment.
- 1.2. All arrangements for the time and date of the burial must be made with the Cemetery Superintendent (Tel 01372 732000)
- 1.3. All interments must take place Monday to Friday between the hours of:
9.30am – 3pm or
9.30am – 2.30pm when a service is held in the cemetery chapel,
Weekend burials may be allowed at certain times by special arrangement with the Cemetery Superintendent and payment of an additional fee.
- 1.4. All arrangements for the conducting of the burial service must be made with the Minister by relations or friends of the deceased.
- 1.5. The Registrar's Certificate for burial or cremation, or the Coroners Order for burial where an inquest has been held, or the Certificate of the Crematorium Authority where the interment is of cremated remains, must be delivered to the Cemetery Superintendent before the burial can proceed.
- 1.6. The Certificate relating to still births issued by the Registrar under the provisions of the Births and Deaths Registration Act 1926, or the order of the Coroner where an inquest has been held, must be delivered to the Cemetery Superintendent before the burial of a still born child can proceed.
- 1.7. The Certificate relating to the delivery of a non viable foetus must be issued by the midwife or Doctor in attendance and delivered to the Cemetery Superintendent before the burial of a non viable foetus can proceed.
- 1.8. If the person procuring the burial of a body of a deceased person in the cemetery cannot at the time of disposal produce a Registrar's Certificate or a Coroner's Order, the burial will proceed only if a written declaration is made by such a person in the prescribed form that a certificate or order in respect of the deceased has been issued in pursuance to Section 1(1) of the Births and Deaths Registration Act 1926, as amended by Section 11(2) and (3) and

Section 24 of the Births and Deaths Registration Act 1953. The declaration must be handed to the Superintendent with the agreed deposit to cover any expense the Council may be put to in subsequently obtaining such certificate or order, or a duplicate. If the certificate or order, or a duplicate, is delivered to the Cemetery Superintendent within twenty four hours after the interment the Council will refund the deposit in full, but failing this the Council will proceed to obtain either the original or a duplicate and the deposit will be forfeit.

- 1.9. Burials of un-coffined bodies will only be allowed for religious reasons, however all bodies must be coffined on arrival at the cemetery.
- 1.10. No coffin shall be buried in any un-walled grave within three feet of the ordinary level of the ground, unless it contains the body of a child under twelve years of age when it shall not be less than two feet below that level.
- 1.11. No body shall be buried in any vault or walled grave unless the coffin is separately entombed in an air-tight manner, that is, by properly cemented stone, concrete or brickwork, so as to ensure that the body shall never be disturbed.
- 1.12. Bodies of persons dying from highly infectious or notifiable diseases will only be allowed in the cemetery chapel providing adequate precautions have been taken to avoid seepage.
- 1.13. The selection of graves is only available for front row spaces and is in every case subject to the approval of the Cemetery Superintendent.
- 1.14. Before a burial can take place, the consent in writing of the grantee, or the person in whom the right is vested, or the deed of grant must be delivered to the Cemetery Superintendent before a grave is opened in respect of which there is a current exclusive right of burial. Failure to deliver such documents may result in a delay or postponement of the funeral.
- 1.15. No person will be permitted to obtain the exclusive right of burial in more than two unused grave spaces. Assignment of Rights between a "Resident" and a "Non Resident" will be allowed only following payment of the difference in the purchase fee.
- 1.16. The Council will re-purchase any unused grave spaces at the same cost paid at the time of purchase.
- 1.17. Director or other person arranging the funeral must provide sufficient persons to act as pallbearers to convey the coffin into and out of the chapel and for lowering the coffin into the grave.
- 1.18. No human remains will be removed from any grave after committal without a Home Office licence, Bishop's Faculty or both (Section 25 Burial Act 1857).
- 1.19. The Council or its servants will not be responsible for any error or consequences hereof that may arise by reason of any inaccuracy in or late receipt of a Notice of Interment and will accept orders and instructions by

telephone only at the risk of the caller. Telephone instructions must be confirmed in writing as soon as possible and no later than the period stated on the notice or as agreed with the Cemetery Superintendent.

- 1.20. The exact maximum outside coffin dimensions including handles must be entered on the Notice of Interment. The Council shall not be held liable for any delay or accident, which may occur as a result of such dimensions being omitted from or incorrectly entered on the Notice of Interment.
- 1.21. Only persons employed by or under contract to the Council will dig graves. All funerals at the cemetery are under the control and direction of the Cemetery Superintendent or designated officers of the Council.
- 1.22. The Council reserves the right of access over all grave spaces and the right to temporarily remove any memorial from any grave without notice, in order to facilitate the digging of any adjacent grave for the purposes of interment. The Council reserves the right to place excavated spoil on graves adjacent to those that need to be opened for an interment, without notice. The spoil will be removed immediately following the interment and the surrounding area left in a tidy condition.
- 1.23. Where a memorial has to be removed to allow an interment to take place, the funeral director or stonemason must make arrangements to ensure that the memorial is completely taken away from the cemetery, including landing stones and foundations.

2. MEMORIALS, INSCRIPTIONS ETC

- 2.1. Memorials may only be erected over graves in respect of which the Exclusive Right of Burial has been purchased. The right to erect a memorial rests with the "Grantee" and their written permission must be given and the appropriate fee paid to the Council before a permit will be issued.
- 2.2. All memorial work carried out in the cemetery must be fixed by a qualified stonemason and conform to the current National Association of Memorial Masons (NAMM) code of working practice and BS 8415. All memorial work carried out in the cemetery must be approved by the Cemetery Superintendent. All Spoil must be removed from site and the memorial and surrounding area left in a neat, safe and tidy condition.
- 2.3. Forms of application for the right to erect or place memorials on graves, or to place additional inscriptions on existing memorials, can be obtained from the Cemetery Superintendent's office at the Town Hall or the EEBC website www.epsom-ewell.gov.uk.
- 2.4. Memorials shall not exceed the following heights:
 - 2.4.1. Cremation Space 2ft 0ins
 - 2.4.2. In a Front Row Space and Lawn area 3ft 0ins
 - 2.4.3. In any other row 3ft 6ins

- 2.5. The height of all memorials shall be measured from the level of the ground surrounding the graves. The height of a memorial shall include any base, bases and kerbstones.
- 2.6. No memorial erected or placed in any one grave space shall exceed six feet six inches in length & two feet six inches in width.
- 2.7. In the older traditional area of the cemetery nine inches wide surrounds will be permitted around the kerb edge of a traditional memorial on payment of an additional fee and subject to the approval of the Cemetery Superintendent.
- 2.8. In the cemetery top extension, the pergola plot memorials will be restricted to six feet six inches in length & two feet six inches in width. Surrounds or double memorials will not be permitted.
- 2.9. Memorials and kerbs must not be less than three inches thickness.
- 2.10. Corner stones will be permitted for kerbs provided such corner stones do not exceed twelve inches in height.
- 2.11. Memorials on cremated remains spaces in the Garden of Remembrance shall not exceed two feet in height and width, with the exception of tablets or raised plaques which are restricted to eighteen inches x eighteen inches and three inches thick.
- 2.12. Where the Exclusive Right of Burial has not been purchased, a flat memorial stone on these graves will be restricted to two feet six inches in width by two inches in thickness. memorials must be made from natural quarried stone. Concrete is not permitted.
- 2.13. The Council reserve the right to decide to which class of memorial any design submitted for approval belongs and to refuse permission for the erection of any memorial or the placing on a memorial of any inscription which they may consider unsuitable.
- 2.14. All brickwork, foundations for memorials and work involved in re-fixing memorials after removal shall be subject to the approval of the Cemetery Superintendent.
- 2.15. Every memorial when first erected or when reaffixed after an interment shall have a foundation consisting of not less than two reinforced concrete bearers, such bearers to be at least three feet six inches in length, one foot six inches in width and three inches thickness and shall otherwise be constructed in all respects to the Council's satisfaction.
- 2.16. Bearers shall be provided where the memorial is placed on a landing or one piece foundation frame.
- 2.17. The section letter and number of the grave space must be cut in a prominent position on all memorials erected or placed in the cemetery.

- 2.18. A memorial on the "Lawn Area" of the cemetery must be fixed by drilling and dowelling to the existing reinforced concrete beam.
- 2.19. Graves, vaults and memorials must be maintained and kept in good condition and repair by the person in whom the rights of burial are vested, the Grantee. Any memorial that for reasons of age or neglect has fallen into a state of disrepair may be laid down and made safe or removed by the Council.
- 2.20. The Council will not be responsible for any damage to memorials or gravestones by storm, wind, lightening, subsidence, vandalism or acts of third parties or anything outside of the control of the Council.
- 2.21. No glass, earthenware, paving slabs, chippings, loose stones, wooden or trellis type memorials or plastic surrounds shall be placed on any grave in the cemetery. These are hazardous to our contractors during cemetery operations.
- 2.22. Small shrubs or plants may, subject to the approval of the Council, be placed upon a grave but must be maintained by the grantee. Temporary grave markers (wooden crosses, plaques etc) will be removed after a period of six months following the last interment.
- 2.23. The Council reserves the right to remove any unauthorised memorials from the cemetery and recover any costs incurred by so doing from the person by whom the order for the memorial was placed.
- 2.24. The Council reserves the right to prune, cut down or remove any plant or shrub at any time if in its opinion the same may have become unsightly or overgrown, or when removal is necessary to enable the grave to be used again. In those parts of the cemetery designated as "Lawn Areas" full memorials and/or garden tops will not be allowed.
- 2.25. In accordance with the Council's duty to ensure that persons at the cemetery are not exposed to risks to their health or safety the Council reserves the right without notice to:-
- 2.26. Remove temporarily any memorial or part of any memorial if such course of action appears to the Council to be desirable.
- 2.27. Remove or make safe any memorial, which in the opinion of the Superintendent poses an imminent danger or could become a danger to any person in the cemetery.
- 2.28. Recover from the owner of the rights of burial all reasonable cost incurred in making the memorial safe.

3. GENERAL

- 3.1. Under the powers contained in the Local Authorities Cemeteries Order 1977, a Burial Authority may do all such things as they consider necessary or desirable for the proper management regulation and control of a cemetery.
- 3.2. No person shall:
 - 3.2.1.1. wilfully create any disturbance in the cemetery
 - 3.2.1.2. commit any nuisance in the cemetery
 - 3.2.1.3. wilfully interfere with any burial taking place in the cemetery
 - 3.2.1.4. wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter, or
 - 3.2.1.5. play any game or sport in the cemetery.
- 3.3. No unauthorised person shall enter or remain in a cemetery at any time when it is closed to the public. No person shall sit, stand climb upon or over any memorial, gate, wall fence or building within or belonging to the cemetery.
- 3.4. No person in the cemetery shall behave in a noisy, disorderly or unseemly manner, consume alcohol, gamble, hold any picnic or barbecue, sunbathe or play any game, use improper or indecent language, trespass on any portion of the cemetery, damage or destroy any tree, shrub, plant, headstone, monument, memorial, grave or any other property within the cemetery or obstruct any officer in the execution of their duties.
- 3.5. All persons shall conduct themselves in a decent, quiet and orderly manner.
- 3.6. All fees and charges must be paid to the Cemetery Superintendent when the application for an interment is made or before the erection of a memorial is commenced. The applicant must make all necessary arrangements regarding the date and time of the interment with the Cemetery Superintendent.
- 3.7. Applications for the right to erect or place memorials on graves must be accompanied by drawings with all the necessary dimensions and particulars and be approved by the Cemetery Superintendent prior to any work being carried out.
- 3.8. A plan of the cemetery is displayed on the cemetery notice board and also available by request.
- 3.9. Cemetery Services are based at the Town Hall and can be contacted on 01372 732000 from 9.00am – 5.00pm Monday to Friday only. The offices will not be open on Saturdays, Sundays, Good Friday, Christmas Day and Bank Holidays, or when otherwise decided by the Council.
- 3.10. The cemetery is open from 9.00am, 364 days a year with the exception of Derby Day, when the cemetery is closed. The Council reserve the right to close the cemetery or to limit the entry of persons thereto anytime.
- 3.11. Children will not be admitted into the cemetery except in the charge of a responsible adult.

- 3.12. No servant of the Council is allowed either to take any gratuity, or to undertake privately work of any kind in connection with the cemetery whether in his own time or during the Council's times.
- 3.13. All persons admitted to the cemetery shall conform to the Regulations in force and the Superintendent or other duly authorised officer of the Council may remove from the cemetery all persons infringing such regulations or otherwise misconducting themselves.
- 3.14. No dogs will be permitted to enter the cemetery.
- 3.15. The parking of vehicles in the cemetery shall be at the discretion of the Cemetery Superintendent and must not be parked in a position that obstructs other motor vehicles or any other form of access. All Vehicles are restricted to the carriageway and must not drive or park over verges. Any costs incurred as a result of damage caused by indiscriminate parking or driving over grassed areas will be the responsibility of the driver.
- 3.16. Any person using a motor vehicle in a cemetery shall only do so on a carriageway suited to the purpose and with the consent of the Council. All vehicles will be restricted to a speed not greater than ten miles per hour. The Cemetery Superintendent will exclude from the grounds any vehicle which they deem unsuitable.
- 3.17. No person shall drop, throw or otherwise deposit any wastepaper, cans, bottles, spoil or other detritus material of any kind in the cemetery except in the litter bins provided.
- 3.18. Visitors or persons attending funerals shall not interrupt or interfere with the staff working in the cemetery.
- 3.19. Memorial trees may be planted subject to the approval of the Cemetery Superintendent and upon payment of the appropriate fee. Location of plaques, trees, or donated benches will be made in consultation with the Cemetery Superintendent whose decision will be final.
- 3.20. All persons entering the cemetery do so at their own risk, and the Council will not accept any liability for injuries or damage sustained for any reason whatsoever.
- 3.21. The Council shall not be held responsible for the safe keeping of any wreaths, flowers, plants or any other objects placed in the cemetery.
- 3.22. The Council reserve the right to make any alterations or additions to the foregoing Regulations from time to time.