



**LOUGHTON CEMETERY**  
Church Lane, Loughton

**REGULATIONS AND TABLE OF FEES**

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# LOUGHTON TOWN COUNCIL

LOUGHTON CEMETERY  
Church Lane  
Loughton  
Essex

## CEMETERY REGULATIONS

1. In exercise of their powers under Section 214 and Schedule 26 to the Local Government Act 1972: and article 3 of the Local Authorities Cemeteries Order 1977, **Loughton Town Council**, hereby make the following regulations for the proper management, regulation and control of the Chigwell and Loughton cemeteries.
2. These regulations as amended shall come into force on 1 October 1997

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## **CEMETERY REGULATIONS**

### **1 NOTICES OF INTERMENT**

- 1.1 Notices of interment shall be notified on the appropriate Council Forms available free of charge from Loughton Town Council. Notification must reach the Council at least three working days before the interment is due to take place and must be given during the hours of 10.00 and 13.00 between Mondays and Fridays (excluding Public Holidays).
- 1.2 Arrangements for interments may initially be made by telephone and or fax. The Town Clerk will determine the availability of any time or date proposed for burial. Written confirmation must follow to reach the Council as detailed above. The Council will not accept any responsibility for any error or delay consequent to any Notice being sent by post.
- 1.3 For a grave where the Exclusive Right of Burial has been granted, the Notice of Interment shall be signed by the registered owner or his/her legal representative, and the Grant shall be produced together with the Notice of Interment.
- 1.4 All charges and fees are to be paid when the Notice of Interment is given, and are to be made payable to Chigwell Parish Council.

### **2. INTERMENTS**

- 2.1 All interments will take place on weekdays (excluding Public Holidays), and will take place between 09.00 and 15.00.
- 2.2 Only coffins made of wood or other perishable material are to be used.
- 2.3 The interment of non residents of the Epping Forest District in common graves is not permitted.
- 2.4 Funeral Directors shall come under the direction of the Council's representative on entering the cemetery. They must provide sufficient bearers for carrying and lowering of coffins into graves.
- 2.5 Funeral Directors must arrange, where necessary, for memorials to be removed to allow graves to be reopened, and for the reinstatement of memorials following the interment.

### **3 CORONER'S ORDERS AND CERTIFICATES OF DISPOSAL**

- 3.1 No interment can take place until a Registrar's Certificate for Disposal, or a Coroner's Order for Burial has been received by the Cemetery Attendant, or alternatively an appropriate Statutory Declaration has been completed. (*Section 1, Births & Deaths Registration Act 1926*).

### **4 OFFICIATING MINISTERS**

- 4.1 Arrangements with the Officiating Minister shall be made by the relatives or the undertaker, and neither Council can accept any responsibility in connection therein.
- 4.2 However, the name and address of the person officiating must be notified to the Clerk to the Council when the Notice of Interment is given.

### **5 SELECTION OF GRAVES AND CREMATED REMAINS PLOTS**

- 5.1 Grave spaces and cremated remains plots will be utilised as determined by the Council's authorised officer, except for those selected by the purchaser of the Exclusive Rights of Burial. Selection of grave spaces and plots is subject to the approval of the Council's authorised

officer, but the wishes of applicants will be met as far as practicable, within the areas available for use at the time.

## **6 DEPTHS OF GRAVES**

- 6.1 The depth to which graves will be excavated for interments is to be determined by the Council's authorised officer, *(in accordance with Part 1, 2nd Schedule, to the 1977 Cemeteries Order)*.
- 6.2 Cremated remains plots will normally accommodate 8 caskets or urns to be placed at a depth determined by the Council's authorised officer.
- 6.3. All graves are to be dug by grave-diggers appointed or authorised by the Council.

## **7 VAULTS**

- 7.1 No new vaults may be accommodated in the cemetery. There remain a number of old vaults in the Loughton Burial Ground which may be reopened to allow for additional interments. In such cases, *(in accordance with Part 1, 2nd Schedule to the 1977 Cemeteries Order)* the following apply:
- 7.2 Each vault is to be enclosed with walls of brick or stone properly bonded with mortar or other suitable material.
- 7.3 Interments in a vault must, within 24 hours, be wholly and permanently embedded and covered with a layer of cement concrete at least 6 inches (15cm) thick. Alternatively, they must be permanently and wholly enclosed in a separate cell or receptacle constructed from brickwork, slate or stone flagging at least 2 inches (5cm) thick, constructed to prevent the escape of any noxious gas from the interior.

## **8 PURCHASE OF EXCLUSIVE RIGHTS OF BURIAL**

- 8.1 The Exclusive Right of Burial for cremated remains plots may be purchased for a period of 25 years. Whilst such purchases are not restricted to the residents of Chigwell and Loughton, for those outside this area, additional charges will be made. (See the Table of Fees and Charges). The Exclusive Rights of Burial may be purchased for more than one plot where they are to be used for the interment of members of the same family, or of close family friends.
- 8.2 No new grave spaces are available.
- 8.3 Cremated remains plots may accommodate a maximum of eight caskets or urns, and measure three feet by three feet (0.9m by 0.9m).
- 8.4 Where any interment is not that of the owner of the Exclusive Right of Burial, the written consent to the opening of the grave must be made by the owner on the Interment Notice. No body shall be buried in, or ashes interred in any grave until the written consent of the owner has been obtained.
- 8.5 After the interment of an owner of a grave or cremated remains plot, the personal representative must produce Probate of the Will of the deceased person, or Letters of Administration to the Estate, or other evidence the Council requires, so that the change of ownership can be registered. No further interments may be accepted, and no applications to place, or add any inscription to, a memorial may be considered until the Exclusive Right of Burial has been transferred.
- 8.6 An owner of an Exclusive Right of Burial shall not under any circumstances dispose of the rights without the consent in writing of the Council. The Deed of Grant of Exclusive Right of Burial shall be considered to form part of the personal estate of the grantee and may be assigned in their lifetime or bequeathed by Will. Every such Assignment or Probate of Will shall be produced to the Council to be registered by the Council's authorised officer.

## 9 MAINTENANCE OF GRAVE SPACES

- 9.1 Whenever a burial takes place the grave will be filled with earth, and after a period of time to allow for natural subsidence, the surface shall be covered with turf. Nothing may be placed on the turfed area of the grave, except on the day of the funeral, when flowers and wreaths may be placed on the grave. However, all dead flowers and wreaths will be removed by the staff at the cemetery approximately one week after the funeral has taken place.

## 10 MAINTENANCE OF CREMATED REMAINS AREAS

- 10.1 **One flat memorial plaque made of durable material, (e.g. granite, marble) with the maximum dimensions 16 inches by 16 inches by 2 inches (40cm by 40cm by 4cm) and a separate free standing memorial vase with the maximum dimensions 16 inches wide by 7 inches deep, by 8 inches high (40 cm by 18 cm by 20 cm) are allowed per plot.** The plaque must display the plot number clearly.

The memorials **must be approved** by the Council by making a memorial application (which is usually submitted by the stonemason). The date on which the memorial will be laid must be notified to the Council. This enables the Cemetery Attendant to supervise the placing of the stone (centrally on the plot) to avoid any mistakes of positioning and to enable the Council to check that the memorial being laid is the same as was outlined on the memorial application. Glass covers on plaques are only allowed if approval has been given via the Memorial Application Form. The glass cover must bear a kite mark to prove it has been made from toughened glass or a sign etched on indicating that it has been constructed of laminated glass with polished edges all round the plaque. Otherwise glass covers are considered to be a health and safety risk to the grounds staff and visitors.

- 10.2 The interment of cremated remains must be in biodegradable containers or can be poured into the grave at the prescribed depth under the supervision of a representative of the Loughton Town Council.
- 10.3 Owners of plots with Exclusive Rights of Burial for interments of cremated remains direct into the ground (not in a container), must be aware that exhumation would not be possible.
- 10.4 Due to the limited space available plots cannot be purchased for future use.
- 10.5 Owners may, if they so wish, plant bulbs and annual bedding plants. However, shrubs or bushes are **not permitted**. Owners should ensure that plants and pots do not encroach on neighbouring plots.
- 10.6 Owners of cremated remains plots may place a flower container on the plot providing that it is of **durable material** not exceeding one foot in height.
- 10.7 Containers made of **glass, wood, ceramics or fibreglass** are not considered durable material and are **not allowed**.
- 10.8 Plots must be maintained in a **tidy and appropriate** condition. Marking of boundaries or other embellishments of the plot are not permitted. It is the Council's policy to shingle or turf around grave spaces to maintain a consistent appearance in the cemetery. For this reason plot owners who wish to lay shingle must comply with the type of shingle used by the Council i.e.  $\frac{3}{8}$ " pea shingle (natural colour).
- 10.9 The Council reserves the right to remove, or require the owner to remove, any item which encroaches on or affects access to other plots, or in any way constitutes a risk to public safety (e.g. dangerous glass on the plot).
- 10.10 For plots unattended for a period of one year, the Council reserves the right to clear the plot apart from the approved plaque and memorial vase.

## 11 COMMEMORATION AND MEMORIALS - GENERAL

- 11.1 Memorials may only be erected over grave spaces and cremated remains plots for which the Exclusive Right of Burial has been granted. Grave or plot owners wishing to place a memorial must make application as detailed below to the Council's authorised officer. The necessary work to place the memorial may only take place after approval by the Council's authorised officer.
- 11.2 All memorials shall be constructed from durable stone, marble or granite. Memorials of soft stone or wood are not permitted.
- 11.3 All memorials remain the responsibility of the registered owner. The Council cannot accept any responsibility for any damage or breakage which may occur.
- 11.4 Applications to erect a memorial, or to carry out any work on an existing memorial, must be made to the Council, together with the appropriate fee. (Memorial Application Forms are available free of charge from the Council). Such applications must provide the following information:-
- a) A dimensional drawing or illustration of the proposal.
  - b) Details of the landing (where appropriate).
  - c) A copy of every proposed inscription.
- 11.5 Provided that an application has been submitted for the placement of a permanent memorial on a grave in accordance with the Regulations, it is permissible to place on a grave space for which the Exclusive Rights of Burial have been granted, a temporary memorial provided that it complies with the following specifications:-
- a) The temporary memorial shall be in the shape of a simple cross and shall be constructed of hardwood.
  - b) The dimensions shall be as follows:-  
  
Cross Section: Between one inch (25mm) and two inches (50mm) square  
  
Height: Between one foot (30cm) and three feet (90cm) from ground level to the top of the cross, with no more than one third of the overall height below ground level  
  
Width: No greater than two feet six inches (75cm)
  - c) If the condition of the temporary memorial deteriorates the provisions of regulation 11.9 will apply.
  - d) Temporary memorials shall be replaced by permanent memorials within nine months from the date of the interment, unless specific written authority is obtained from the Council to extend this period.
- 11.6 Every memorial must have the grave or plot number conspicuously marked on it, at the applicant's expense, in permanent lettering not exceeding one inch (25mm) high.
- 11.7 In respect of graves, vases of an approved design and material may only be placed adjacent to existing headstones. In such instances, written permission from the Council must be received before any vase may be placed on any grave space. Applications should be made on the Memorial Application Form and forwarded to the office of the appropriate Council. Please note that vases placed on grave spaces must not encroach onto adjacent plots.
- 11.8 All memorials are to have a sufficient foundation constructed of concrete or stone. Each headstone must be fixed to its base by means of copper or galvanised dowels, or joggled to ensure stability. Copper or galvanised cramps are to be used to fix kerbs.

- 11.9 All memorials are to be kept in good repair. The Council reserves the right to remove, or require the owner to remove, any memorial which is not maintained in an adequate or safe condition.
- 11.10 All memorials removed in order to allow additional interments to take place, shall be placed in positions indicated by the Cemetery staff, and should be refitted without avoidable delay. The responsibility for the correct removal and replacement lies with the owner of the Exclusive Right of Burial, or with the person who requested the interment.
- 11.11 No further double headstones, double vertical or double memorials are allowed in the cemetery.

## **12 COMMEMORATION AND MEMORIALS - DIMENSIONS**

- 12.1 All memorials in the lawn cemetery area are to have maximum dimensions of twenty four inches (60cm) by twelve inches (30cm), and are to have chamfered edges.
- 12.2 Flat or full kerb memorials are permissible, except in the Lawn Cemetery area, and are to have dimensions not exceeding the following:
- Length : Six feet six inches (2 metres)  
Width : Two feet six inches (75cm)
- 12.3 In the cremated remains area, memorials are to have the dimensions sixteen inches by sixteen inches by two inches (40cm by 40cm by 5cm), and are to be set horizontally and centrally on the appropriate plot.

## **13. MAINTENANCE OF GOOD ORDER**

- 13.1 All persons are to conduct themselves in a quiet and orderly manner. Children under the age of 10 years may only be admitted if accompanied by a responsible adult, and no person in a state of intoxication shall be allowed access. The playing of any game or sport is prohibited. (*Article 18, 1977 Cemeteries Order*).
- 13.2 Except for guide dogs, no animals are to be allowed into the cemeteries.
- 13.3 Smoking in the vicinity of a grave or cremated remains plot whilst an interment is taking place is not permitted.
- 13.4 All vehicles entering the cemeteries must use the designated parking areas. Access for vehicles to other areas of the cemeteries is not allowed unless prior permission is granted by an Officer of the Council. The person in charge of any vehicle is to be liable for making good any damage that may occur. Where possible, all materials or tools to be brought to the grounds should be carried by hand, or in such a manner that will avoid damage to roads or paths. No vehicle shall remain in the cemetery longer than is necessary for loading or unloading.
- 13.5 Soliciting orders within the Burial grounds for the erection or repair of memorials, or for any other work, is strictly prohibited.
- 13.6 Reports if any incivility or breach of the regulations should be passed onto the Council's authorised officer or a member of the Cemetery staff be informed.
- 13.7 Please note that Council employees are not permitted to accept any gratuities.