

**Islington and Camden Cemetery Services**

**Cemetery & Crematorium Regulations  
February 2011**

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## 1. Introduction

This document sets out the standards that we need you to maintain in the cemeteries operated by Islington and Camden Cemetery Services (ICCS).

All graves and vaults are sold subject to these standards being maintained together with you meeting legal requirements relating to our cemeteries.

Any enquiries or complaints you may have about the operation of our cemetery should be directed to us at

Islington and Camden Cemetery Services  
278 High Road  
London  
N2 9AG

Telephone: 020 7527 8300

e-mail: [islingtoncamdencemeteries@islington.gov.uk](mailto:islingtoncamdencemeteries@islington.gov.uk)

## **2. Conditions**

- 2.1 The opening and closing times of the cemeteries are displayed at the entrance to each site

### **Islington and St Pancras Cemeteries**

Opening hours are 9:00 a.m. to 5:00 p.m. except for December and January when it is 9:00 a.m. to 4:00 p.m. and Christmas Day when hours are 10:00 a.m. – 2:00 p.m.

The Book of Remembrance in the crematorium can be viewed between the hours of 9:00 a.m. and 3:30 p.m. during the week only.

The electronic Book of Remembrance, sited to the left of the main door to the crematorium, is available to view at any time.

### **Trent Park Cemetery**

Opening hours are:

November to February	9:00 a.m. - 4:00 p.m.
March, April, September, October	9:00 a.m. - 5:30 p.m.
May to August	9:00 a.m. - 7:00 p.m.

### **Hampstead Cemetery**

Opening hours are 7:30 a.m. on weekdays, 9:00 a.m. on Saturdays and 10:00 a.m. Sundays and public holidays

The cemetery is closed to vehicles from 3:30 p.m. each day with the gates locked at 4:00 p.m.

Pedestrian access is allowed until later and the pedestrian gate will be closed at the following times:

May - July	8:30 p.m.
August	8:00 p.m.
September	6:30 p.m.
October	6:00 p.m.
November - January	4:00 p.m.
February	5:00 p.m.
March	6:30 p.m.
April	7:30 p.m.

- 2.2 No one is allowed to trade or work in our cemeteries without the written permission of ICCS.
- 2.3 The only animals allowed in any of our cemeteries are horses which form part of a funeral cortege and dogs. Dogs should be kept under control at all times
- 2.4 The speed limit at our cemeteries is 15 miles per hour for the safety of our users.
- 2.5 Vehicles must not leave any roadway within our cemeteries without prior permission of ICCS so as to protect our grounds and burial areas from damage.
- 2.6 All funeral corteges must be at the main entrance gates of the cemetery where the funeral has been arranged by the agreed booked time.
- 2.7 Whilst at the cemetery, all funeral corteges will be under the control of ICCS and all hearses and accompanying vehicles must be driven to sites as directed. The staff on site will be responsible for working with the funeral director or other appointed person to ensure the funeral is completed satisfactorily.
- 2.8 ICCS must be informed when it is anticipated that there will be a large attendance at a funeral so that we can make arrangements to ensure the service is not disrupted or compromised.
- 2.9 ICCS will exclude from our cemeteries any person whose behaviour is unacceptable or who has failed to comply with these conditions.
- 2.10 If any damage is caused to cemetery land, walls or premises, the person or persons committing the damage will be held responsible by ICCS. We will always attempt to recover full costs and inform the police where this is appropriate.
- 2.11 No photography or filming other than the photographing of an individual memorial by family or friends is allowed except with the consent of ICCS.
- 2.12 Staff of ICCS, Islington Council or Camden Council are not allowed to undertake any work for or accept any form of payment or gratuity from members of the public. Our staff will be able to give advice as to who can provide services within the cemetery.
- 2.13 Music can only be played within the cemeteries with the consent of ICCS.
- 2.14 Dead flowers, spent wreaths or other articles of waste or litter must be placed in the bins provided throughout the cemeteries. ICCS can remove any floral items that have decayed without notice.

- 2.15 Flowers and wreaths from cremations will be removed 3 days after the service unless alternative arrangements have been agreed with ICCS.
- 2.16 People using our cemeteries are expected to act reasonably and safely, keep to these conditions and respect other users.
- 2.17 It may be necessary to amend the conditions if service arrangements change and ICCS will do all it can to inform those affected.

## **3. Burials**

### **3.1 Bookings**

3.1.1 All bookings for a burial (including exhumations and the burial of cremated remains) in our cemeteries must be made by telephone or in person and confirmed in writing as soon as possible.

3.1.2 For all burials, written confirmation of details must be received:

- a) for burial in any grave - at least 2 working days prior to the burial
- b) for the construction of a walled grave, chamber or vault - at least 15 working days prior to the burial.

3.1.3 At the discretion of ICCS, a burial at shorter notice may be agreed:

- a) where a medical practitioner has certified it is a case of emergency  
or
- b) where there are cultural needs, when it will be subject to our 'Out of Hours' burial procedure

An additional fee is charged for burials arranged at short notice.

We will try wherever possible to facilitate burials at any time providing that we have all the statutory documentation.

3.1.4 We prefer you to use our form as we will then have all the required information. It must be fully completed and signed by the person applying for the burial.

3.1.5 No alterations to arrangements will be accepted unless we have received and agreed a written request before the burial date.

3.1.6 We will invoice the person submitting the application for fees and charges.

3.1.7 The person responsible for the burial will need to make arrangements for a minister or any other person intended to officiate at the burial, including payment of their fee. ICCS cannot provide this as part of our service.

3.1.8 Our chapels can be booked free of charge to hold a funeral service lasting 30 minutes for a burial at any of our cemeteries. Music systems are available as well as an organ. Your funeral director can arrange an organist. The chapels are designed to be multi-faith and any religious

symbols can be removed from the chapel. The seating layout cannot be altered as the seats are fixed.

The family or their representatives are responsible for informing ICCS of specific service requirements.

You have a full choice over the content and type of service including music, readings and format. If you require any special arrangements, you need to contact our office in advance.

## **3.2 Grave Selection & Purchase of the Plot**

### **3.2.1 Exclusive Right of Burial**

3.2.1.1 An exclusive right of burial gives the purchaser the right to a burial in a specific grave space. A grave which is subject to an exclusive right of burial cannot be opened for an additional burial without the owner's permission. *The person purchasing the grave will be able to visit and select a grave space before the burial by making an appointment with the service.*

3.2.1.2 An exclusive right of burial is granted for a period of no more than 60 years if on land owned by Camden Council and 75 years if on land owned by Islington Council beginning with the date when the purchase is completed. It can be extended for period of up to 100 years from the date when the extension is agreed. This might be subject to conditions.

Our fee for an exclusive right of burial is set out in the Table of Fees.

3.2.1.3 An exclusive right of burial does not constitute ownership of land, it is only the right to have a burial in a selected grave.

It is granted on the understanding that the owner complies with the regulations especially those applicable to the type of grave and/or memorial that is acceptable. The purchase includes the right to erect and maintain a memorial but there may be controls on what this can be. For example, if the grave is situated in a lawn area, there will be restrictions on the type of memorial and items that can be placed on the grave.

3.2.1.4 The purchase of the exclusive right of burial in any grave includes the right to erect and maintain a memorial on that grave space.

- 3.2.1.5 The holder of the exclusive right of burial can surrender it at anytime and receive a refund of the fee if no burial has taken place and no memorial has been placed.

### **3.3 Transferring an Exclusive Right of Burial**

- 3.3.1 The exclusive right of burial to a grave space can be transferred by a deed or through a Will.

- 3.3.2 Where the owner of the exclusive right or burial (“the grant holder”) is still alive, the transfer can be done by completion of a deed of assignment.

This has to be completed and signed by the grant holder and the person taking ownership and submitted to us with the original deed of grant.

- 3.3.3. Where the grant holder has died, provided that the exclusive right of burial has not been left to another person, then after production of a Will or letters of administration, it can be legally transferred to the beneficiary of the estate under the terms of the grant holder’s Will, or the person in possession of the letters of administration.

- 3.3.4 Where the grant holder is deceased and there is no Will or letters of administration available, then the exclusive right of burial cannot be transferred to another person. A further burial in the grave space may be allowed by the applicant 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, so legal advice will be needed.

### **3.4 Plan of Cemetery**

- 3.4.1 ICCS are required to maintain plans of all grave spaces and they can be viewed by arrangement with us.

### **3.5 Register of Burials**

- 3.5.1 All burials are recorded in a register which can be viewed. There is a fee for providing copies of entries.

### **3.6 Un-purchased Graves**

- 3.6.1 There are graves set aside for those who do not want to purchase an exclusive right of burial. There are then no rights to that grave and other unrelated people may be buried in the same grave. A burial fee is payable and a small memorial is permitted. This is sometimes called a “public” or “common grave”.

## **3.7 Burial Procedure**

- 3.7.1 A grave space where there is an exclusive right of burial can only be opened with the written consent of the owner of the exclusive right of burial, or their legal representative.

This request must be in writing to ICCS together with the original deed of grant.

If the original deed of grant is mislaid or lost, a sworn statutory declaration relating to the loss of the original deed of grant will be required from the owner. This is a legal document and advice will need to be taken from a lawyer. ICCS must be satisfied that the person requesting the burial is legally entitled to the exclusive right of burial.

- 3.7.2 Where the person to be buried was the owner of the exclusive right of burial immediately before their death, the grave space can be re-opened by ICCS without the consent of their executor or other representative, as they have a legal right to be buried in any grave space that they owned the rights to.
- 3.7.3 All bodies and cremated remains for burial have to be contained in a suitable coffin or container to a design approved by ICCS. The coffin or container has to be clearly marked for identification purposes and include the full name and age of the deceased.
- 3.7.4 We carry out burials between 9:00 a.m. to 3:00 p.m. Monday to Friday throughout the year, excluding bank and public holidays unless a special arrangement is made. When burials are carried out by special arrangement, an extra fee will be charged.
- 3.7.5 Before the burial, the Registrar's Certificate for Disposal or Coroner's Order for Burial must be handed to ICCS. If this document cannot be produced, the person who has arranged for the burial to take place has to provide a signed written declaration confirming the Registrar's Certificate for Disposal or the Coroner's Order for Burial has been issued and stating why it is not available. This declaration must be handed in prior to the burial taking place.
- 3.7.6 All funerals will be met by a member of staff from ICCS to check the nameplate against the statutory paperwork before letting the burial proceed.
- 3.7.7 The person arranging the funeral or their representative will need to make sure that they have sufficient people to transfer the coffin from the vehicle, to the graveside and lower the coffin into the grave. This has to be a minimum of 4 people for the burial of an adult.

### **3.8 Grave Preparation and Backfilling**

3.8.1 All excavation works and backfilling of graves is carried out by ICCS staff unless backfilling by mourners is agreed with us. ICCS may allow family backfilling to take place under their supervision if a family wishes to do this but prior approval must be given.

3.8.2 Grave spaces in the cemeteries are of the following size:-

Full Adult grave space – ranging from 1.98 meters (6ft 6in) long by 0.76 meters (2ft 6in) wide to a maximum of 2.74 meters (9ft) long by 1.22 meters (4ft) wide depending on area of cemetery in which the burial is to take place..

3.8.3 Graves are excavated to a maximum depth of:

2.74 meters (9ft) for 3 burials

2.13 meters (7ft) for 2 burials

1.52 meters (5ft) for 1 burial.

3.8.4 The position of the head and the foot of a grave space is set by ICCS.

3.8.5 A grave has to be of sufficient width and length to fit the coffin size specified on the Order for Interment.

3.8.6 ICCS will mat and dress the grave before the burial takes place unless we are asked not to.

3.8.7 ICCS has access rights over all graves and can remove and replace any memorial to facilitate a burial in a neighbouring grave. We will let the grave owner know when this action is necessary.

3.8.8 When a private grave is re-opened, we will arrange for the removal and replacement of the headstone but will not be responsible for any damage caused through the carrying out of this work, where the memorial has not been kept in good order and repair or where damage occurs after we have relocated the memorial. The memorial will be replaced as soon as the condition of the ground is suitable.

### **3.9 Brick Graves, Chambers & Vaults**

3.9.1 A brick grave, chamber or concrete vault has to be prepared by ICCS or their appointed contractors.

3.9.2 The bricking of any vault, chamber or grave has to be arranged through ICCS and a fee will be charged.

3.9.3 If ICCS are requested to provide extra burial space because a grave is already full, the works will be at the cost of the grave owner

### **3.10 Burial of Stillborn and Pre-Term Babies**

3.10.1 The Registrar's Certificate for Disposal or the Coroner's Order for Burial has to be submitted to ICCS before burial. This is a legal requirement.

3.10.2 The body of the child must be placed in a suitable coffin for the burial.

3.10.3 Burial can take place in any privately owned grave space or in the dedicated Baby and Children's areas.

3.10.4 The size of memorials for burials in the dedicated Baby and Children's sections are restricted – details are available from ICCS.

### **3.11 Infectious Diseases**

3.11.1 If death is due to certain infectious diseases, it may be necessary to provide ICCS with a certificate stating that precautions have been met to stop the spread of that disease. The hospital where death occurred should arrange for this.

### **3.12 Care of Graves**

3.12.1 ICCS manage our cemeteries to service standards which include leveling, turfing or seeding areas.

3.12.2 All owners are required to keep their graves and any memorial in good repair and condition. If any grave is allowed to fall into decay, the Council has the right to remove, without notice, any broken, damaged or dilapidated monuments, stones, overgrown or damaged shrubs or monuments or items that are not allowed. Owners will be notified and can claim them back within 6 months of removal.

### **3.13 Grave Types**

3.13.1 ICCS offers a range of grave types for full burials. These are:

- a) Lawn style
- b) Traditional style
- c) Woodland style

d) Stone Vaults

e) Mausolea

### **3.13.2 Lawn Graves**

3.13.2.1 Lawn graves are currently available at Islington and St Pancras and Trent Park.

3.13.2.2 All new lawn graves in the Lawn Area are set out with a concrete foundation to allow for the placing of a memorial. In other areas, provision of this will need to be made at the owner's cost.

3.13.2.3 Other than a headstone placed on the foundation at the head of the grave at Islington and St Pancras, or a flat plaque at Trent Park, no memorialisation (this includes kerbs, fences, edgings, chippings, plantings or borders of any description) is permitted on a lawn grave. No turf mounds are permitted on lawn graves

### **3.13.3 Traditional Graves**

3.13.3.1 Traditional Graves are currently available at Islington and St Pancras.

3.13.3.2 Traditional graves are laid out to allow for full kerbs, edgings and landings to be placed upon the graves but kerbs and edgings must be no bigger than the grave space sold. The full grave space within the kerbs or edgings may be planted with bedding plants or chippings placed within the edgings on top of a landing slab. No shrubs or trees are allowed and memorialisation has to be within the grave space.

3.13.3.3 The registered grave owner is responsible for maintaining the grave including its planting and condition of the memorial.

3.13.3.4 All memorials placed on a traditional grave have to be of a type allowed in that area of the cemetery.

3.13.3.5 ICCS have the right to require the proper and safe maintenance of graves and memorials and can do this on the owner's behalf if they do not respond to requests to deal with any problems. The owner will be charged for any costs arising from this.

### **3.13.4 Woodland Graves**

3.13.4.1 Woodland graves are available at Islington and St Pancras. The area is designed to be a "return to nature" area and is managed to

encourage wildlife to inhabit the area and natural fauna and habitat to flourish.

- 3.13.4.2 Each grave space has space for two individuals.
- 3.13.4.3 No stone or man-made memorials are permitted within the woodland burial section so as to retain its natural setting. Wooden memorials can be purchased through ICCS. You can purchase a selection of wild flowers suitable for a woodland memorial from us.
- 3.13.4.4 Maintenance of the woodland burial section is carried out by ICCS to ensure the area is in keeping with a naturalised woodland area. Mowing will be limited and natural plants and flowers will be encouraged. Graves will not have a formal appearance.
- 3.13.4.5 Full Adult grave space will be 2.13 meters (7ft) long by 0.91 meters (3ft) wide.

### **3.13.5 Cremated Remains Graves**

- 3.13.5.1 Graves for the burial of cremated remains are provided at all the cemeteries.
- 3.13.5.2 Cremated remains can also be buried in any other full size grave where an exclusive right of burial has been granted provided that the owner has given permission, or if desired, in an un-purchased grave space.
- 3.13.5.3 Cremated remains must be in a container suitable for burial. The container must have the full name and age of the deceased clearly visible.
- 3.13.5.4 No burial of cremated remains will be permitted unless a copy of the Certificate of Cremation from the crematorium where the cremation took place is given to ICCS, together with the completed Order for Interment and fee.  
If the cremation took place at Islington Crematorium the Certificate is not required.

## **3.14 Graves in Existence Prior to these Rules**

### **3.14.1 Children's Garden**

- 3.14.1.1 Graves are available in the Children's Garden for children up to the age of 3 years old.
- 3.14.1.2 The maximum coffin size: in this area is 61 cm (2 feet) by 122 cm (4 feet). The maximum grave depth is 1.52 meters (5 feet)

- 3.14.1.3 The price of exclusive rights, for a lease period of 60 years, to a grave in the Children's Garden includes the right to erect a traditional memorial which has to be made of granite.
- 3.14.1.4 Temporary grave markers are allowed for up to twelve months until a memorial in place
- 3.14.1.5 All owners are required to keep their graves and any memorial in good repair and condition. If any grave is allowed to fall into decay, the Council has the right to remove, without notice, any broken, damaged or dilapidated monuments, stones, overgrown or damaged shrubs or monuments or items that are not allowed. Owners will be notified and can claim them back within 3 months of removal.

## **4. Cremation**

### **4.1 Application for Cremation**

The application for cremation has to be given to ICCS at least 3 working days before the cremation, together with the Medical Referee's written authorisation to proceed. Fees and charges will be invoiced once we receive the completed application form.

### **4.2 Bookings and Applications**

An application for cremation has to be on a statutory form which we will provide and given to ICCS by no later than 9:30 a.m. 3 working days prior to the arranged cremation time, within our office hours of 9:00 a.m. and 5:00 p.m. Monday to Friday

**Forms cannot be accepted on weekends or bank holidays.**

### **4.3 Right for the Applicant to Inspect the Medical Forms**

4.3.1 An applicant for cremation (or their nominated person) can inspect the medical certificate and the confirmatory medical certificate by arrangement with ICCS.

4.3.2 The applicant can make representations to the Medical Referee about any matter contained in the certificates. ICCS can advise on this.

A fee may be charged by the Medical Referee for this service.

## **4.4 Chapels and Services**

- 4.4.1 Services are available from 8:45 a.m. to 4:15 p.m. Monday to Friday. We allow 45 minutes for each service. Services can be extended for an additional fee.
- 4.4.2 Our chapel can be booked free of charge to hold a funeral service lasting 30 minutes for a cremation at the crematorium. A music system is available and we can provide an organist for a fee. The chapel is designed to be multi-faith and any religious symbols can be removed from the chapel. The seating layout can be altered if required as the seats are not fixed.

The family or their representatives are responsible for informing ICCS of specific service requirements.

You have a full choice over the content and type of service including music, readings and format. If you require any special arrangements, you need to contact our office in advance.

## **4.5 Cremation Procedure**

- 4.5.1 We require you to arrive at the crematorium on time so that you do not impact on other funerals taking place that day.
- 4.5.2 If you arrive late, we may need to delay the service to the next available time slot of that day, the same applies if you arrive early.
- 4.5.3 We carry out cremations between 8:45 a.m. to 4:15 p.m. Monday to Friday throughout the year, excluding bank and public holidays unless a special arrangement is made. When cremations are carried out by special arrangement, an extra fee will be charged.
- 4.5.4 All bodies brought to the crematorium for cremation must be contained in a suitable coffin. The coffin or suitable container must be clearly marked for identification purposes and include the full name and age of the deceased. This is a legal requirement.
- 4.5.5 All funerals will be met by a member of staff from ICCS to check the nameplate against the statutory paperwork before letting the cremation service proceed.
- 4.5.6 The person arranging the funeral or their representative will need to make sure that they have sufficient people to transfer the coffin from the vehicle into the crematorium and place the coffin onto the catafalque. This has to be a minimum of 4 people for the funeral of an adult.

- 4.5.7 Any jewellery or personal articles on the deceased should be removed prior to the cremation service if required. Once placed into the cremator they will be unrecoverable.
- 4.5.8 Except in cases where the deceased has died of a notifiable disease, if requested, the coffin may be opened as part of the service held in the chapel. The coffin lid must be replaced prior to the coffin being charged into the cremator.
- 4.5.9 If you want to witness the coffin being placed into the cremator, you will need to make prior arrangements with us.
- 4.5.10 Once the service of committal has been completed, the coffin cannot be opened or removed from the crematorium unless there are special circumstances. Your funeral director will be responsible for discussing this with you.
- 4.5.11 All cremations have to be completed within 72 hours of the funeral and each coffin is individually cremated. Any coffins not cremated the same day as the service will be held on site at the crematorium in refrigerated storage.
- 4.5.12 The coffin must be constructed of easily combustible materials and coated with water based varnish. No metal of any kind must be used except for nails, pins and screws used in the construction of the coffin. Handles, nameplates or ornaments must also be combustible.
- 4.5.13 Any items placed inside the coffin must burn safely and not affect the cremation process. ICCS or your funeral director can advise you on this.
- 4.5.14 The maximum size coffin our cremators can accept is:
- Length 2.18 meters (7ft 2in)  
Width 0.83 meters (33in)  
Depth 0.53meters (21in).
- 4.5.15 A body of a person dying of a notifiable disease as defined by the Public Health Infectious Diseases Regulations 1998 (as amended) should be enclosed in two body bags and placed inside a coffin which cannot be reopened for any reason once delivered to the crematorium.
- 4.5.16 We recycle any metals left after the cremation and funds are donated to charity. If you wish us not to do this, you need to advise ICCS before the funeral.
- 4.5.17 Cremated remains are available for collection after 72 hours unless prior arrangements have been made. We will ask you to bring identification

- when you collect them or written authority to collect them if you are not the applicant.
- 4.5.18 We will keep remains for three months. If we have not been contacted after this time, ICCS reserve the right to scatter the remains in the cemetery.
- 4.5.19 If the cremation was not carried out by ICCS then we will require a Certificate of Cremation. If this is not available, ICCS will confirm the remains can be disposed of by checking with the relevant cremation authority or registrar's office.
- 4.5.20 You cannot scatter or bury cremated remains within any part of the cemeteries or crematorium grounds without the permission of ICCS as it is unlawful to do so. Any request to do this must be made in writing to ICCS.
- 4.5.21 You need to advise ICCS if you want to witness the scattering of cremated remains.
- 4.5.22 Wreaths, sprays, cut flowers or other tributes may only be placed in the identified area within the Gardens of Remembrance on the hard standings provided. This ensures the grounds are kept tidy and well maintained. We remove tributes 3 days after the service.
- 4.5.23 We do have a Book of Remembrance and ICCS can arrange for the person to be commemorated in it for a fee.

## **5. Memorial Rules and Guidance**

### **5.1 Application for Permit to Place Memorial upon a Grave**

- 5.1.1 A permit has to issued before a memorial is installed. They will only be issued to masons on our approved list.
- 5.1.2 An application for a permit may be made by the owner of the exclusive right of burial or any person who can satisfy ICCS that they have the legal right to act for the owner.
- 5.1.3 The permit application form must include a detailed plan of the proposed memorial including the dimensions, and details of the proposed fixing method. An application will only be processed if the fee is paid. The grave and section number and the grant number must be cut and legible at the back, near the top of each memorial.
- 5.1.4 The permit application must clearly state the cemetery section in which the grave is situated together with the grave number.
- 5.1.5 The person undertaking the work must let ICCS know that they are on site and keep the permit with them at all times so that ICCS staff can ensure the person fixing the memorial is authorised to do so.

### **5.2 Fixing Memorials**

- 5.2.1 Works are only permitted to be carried out on any grave space by:
  - a memorial mason accredited to the British Register of Accredited Memorial Masons Scheme (“BRAMM”) or NAMM Register of Qualified Memorial Fixers (RQMF);
  - staff of ICCS (to include any works associated with memorial safety inspections and the subsequent temporary making safe of any memorial)

To promote high standards and protect consumers, we only allow those registered to the approved national schemes to undertake any works on memorials in our cemeteries. Approved masons have the necessary skills to ensure that any memorial they fix or repair will pass a future stability test.

If at any point during the life of the memorial it becomes loose or unstable and this cannot be attributed to ground conditions or disturbance, the mason should, under the terms of the guarantee, re-fix the memorial to the original standard at no cost to the grave owner or ICCS.

- 5.2.2 All memorials (including those being re-fixed after a burial has taken place and those found to be unsafe after memorial testing has taken place) are to be fixed in line with the National Association of Memorial Masons (“NAMM”) approved standard and code of safe working practice. This states the minimum requirements for the fixing of memorials.
- 5.2.3 The upkeep and maintenance of any memorial remains the responsibility of the person to whom a permit to place the memorial was given or his/her heir.

### **5.3 Operational Times for Memorial Works**

- 5.3.1 Works must be undertaken Monday to Friday (excluding public holidays) unless approval is given by ICCS. Works can only be undertaken during normal operational hours to ensure safety within the site.

### **5.4 Stability Guarantee Period**

- 5.4.1 All memorials installed from the date of installation must be subject to a ‘Guarantee of Conformity’ granted by the mason who installed the memorial. The guarantee is given to confirm that the memorial has been fixed to the best standard set by NAMM at the date of fixing

### **5.5 Memorial Safety Testing**

- 5.5.1 All memorials may be subject to testing. Any memorials failing a safety test will be made safe by ICCS staff. This may include being sunk into the ground vertically, laid flat, cordoned off or stake-and-banded to warn visitors of a danger. The grave owner or his/her representatives are responsible for authorising suitable repairs to be undertaken by an approved BRAMM or NAMM accredited mason.

If a memorial has to be removed from site due to it being dangerous, ICCS can legally remove it.

### **5.6 Memorial Types**

#### **5.6.1 Permitted Memorials**

The following types of memorials are permitted depending on grave type:-

- a) Headstone or Cross
- b) Kerbs, landings, edgings & stone chippings
- c) Vase

- d) Flat Memorial Tablet
- e) Cremated Remains Headstone
- f) Wooden Grave Marker
- g) Wooden Cross
- h) Temporary Grave Marker
- i) Miniature Memorial

## 5.6.2 Headstones and Crosses

5.6.2.1 Any headstone or cross must not exceed the dimensions below:

### Lawn Grave

Grave size	Height	Width	Thickness
2.74m x 1.98m (9'0" x 6'6")	1.07m (3'6")	0.91m (3'0")	10cm (4")
2.74m x 1.22m (9'0" x 4'0")	1.07m (3'6")	0.91m (3'0")	10cm (4")
2.13m x 0.91m (7'0" x 3'0")	1.07m (3'6")	0.76m (2'6")	10cm (4")
1.98m x 0.76m (6'6" x 2'6")	0.79m (2'9")	0.61m (2'0")	10cm (4")

All headstones must be securely fixed into a base or shoe not exceeding 0.66m (2'2") long and 0.38m (15") in breadth for 1.98m x 0.76m (6'6" x 2'6") graves and a base or shoe of dimensions to be approved by ICCS in respect of other grave sizes.

Flower vases can be incorporated providing they are securely fixed to the headstone base and do not exceed 15cm (6") square or 18cm (7") in height.

## 5.6.3 Kerbs, Landings, Edgings & Stone Chippings

5.6.3.1 Kerbs are permitted in our traditional grave areas.

5.6.3.2 Memorials with kerbs need to be of the following sizes and must not encroach onto other graves:

5.6.3.3 Kerbs have to be of a uniform length to a maximum of 2.13m x 0.91m (7' x 3') wide made in complete lengths and of a depth of no more than 13cm (5") and a thickness of no more than 8cm (3").

5.6.3.4 No chippings will be permitted on any grave that is not enclosed with kerbs as detailed above.

5.6.3.5 Concrete landing stones are to be reinforced and constructed to these dimensions:

Grave size	Thickness of landing
1.98m x 0.76m (6'6" x 2'6")	10cm (4")
2.13m x 0.91m (7'0" x 3'0")	10cm (4")
2.74m x 1.22m (9'0" x 4'0")	15cm (6")

We can consider variations to these measurements in exceptional circumstances.

#### 5.6.4 Vase

5.6.4.1 We allow vases, other than on woodland graves.

5.6.4.2 A memorial vase must measure no more than 18cm (7") in length by 18cm (7") wide. Its maximum height should be no more than 18cm (7") to ensure safety and that they do not encroach onto other graves. It is essential to prescribe a maximum size for new memorials.

5.6.4.3 Vases must be placed at the head of lawn graves.

#### 5.6.5 Flat Memorial Tablet

Grave size	Total height must not exceed	Size of kerbs	Thickness of headstone
		(minimum)	(minimum)
		Granite or Marble	
2.74m x 1.22m (9'0" x 4'0")	2.29m (7'6")	18cm x 10cm (7" x 4")	10cm (4")
2.13m x 0.91m (7'0" x 3'0")	1.98m (6'6")	15cm x (6" x 3")	8cm (3")
1.98m x 0.76m (6'6" x 2'6")	1.68m (5'6")	15cm x (6" x 3")	8cm (3")

5.6.5.1 Only flat memorial tablets are allowed on any grave space at Trent Park and they must be placed in the middle of the grave.

#### **5.6.6 Cremated Remains Headstone**

Cremated remains headstones are permissible in certain areas of Islington and St Pancras cemeteries only ICCS will advise where these areas are located.

#### **5.6.7 Wooden Grave Marker**

Wooden grave markers are permissible on any woodland grave.

#### **5.6.8 Wooden Cross**

Wooden crosses are permissible on any grave space.

#### **5.6.9 Temporary Grave Marker**

Temporary grave markers are permissible on any grave space for a period of no more than 12 months.

#### **5.6.10 Miniature Memorials**

A smaller memorial can be placed on children's and public graves by agreement with ICCS.

### **5.7 Materials**

5.7.1 We welcome memorials made of any type of material provided it complies with the approved NAMM standard and is fixed to the grave by a registered BRAMM fixer.

### **5.8 Unauthorised Memorials**

5.8.1 Any unauthorised items will be photographed, removed and placed into storage by ICCS staff for a period of up to 1 month, after which they will be destroyed.

ICCS will attempt to inform the grave owner prior to removal but if they cannot be contacted, will proceed.

5.8.2 ICCS may recover the cost of removing any unauthorised memorial from the grave owner.

## **6. Gardens of Remembrance**

- 6.1 No mementoes, floral tributes, wind chimes or other items are permitted to be left in or on any of the trees or shrubs within the Gardens of Remembrance and will be removed.
- 6.2 No planting, floral tributes or any other articles are to be left within the rose bed area or in front of the memorial.

## **7. Memorial Tree**

- 7.1 Memorial Trees can be provided for a fee and a plaque can be purchased to dedicate it.
- 7.2 No articles may be placed on or in the trees and any such articles may be removed without notice.
- 7.3 ICCS is responsible for the maintenance and upkeep of the tree including, at our discretion, the replacement, alteration of position or species..

## **8. Tributes**

- 8.1 Floral tributes will be removed from graves at the request of the family after the burial date.
- 8.2 Floral tributes are not permitted inside the Book of Remembrance Room, however flowers and plants can be left outside in the designated area surrounding the building.
- 8.3 Articles such as wind chimes, cards, pictures, flags etc are not permitted on any tree, bench or other similar feature and will be removed by ICCS.