

## **London Borough of Lewisham**

### **BROCKLEY, LADYWELL, HITHER GREEN, GROVE PARK CEMETERIES**

#### **Information, Rules and Regulations**

##### **OFFICE**

The office for Lewisham Cemeteries and Crematorium is based at Hither Green Crematorium, Verdant Lane, Catford, SE6 1TP.

The telephone number for enquiries about the cemeteries and crematorium is 0208 314 3210

##### **OPENING HOURS**

The cemeteries and crematorium grounds are open to visitors every day, including weekends and Bank Holidays, during the following times:

Please note that the last admission to the cemeteries and crematorium grounds is 15 minutes before the stated closing time.

The main office at the crematorium is open from Monday to Friday between 8.00 am and 4pm.

No business is transacted on Sundays, Good Friday, Christmas Day, Bank Holidays, or any day determined by the Council as a general holiday.

The Council reserves the right to close the Cemeteries or limit entry at any time.

##### **GENERAL REGULATIONS**

1. Interpretations: Throughout these Regulations the following words and expressions shall have the following meanings:-

*The Council* - the Mayor, Aldermen and Councillors of the London Borough of Lewisham.

*The Superintendent* - the Head of the Cemeteries and Crematorium Services, or, in their absence, any authorised person in charge for the time being.

*The Cemetery* - Lewisham Municipal Cemeteries, i.e. Brockley, Ladywell, Hither Green and Grove Park Cemeteries.

2. Powers of the Superintendent: Subject to these Regulations and any subsequent amendments, which may be made by the Council, the general management and control of the Cemeteries is vested in the Superintendent acting under the jurisdiction of the Director of Environmental Services.

3. Removal of Articles: The Council reserves the right to remove any neglected, unsightly, broken, dilapidated or dangerous articles or materials from any grave, or any article which is considered to be a nuisance.

4. Plants and Shrubs on Graves: Trees, shrubs and plants on graves must be kept within the limits of the grave. The Council reserves the right to prune, cut down, dig up and remove any trees, shrubs, plants or flowers growing on graves, and which may become overgrown, or which in the opinion of the Superintendent should be removed for any other reason.

5. Plants etc Taken out of the Cemetery: No flowers, shrubs, plants or trees of any kind, wreaths, vases or flower holders will be allowed to be taken out of the Cemetery without the grave owners permission.

6. Children: No child under 14 years of age will be admitted into the Cemetery unless accompanied by a responsible person, without the permission of the Superintendent.

7. Animals, Vehicles etc: Dogs taken into the Cemetery must be kept on a lead at all times. No more than 4 dogs per person allowed. All motor cars or other vehicles should be driven no more than at 5mph.

8. Direction of Vehicles: All vehicles shall be driven in such a direction and wait in such places as may be ordered by the Superintendent. Vehicles shall be kept strictly to the roads and shall not be driven over any grass or across or over any plot or along any footpath.

9. Photographs etc: No person shall make a drawing or sketch or take any photograph of any grave, memorial, building or funeral procession within the Cemetery without permission from the Superintendent.

10. Sale of Goods and Solicitation of Orders Prohibited: The sale of goods, plants or articles, and the soliciting of orders within the Cemetery for the erection or repair of monuments or memorials, or for any other work connected with the graves, is strictly prohibited.

11. Gratuities: No officer or servant of the Council is allowed to solicit or receive any gratuity.

12. Responsibility for Damage: The Council will not be responsible for any damage to a grave occasioned by storm, wind, lightning, subsidence or any other similar cause, or by third parties, and for the purposes of this regulation the word 'grave' includes any memorial, memorial tablet, memorial stone, gravestone, kerbing, headstone, monument, vase, ornament, flower container, figure or addition to a memorial, chips, paving or rack work, tree, shrub or plant, or any other thing on any grave. This also applies to any unauthorised items that have been placed on the grave.

## REGULATIONS CONCERNING INTERMENTS AND THE PURCHASE OF GRAVES ETC

13. Orders for Interments: Notice of interment must be given on forms provided by the Council to the Registrar's Office between the hours of 9.00 am and 4.30 pm Monday to Friday, no less than 48 hours (2 working days) prior to the service.

14. Orders sent through the post must comply with the Regulations. Such orders are transmitted at the sender's risk and the Council will not accept responsibility should any such order be delayed or lost in transmission.

15. Applications for interments must be made in the first place to the Burial Registrar and any orders or instructions given by telephone will be received at the sole risk of the person giving such orders or instructions, and the Council shall not be responsible for any misunderstanding which may arise with regard to orders or instructions sent by telephone. All such orders shall be confirmed in writing forthwith.

16. A Certificate for Disposal, or Coroner's Order where appropriate, must be delivered to the Burial Registrar prior to the interment.

17. The selection or sale of rights in any grave space is in every case within the absolute discretion of the Council. Joint ownership of a grave is permitted up to a maximum of four named individuals. No interments can be arranged without the written consent of each owner on the interment form provided by the cemetery. In no case shall a person be permitted to acquire the burial rights in more than two grave spaces without the consent of the Council.

18. Interments can take place on weekends by special arrangement. No burial can take place nor business be transacted on Christmas Day. Requests for burials on bank holidays are at the discretion of the cemetery managers.

19. Two full working days previous notice must in all cases be given to the Superintendent of the Cemetery of any intended interment. If the burial is to take place in a brick grave or vault, then at least four days previous notice must be given.

20. Times of Burial: The prescribed hours for interments are:

Monday to Friday 10.00 am – 1:30 pm

Saturday and Sunday By arrangement (no burials after midday)

21. Postponement or Cancellation of Interment: Full charges apply in all cases where an interment has been booked and is afterwards cancelled. Any charges incurred in connection with the preparation of a private grave will also be payable in addition to this fee.

22. Coffins: For burial purposes coffins can be made of wood, metal, wicker or cardboard.

23. Coffins used in services where a community backfill is taking place must be of sufficient quality for this purpose and not at risk of splintering or breaking as soil impacts.

Shrouds are also allowed but the Burial Registrar must be advised of their use at the time of booking the burial. Coffins only to be interred in Public Graves, no caskets may be used.

24. Processions etc: The undertaker or the person responsible shall give notice to the Burial Registrar whenever there is to be a funeral or service at the Cemetery which is likely to be numerously attended by the public, or by any societies, organised processions, bands, banners etc, and shall observe any directions of or conditions imposed by the Operations Supervisor to ensure the order-lines of the procession and of the proceedings.

### **REGULATIONS CONCERNING MEMORIALS**

*(See Regulations 35-39 for Lawn Section Memorials)*

25. Memorials on Public Graves: One memorial tablet may be allowed in respect of each interment, providing the area of the grave space permits. Tablets may be of marble, stone, or other approved material but must not exceed 16 inches in height/ depth, 10 inches in width and 2 inches in thickness. The stone must be installed flat on the ground. Cemetery staff reserve the right to remove any tablet remaining upon an un-purchased grave more than 15 years after the date of burial/ stone being installed.

No right to any particular position on a public grave for such memorials can be granted. The position of any such memorial is determined by the space available at the time when the memorial is actually fixed. A permit to place a memorial upon the grave must first be obtained from the Superintendent's office after the grave is filled in. No kerbing of any description is permitted round public graves and any kerbing installed will be removed. Artificial wreaths and glass/ ceramic vases are not allowed.

26. Memorials on Private Graves:

*Applications:* Before any memorial may be installed, or any inscription added, or renovation or additions, or alterations, or any other work carried out to an existing memorial, an application must be made on the appropriate form supplied by the Council, and must contain the written authority of the owner of the exclusive right of burial for the appropriate grave.

*New Memorials:* In the case of the installation of a new memorial an application must describe the methods and material for fixing to be used and be accompanied by a photo/ diagram of the proposed memorial, giving detailed dimensions and specifying class of stone, marble, granite or any other natural stone to be used. The diagram provided cannot be hand drawn but must be digitally produced or a catalogue image of the finished product.

*Inscriptions:* A copy of every proposed inscription must be submitted for approval. In the case of inscriptions concerning person not buried in the grave, it must be indicated where the burial or cremation took place. The grave plot and number must be inscribed at the foot of all memorials on private graves.

*Renovations:* Full details of any proposed alteration, addition or renovation to existing memorials must be clearly set out on such applications.

*Permits:* No installation or work on memorials may be carried out at the cemetery until a permit has been issued by the Burial Registrar. The Burial Registrar will process all permit applications within six weeks of receipt.

***Woodland Burial Plots:***

**No** memorials are permitted on the Woodland plots, instead grave purchasers can arrange with the cemetery manager to have a memorial tree planted.

**All masons operating within Lewisham's cemeteries must work to NAMM (National Association of Memorial Masons) standards and registered with either BRAMM (British Register of Accredited Memorial Masons) or NAMM.**

27. Prohibited Materials: No memorial, gravestone or kerbing formed of Caen, Bath, Robin Hood, Soft York, Park Spring or other soft stone will be permitted. Wood, iron or any other metal, plastic, concrete, artificial or reconstructed stone must not be used for memorials on private graves. Plastic or wire fencing around graves is prohibited.

28. Landings: All kerb stones and memorials on private graves must be fixed on either a hard York Stone Landing, or a reinforced concrete landing of approved manufacture, not less than 4 inches in thickness.

29. Dimensions of Headstones and Kerbs: Headstones on private graves must not exceed 5 feet in height above the ground level, including landing. No headstone must be greater in width than the grave space (2' 6" for a single space or 6' 6" for a double space), nor less than 3 inches in thickness. Kerbstones must not be less than 3 inches in thickness or 6 inches in depth. Built-up kerbing is not permitted.

Kerbs and posts must be properly dowelled and grooves cut for adequate drainage. Headstones must be securely fixed to the kerbs by means of substantial cramps. Copper and galvanised iron cramps and dowels only shall be used in assembling stone work.

30. Vases etc: All vases, ornaments, figures or additions to memorials must be fixed so that no portion projects beyond the inside edge of the kerbing.

31. Chips and Paving: Stone, marble or other chips, paving or rock work, are not allowed unless enclosed by kerbing fixed on a landing.

32. Installation of New Memorials: With the exception of graves on the Lawn Sections, no new memorial shall be installed thereon within a minimum period of twelve months

from the date of an interment. All new memorials must display the plot and grave references,

33. Execution of Work: All stone work must be prepared ready for fixing before entering the Cemetery and all work in the Cemetery must be completed expeditiously and to the satisfaction of the Cemetery Operations Supervisor. Persons engaged on work on memorials must provide tools, plants, blocks and all necessary material for the required work, and must take all necessary steps to protect the surrounding turf and adjacent memorials to the satisfaction of the Superintendent.

Masons and their workmen are not permitted to work later than the normal working hours of the cemetery staff.

The Council reserves the right of passage over all graves, and the right to cover, move, re-fix align or alter the position of any memorial as the circumstances may require.

34. Maintenance of Memorials: All memorials must be maintained in a safe and clean condition and proper state of repair. The Council reserves the right to remove any memorial which is considered unsafe, or is in a state of disrepair.

#### Lawn Section Memorials

In addition to the General Regulations governing the Council's cemeteries, the following special regulations will apply to any section classified as 'Lawn Cemetery'.

35. On the day of the funeral, flowers and wreaths may be placed upon the grave in which the burial takes place and may remain there for 7 days only.

36. As soon as convenient after the interment has taken place and during the appropriate season, the Council will sow grass seed or lay turf over the area of the grave leaving a portion at the head which is designated the 'earth border'. No person other than duly authorised officers of the Council shall interfere with or alter the grass area of the grave.

After the period mentioned in Regulation 35 all flowers and wreaths shall be restricted to the area of the earth border.

37. The planting and maintenance of the earth border may be carried out by the owner of the grave but all plants must be of an annual nature (no trees or hedging of any kind), and must not be allowed to grow over or spoil the grass area. Where the memorial is a headstone fitted in a shoe, planting may be carried out up to 2' from the front of the stone, where the headstone is installed on a base, the planting may only come forward 1' from the front of the base. Plastic and wire fencing or edging of any kind is not permitted. Only natural stone or hardwood edging may be used within the 1' / 2' limit, no more than 6" in height above ground level.

38. Memorials on Private Graves: Memorials must be of hard natural stone or granite of approved design and of solid construction and fixed back to back in the earth border upon the concrete foundation provided so as to stand three feet above ground level. The method of fixing and the position of all memorials must be carried out to the requirements of the Superintendent. All headstones must be fixed in line with the existing headstones in the same row. No kerbs of any description are permitted.

39. Memorials must conform to the following dimensions and may only take the form of:- A headstone only, not greater in any dimension above ground than could be cut from a solid block three feet in height by two feet in width and three inches in thickness. Only one flower vase is permitted per grave and it must not exceed nine inches in diameter. It must be placed in the garden space immediately in front of the headstone and sunk into the ground so that the top is just above ground level. Vases must not be placed on the turfed area. No other ornament of any kind is allowed unless specified and agreed within the permit.

Information and details of current fees for burials and memorial permit fees can be obtained by writing to Hither Green Crematorium, Verdant Lane, London SE6 1TP, or calling 0208 314 9635. You can also find information on our website at [www.lewisham.gov.uk/myservices/birthsdeaths marriagesCP/deaths/paying-for-a-funeral/Pages/costs.aspx](http://www.lewisham.gov.uk/myservices/birthsdeaths marriagesCP/deaths/paying-for-a-funeral/Pages/costs.aspx)

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