

# **LONDON BOROUGH OF BRENT**

## **CEMETERY & MORTUARY SERVICE**

### **CEMETERY REGULATIONS**

1. In these Regulations, unless the context otherwise requires, the word "Council" means "The Mayor and Burgesses of the London Borough of Brent acting by the Council of the Borough".
2. The Cemeteries will be open to the public at the following times:-

January, February November and December .....	9 a.m. to 4 p.m.
October .....	9 a.m. to 5 p.m.
March.....	9 a.m. to 6 p.m.
April and September .....	9 a.m. to 7 p.m.
May to August .....	9 a.m. to 8 p.m.

Sunday, Good Friday, Bank Holidays and Christmas Day usual times apply  
The council has the right to vary the above times without notice
3. Interments shall take place between the following times:-

January, February and September to December.....	9.30 a.m. to 3 p.m.
March to August.....	9.30 a.m. to 3.30 p.m.
4. Interments out of normal hours are subject to staff availability and payment of additional fees:-

All Brent Cemeteries. Saturdays 9.30 a.m. to 11.00am.  
Carpenders Park Cemetery. On religious grounds only between sunrise and sunset on any day
5. All enquiries concerning the use of the cemeteries should be made at Registration and Nationality Services, Brent Civic Centre, Engineers Way, Wembley HA9 0FJ (Telephone 020 8937 5733). The office will be open at the following times:-

Monday to Thursdays inclusive	9 a.m. to 5 p.m.
Fridays	9 a.m. to 3.45 p.m.
6. All fees in accordance with the current Scale of Charges together with the Notice of Interment must be delivered to the Cemeteries Office not later than 10.30 a.m. two working days prior to the date of the interment. In the case of a proposed interment in a brick grave or vault not later than 10.30 a.m. five working days prior to the date of the interment.  
Official receipts will be given for fees paid.  
The Charges set apply where the deceased was, and the purchaser is living in the London Borough of Brent at the time of death or purchase. In all other cases the fees will be 50% more.
7. The Council reserves the right to refuse to accept a Notice of Interment in special circumstances.
8. The Council will not accept responsibility for the proper performance of any direction or request conveyed to them by telephone, facsimile machine or electronic mail.
9. The Cemeteries Superintendent may require such notice in excess of these periods, as may be deemed necessary. In calculating the notice required, Saturdays, Sundays and Public Holidays are to be excluded.  
In cases of infectious diseases twenty four hours' notice shall suffice upon the production of a medical certificate.
10. In the absence of a written request to the Council for a greater or lesser depth, all private graves, other than walled graves or vaults, will be excavated to a depth of 7 ft. (sufficient for two interments). The maximum depth of any grave shall be 11 feet.

11. The full name of the deceased shall be on the lid of the coffin on a plate firmly affixed to it. The box containing the body of a stillborn child must bear an indelible description (including the name of the parent) and the interment shall take place by arrangement with the Cemeteries Superintendent.
12. On every opening of a grave or vault in which the exclusive right of burial has been purchased, the Deed of Grant and written authority of the owner must be produced with the Notice of Interment. If the Owner is deceased then an indemnity must be given unless the burial is that of the owner, and a transfer of burial rights shall take place as soon as possible afterwards.
13. A Registrars Certificate for Disposal *or* Coroners Order for Burial *or* Certificate of No Liability to Register must be produced prior to an interment. A Certificate of Cremation must be produced before a burial or scattering of cremated remains can take place.
14. The wishes of persons desiring to select the position of a purchased grave space will be met as far as practicable. The decision of the Cemeteries Superintendent will be final.
15. No interment shall be allowed:
  - (a) In an earthen grave unless the body is in a properly constructed coffin\* [also refer to Brents 'Specifications and recommendations for Muslim burials' ]
  - (b) In a walled grave or vault unless the body is in a hermetically sealed coffin constructed of lead, zinc or other material approved by the Cemeteries Superintendent.  
Within twenty-four hours of any burial in a walled grave or vault, the coffin shall be: -
    - a) Embedded in concrete and covered with a layer of concrete not less than 6 inches thick; or
    - b) Enclosed in a separate cell or compartment of brick, slate, stone flagging or pre-cast concrete slabs of a 1:2:4 mix, in any case not less than 2 inches thick, in such a manner as to prevent, as far as may be practicable, the escape of any noxious gas from the interior of the cell or compartment.
16. Every walled grave or vault shall be built by and at the cost of the purchaser under the direction of the Cemeteries Superintendent and to the satisfaction of the Council. The surplus earth shall be removed from the graveside and carted out of the cemetery at the cost of the purchaser.
17. Funeral Directors shall at all times provide sufficient bearers for the carrying and lowering of coffins into the graves
18. In the event of a Notice of Interment being cancelled after work on the preparation of the grave has been commenced, the Council may retain whole or part of the interment fee.
19. The Funeral Director, or other person having charge of the funeral, must arrange previously with a Minister to conduct any religious service.
20. Funeral Directors, Monumental Masons, or any member of their staff will not be permitted to acquire the Exclusive Right of Burial in any grave space except to bury a member of that person's family.
21. The bodies of persons dying of infectious diseases shall not be taken into the Chapels, but direct to the graveside for interment.
22. Vehicles (except funeral corteges and trades vehicles) are prohibited unless a current Car Permit is held. Car Permits may be obtained on application to the Cemeteries Superintendent.  
Cycling is not allowed in Cemeteries.  
Motor cycles are not allowed in any cemetery.  
Unauthorised vehicles shall not be allowed on any grassed area of cemeteries

Carpenders Park Cemetery only. Vehicles may proceed direct to the car park.

All vehicles must proceed within the Cemetery with due caution and as directed by the Cemetery staff. Any damage caused by the vehicle will be charged to the driver, owner, or Funeral Director using the vehicle as may be appropriate.

23. Music shall not be played or broadcast in any cemetery without the prior written approval of the Cemetery Superintendent.

Firearms shall not be discharged or banners displayed within the Cemetery without the prior consent of the Cemetery Superintendent.

Written permission from the Cemeteries Superintendent must be obtained to undertake any filming, videoing or photography, other than personal use.

24. No Council staff shall receive any gratuity.
25. Children under 16 will not be admitted in any Cemetery unless in the charge of some responsible person, except with the consent of the Cemeteries Superintendent.
26. Any person soliciting orders for the erection or repair of monuments or memorials or for the work connected with graves is strictly prohibited within the Cemeteries shall be removed from the Cemetery concerned. Monumental masons and other people shall not distribute business literature or attempt to obtain from cemetery staff information concerning grave owners.
27. No dogs [Guide dogs excepted] shall be allowed into Alperton, Carpenders Park, and Willesden Cemeteries. Dogs are permitted into Paddington Cemetery provided they are kept on a lead and that any dog waste is deposited in the bins provided
28. Floral tributes may be put on a grave on the day burial and stay there until they become unsightly, they will then be removed by cemetery staff.[usually within a month of burial] Requests to keep tribute frames should be made to the cemetery foreman or cemetery office within fourteen days of the Interment.  
Wreaths put on graves during the Christmas period will be removed in February.
29. When circumstances render it desirable to deviate from any of these Regulations special application must be made to the Director of the Brent Cemetery & Mortuary Service.

## **REGULATIONS RELATING TO MEMORIALS**

30. A Fee shall be chargeable for the erection of memorials on graves. Solid bronze or bronze resin plaques only are allowed at Carpenders Park Lawn Cemetery.
31. Prior to any memorial or flower vase being placed on a grave the Council's Memorial Application form must be completed and submitted to the Cemeteries Superintendent for approval and that approval obtained. If approved the Memorial Application Permit will be returned and this must be handed to the Cemetery Foreman before any work is commenced.  
At least six months should be allowed for the ground to settle before a memorial is erected.
32. The Council reserves to itself the right without giving any notice whatsoever:-
- To remove any memorial which is not being maintained in a position and in a manner to the satisfaction of the Council?
  - To remove any memorial, or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the Cemetery.
  - To remove or stage on any memorial so that the opening of a grave may be facilitated.
  - To remove any unauthorised memorial or flower container.

In the event of the exercise by the Council of the rights reserved to it by a) or d) above, any expense incurred by the

Council shall be recoverable from the persons to whom the memorial belongs.

33. No memorial may be removed from the Cemeteries (by any person other than the Council) until the consent in writing of the owner of the memorial has been deposited and agreed with the Cemeteries Superintendent.

34. No responsibility will be accepted by the Council for the safe keeping of, or damage to, any memorial or flower container.
35. Monuments etc. must be prepared ready for fixing before being taken into the Cemetery and Masons and other workmen must provide and afterwards remove all tools, plants, bricks, tackle, etc. required in the work of erecting monuments.
36. Masons and other workmen will not be admitted to the Cemeteries before 8 a.m. and must leave not later than 4.30 p.m. or the stated time of closing, whichever is the earlier. Work will not be permitted on Saturdays, Sundays or Public Holidays.
37. Masons or other persons engaged in the erection, renovation of any memorial must perform the work expeditiously and in all respects in accordance with these Regulations. The work must be carried out at the sole risk and liability of the person executing them, and any damage caused by or in the execution thereof shall be made good to the satisfaction of the Council or other person whose property is so damaged.

**ALL CEMETERIES (Other than CARPENDERS PARK LAWN CEMETERY)**

38. Headstones must not exceed 5 ft. and foot stones 2 ft. in height measured from ground level.
39. The maximum area that may be covered in respect of a single grave space is 6 ft. 6 ins. by 2 ft. 6 ins., and for a double grave space 6 ft. 6 ins. by 6 ft 6 ins.  
Persons holding two or more adjoining graves desiring to connect them by enclosure with one set of kerbs can obtain permission to do so.
40. [a] A York stone or reinforced concrete landing not less than 4 inches thick must be used in the erection of all full memorials. A landing not less than 3 inches thick shall be used in other cases.  
  
[b] All kerbs, corner posts, headstones and 'footstones shall be firmly doweled to the landing using dowels of appropriate dimensions and materials.
41. The grave number and section must be cut on the front of the foot end of each memorial in not less than 1-inch characters so as to be clearly visible.
42. Only hard natural stone may be used for memorials, except that suitable reconstituted stone compounds may be submitted for approval.
43. Glass vases or ornaments, wood, plastic or metal surrounds are prohibited.
44. The erection of temporary wooden crosses will be permitted over graves subject to the following restrictions:-
  - a) A Memorial Application is submitted and approved.
  - b) To the crosses not exceeding 2 ft 6 ins in height by 1 ft 6 ins in width, and not less than 1 inch nor more than 3 inches in thickness.
  - c) Rotten or dilapidated crosses being subject to removal by the applicant on one months notice being given by the Council to the applicant at his/her last known address.
  - d) To the crosses being removed by the Council and disposed of if they are not removed by the applicant at the expiration of the one month's notice.
45. Wooden crosses erected without the consent of the Council will be removed pending the submission of an application to erect a memorial.

**CARPENDERS PARK LAWN CEMETERY - REGULATIONS RELATING TO MEMORIAL PLAQUES AND VASES**

Carpenders Park is a Lawn Cemetery designed to reduce the problems and cost of maintenance. It is with this in mind that the type of memorial and quantity of floral tributes are restricted. Graves are set to lawn as soon practicable after an interment in order to facilitate grass cutting. In view of this, flowers may only be planted during the period prior to the grave being laid to lawn and should be

planted in their pots to allow easy removal when re-levelling the grave as necessary. The Council can not be held responsible for any loss of plants.

Prior to the placing of any plaque or vase on a grave, a Memorial Application form signed by the registered grave owner, with sketches and dimensions of the plaque and the proposed inscription, be submitted for the approval of the Cemetery Superintendent and that approval obtained

46. Plaques:

Solid bronze or bronze resin plaques are the only types allowed, which must be fixed at the head of the grave in a position and in a manner approved by and to the satisfaction of the Council.

The permitted sizes of plaques are as follows:-

- a) Private grave - 600 mm x 600 mm, 600 mm x 300 mm or 300 mm x 300 mm, the total area to be covered being limited to 600 mm x 600 mm.
- b) On other graves - one plaque, size 300 mm x 300 mm, in respect of each interment.

Each plaque must be fixed to a landing stone not less than 55 mm in thickness and of a superficial area equal to the area of the plaque, and shall bear the full grave reference in not less than 12 mm letters at the bottom right-hand corner.

47. Vases etc.

Every flower vase must be set in the ground so that its top does not protrude above the level of the surrounding ground.

One small flower vase is permitted at the head of each private grave.

At the head of each other grave one small flower vase is permitted in respect of each interment.

Recommended type of vase - 200 mm x 200 mm x 100 mm stone block with centre drilled out to take a flower container. No glass case, ornament, glass jar or similar article shall be placed on any grave.

48. The Council reserves to themselves the right without giving any notice whatsoever:-

- a) To remove any plaque which is not being maintained in a position and in a manner to the satisfaction of the Council.
- b) To remove any plaque or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the Cemetery.
- c) To remove and replace any plaque so that the opening of a grave may be facilitated.
- d) To remove any unauthorised memorial plaque or flower container.

In the event of the exercise by the Council of the rights reserved to it by (a) above any expense incurred by the Council shall be recoverable from the person to whom the plaque belongs.

No plaque may be removed from the Cemetery (other than by the Council) until the consent in writing of the Registered Owner of the Exclusive Right of Burial has been deposited and agreed with the Cemetery Superintendent.

49. No responsibility will be accepted by the Council for the safekeeping of or damage to any plaque or vase.

50. Plaques and vases must be prepared ready for fixing before being taken into the Cemetery and Masons must provide and afterwards remove all tools required in carrying out their work.

Masons or any other persons engaged in the erection, renovating or re-painting of any grave plaque must perform the work expeditiously and in all respects in accordance with these regulations. The work must be carried out at the sole risk and liability of the person executing them, and any damage caused by or in the execution thereof shall be made good to the satisfaction of the Council or other person whose property is damaged.

Masons and other workmen will be permitted to enter the Cemetery from 8.00 a.m. and must leave not later than 4.30 p.m. or the stated time of closing, whichever is the earlier. Work is not permitted on Saturdays, Sundays, Christmas Day, Good Friday and Public Holidays.

**THE LOCAL AUTHORITIES' CEMETERIES ORDER 1977 MADE UNDER SECTION 214 (4) OF THE LOCAL GOVERNMENT ACT 1972 CHAPTER 70**

51. The Council's Cemeteries are managed under the provisions of the above mentioned Statutory Instrument which shall be deemed to form part of these Regulations.

Attention is drawn to the following provisions:-

**Offences in Cemeteries**

Article 18 (1) No person shall -

- a) wilfully create any disturbance in a cemetery;
- b) commit any nuisance in a cemetery;
- c) wilfully interfere with any burial taking place in a cemetery;
- d) wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter; or
- e) play at any game or sport in a cemetery.

(2)

No person not being an officer or servant of the burial authority or other person so authorised by or on behalf of the burial authority shall enter or remain in a cemetery at any hour when it is closed to the public.

Penalties

Article 19 Every person who contravenes -

- a) any prohibition under Article 5 (6);
- b) Article 10 (6);
- c) Article 18;
- d) Part I of Schedule 2

Shall be liable on summary conviction to a fine not exceeding £100.00 and in the case of a continuing offence to a fine not exceeding £10.00 for each day during which the offence continues after conviction therefore.

**LIST OF NOTIFIABLE DISEASES**

To assist in conforming to regulations the list below may be helpful. It may be added to or varied at any time.[Public Health(Control of Disease) Act 1984

Anthrax	Malaria	Scarlet Fever
Cholera	Marburg Fever	Smallpox
Diphtheria	Measles	Tetanus
Dysentery	Meningitis	Acute tuberculosis [all forms]
Encephalitis, Acute	Ophthalmia Neonatorum	Typhoid Fever
Food Poisoning	Parabphoid Fever	Typhus
Infective Jaundice	Plague	Viral Haemorrhagic Fever
Leptosy	Poliomyelitis	Whooping Cough, Acute
Lassa Fever	Relapsing fever	Yellow Fever
Leptospirosis	Rabies	

## **Brent Council Cemeteries**

### **Alperton Cemetery,**

Clifford Road,  
Alperton,  
Wembley,  
Middlesex, HA0 1AF

### **Carpenders Park Cemetery,**

Oxhey Lane,  
Carpenders Park,  
Hertfordshire.

### **Paddington [Old] Cemetery,**

Willesden Lane,  
London NW6.

### **Willesden [New] Cemetery,**

Franklyn Road,  
Willesden  
London NW10.

**All cemetery enquiries to be made at Registration and Nationality Services,  
Brent Civic Centre, Engineers Way, Wembley HA9 0FJ.**

**Telephone: 020 8937 5733**

**Fax: 020 8937 5715**

**E-mail: [cemeteries@brent.gov.uk](mailto:cemeteries@brent.gov.uk)**