



CEMETERY REGULATIONS

SEPTEMBER 2025



**BOROUGH OF
BROXBOURNE**
www.broxbourne.gov.uk

SP251158

CONTENTS

| | | | |
|----------------------------------|----|--|----|
| 1. Introduction | 3 | 23. Community Mausoleum Memorial Wall | 14 |
| 2. Cemetery Legislation | 4 | 24. Benches and Commemorative Plaques | 14 |
| 3. Contact Details | 4 | 25. Memorial Trees | 15 |
| 4. Cemetery Opening Hours | 5 | 26. Memorial Garden | 15 |
| 5. Facilities | 6 | 27. Digging of Graves | 15 |
| 6. Conduct of Visitors | 6 | 28. During and After the Burial | 16 |
| 7. Wildlife | 7 | 29. Tributes | 16 |
| 8. Vehicles | 7 | 30. Chapels | 17 |
| 9. Types of Graves | 7 | 31. Exclusive Right of Burial | 17 |
| 10. Lawn Graves | 8 | 32. Assignment of Exclusive Right of Burial Back to the Borough of Broxbourne | 18 |
| 11. Conventional Graves | 8 | 33. Assignment of Exclusive Right of Burial from Person to Person | 18 |
| 12. Half Space Graves | 9 | 34. Caring for your Grave | 18 |
| 13. Walled Graves | 9 | 35. Memorial | 19 |
| 14. Individual Concrete Chambers | 10 | 36. Memorial Permits | 19 |
| 15. Burial Chambers | 10 | 37. Memorial Sizes | 20 |
| 16. Community Mausoleum | 11 | 38. Memorial Maintenance | 21 |
| 17. Economy Graves | 12 | 39. Working in the Cemeteries | 22 |
| 18. Reclaimed Graves | 12 | 40. Fees and Charges | 22 |
| 19. Public Graves | 12 | 41. Complaints | 22 |
| 20. Columbarium | 13 | APPENDIX A – Cemetery Offences | 23 |
| 21. Cremated Remains Plots | 13 | APPENDIX B – Memorial Size Dimensions | 24 |
| 22. Children's Area | 14 | | |



1. INTRODUCTION

The cemetery regulations were updated on 25 September 2025 and will supersede the former regulations dated April 2025.

Broxbourne Borough Council (the Council) reserves the right to amend these regulations from time to time as necessary.

In order to keep the cemeteries attractive and safe, the Council respectfully asks all visitors to observe these regulations.

The cemetery fees and charges are reviewed at least annually and are available on the Council's website www.broxbourne.gov.uk.

2. CEMETERY LEGISLATION

The cemeteries in the Borough of Broxbourne, located in Cheshunt and Hoddesdon, are administered by the Council in accordance with the relevant statutory legislation: the Local Government Act 1972, the Local Authorities Cemeteries Order 1977, the Health and Safety at Work etc. Act 1974 and associated Statutory Regulations. The Cemetery offences are as outlined in Appendix A.

In accordance with the terms of the legislation, Broxbourne Borough Council is defined as the burial authority for the Borough.

The cemeteries are operated and managed by Broxbourne Environmental Services Trading Ltd.

Broxbourne Borough Council is a professional member of the Institute of Cemetery and Crematorium Management (ICCM) and complies with the ICCM 'Charter for the Bereaved'. The Charter outlines minimum standards that members of the public can expect from a burial authority. The Charter can be viewed online at www.broxbourne.gov.uk or at the cemeteries office between the hours of 10am and 4pm, Monday to Friday (an appointment will be required).

3. CONTACT DETAILS

Members of the public are required to make an appointment if they wish to visit the office, as the cemetery staff may not always be available. The Cemeteries team can be contacted at cemeteries@broxbourne.gov.uk or direct dial **01992 785507**. Alternatively, there is a drop-in surgery session held at each cemetery chapel where no appointment is necessary; This takes place on Tuesday 9-10.30am in Hoddesdon and 9-10.30am in Cheshunt.

The cemeteries office:

The Cemeteries Department
Broxbourne Environmental Services Trading Ltd.
Unit 4, Broxbourne Business Centre
Fairways
New River Trading Estate
Cheshunt
Hertfordshire
EN8 0NP

Cemeteries:

Cheshunt Cemetery

Bury Green Road
Cheshunt
Hertfordshire
EN7 5AG

what3words location:

Old cemetery and chapel ///lovely.client.farmer

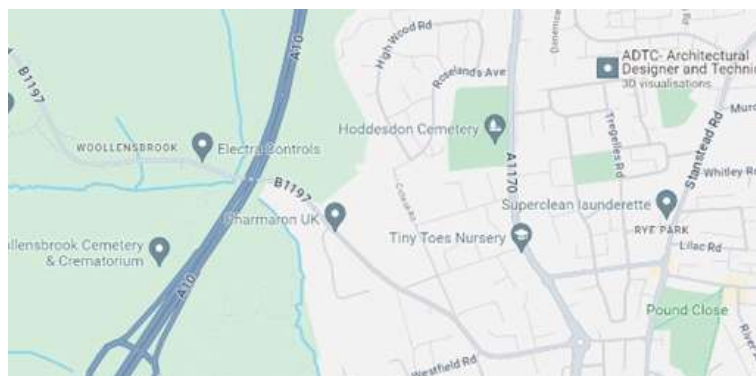
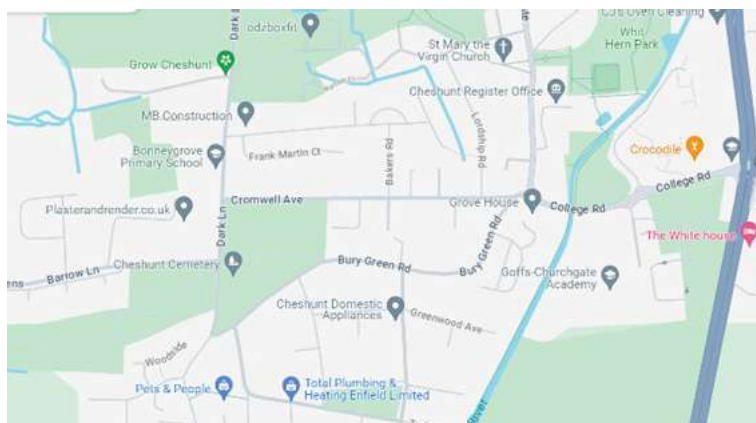
Main cemetery ///manual.insist.racing

Hoddesdon Cemetery

Ware Road
Hoddesdon
Hertfordshire
EN11 9AE

what3words location:

///trout.stay.scale



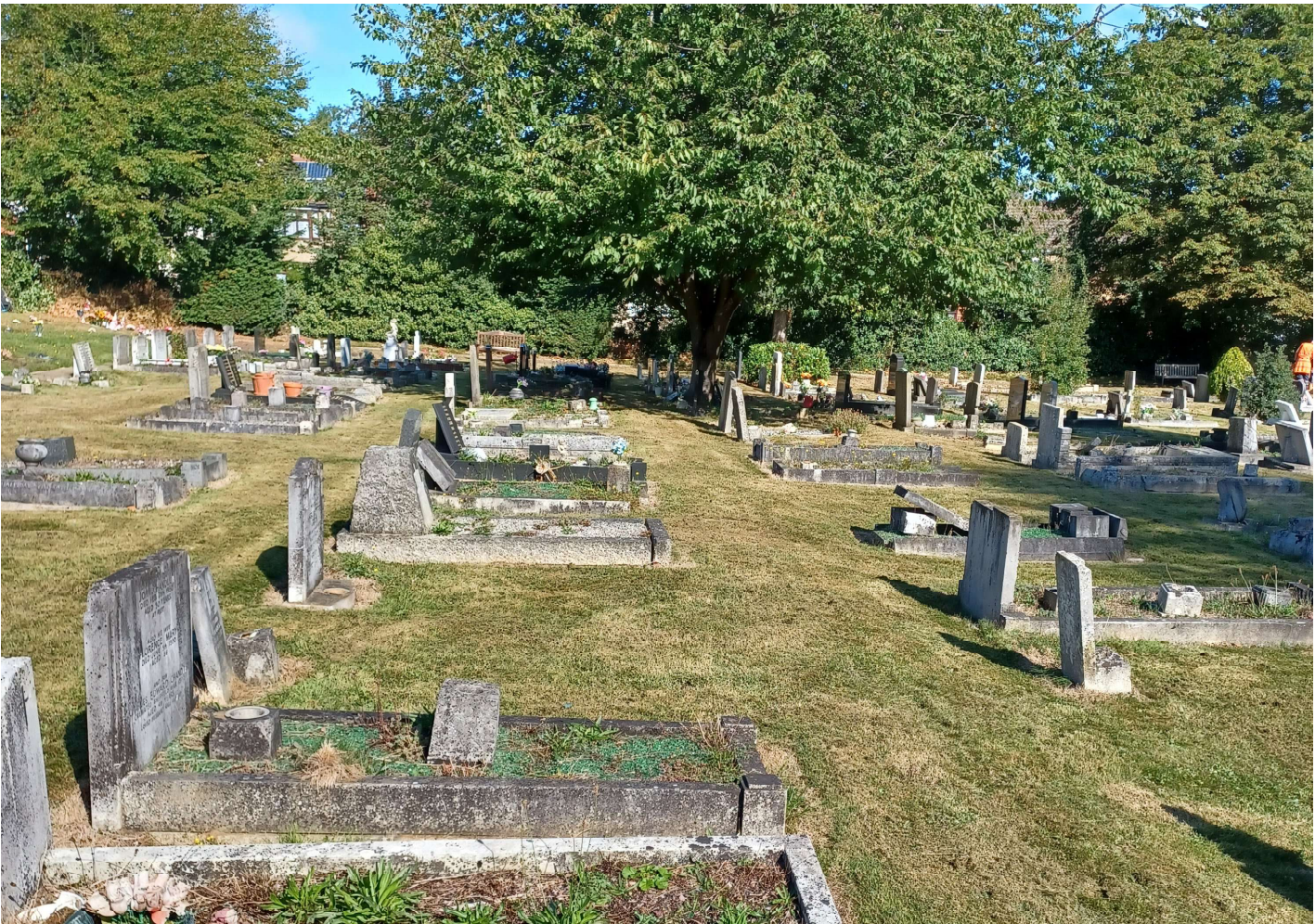
4. CEMETERY OPENING HOURS

The cemeteries are open every day of the year from 7.30am and close at the times detailed in the table below:

| Month | Opening time | Closing time |
|-----------------------|--------------|--------------|
| January | 7.30am | 4pm |
| February | 7.30am | 5pm |
| March | 7.30am | 6pm |
| April | 7.30am | 7pm |
| May to August | 7.30am | 8pm |
| September | 7.30am | 7pm |
| October | 7.30am | 6pm |
| November and December | 7.30am | 4pm |

Please note, the main access gates may be closed approximately 15 minutes before this time to clear the cemetery ahead of gate closure by the designated closing time.

The Council cannot be held responsible for visitors who do not leave the cemeteries before the gates are locked.



5. FACILITIES

There are a number of facilities within the grounds of Cheshunt and Hoddesdon cemeteries for families and visitors to use.

Toilets

Cheshunt - Toilets are situated in a small brick building behind the chapel in the old part of the cemetery, there is also a wheelchair accessible toilet. A second toilet block is situated in the main cemetery. Please note, this toilet block is not wheelchair accessible.

Hoddesdon – The toilet block, including a wheelchair accessible toilet, is located next to the lodge and the onsite team's mess room on the right hand side when entering the cemetery.

Disabled Access

Due to the age and nature of the cemeteries, there are many areas where there are no pathways and disabled access may be restricted. Some of the pathways are a little uneven and caution should be exercised when using them.

Water Points

There are many water tanks, taps and receptacles located throughout the cemeteries. You are respectfully requested to return the receptacles to their positions by the taps when you have finished using them. If you find a faulty tap, please report this to **cemeteries@broxbourne.gov.uk** so that this can be fixed as soon as possible.

Notice Boards

There are a number of notice boards, located near the entrances, in both cemeteries, all of which contain opening times, information and maps to help visitors familiarise themselves with rules and regulations, and location of graves.

6. CONDUCT OF VISITORS

Cheshunt and Hoddesdon cemeteries are places for grieving and reflection during and after burials. Visitors are welcome within the opening times but consideration must be given to other families within the cemetery and visitors must behave in a quiet and respectful manner.

The cemeteries are also a place of work for burial and grounds teams with machinery moving around the cemeteries as necessary, so awareness of safety is important.

- 6.1 No alcohol or loud music is permitted within the cemeteries, unless part of a burial service and agreed in advance with the Cemetery Manager.
- 6.2 Dogs are welcome when visiting graves with their owners but must be kept under control and on a lead. They must be kept off memorials and any fouling must be cleared up immediately. Dog control laws apply in the cemetery grounds.
- 6.3 Visitors are asked to respect the grounds and not leave litter. Please use the rubbish bins that are provided throughout the cemetery.
- 6.4 Persons without written consent from the Council must not give orders, sell items or display advertisements within cemetery grounds.
- 6.5 Children are welcome to visit the cemetery, but they must be supervised at all times. It is important that children do not climb or jump on any graves or memorials within the cemeteries.
- 6.6 If anyone is found to be disrespecting the cemeteries, the Council has powers to enforce controls. The Cemetery Offences are outlined in Appendix A.

7. WILDLIFE

Cheshunt and Hoddesdon cemeteries are home to a range of different wildlife. Amongst others, stag beetles, bats, hedgehogs, parakeets, badgers and foxes have all been spotted. Some of this wildlife are protected species so great care must be taken of their habitat.

Please contact the cemetery team **cemeteries@broxbourne.gov.uk** if any wildlife other than those aforementioned are spotted so a record can be kept or if any issues are being caused by the wildlife. The cemetery team will work with the various wildlife and animal trusts to ensure issues are dealt with correctly.

8. VEHICLES

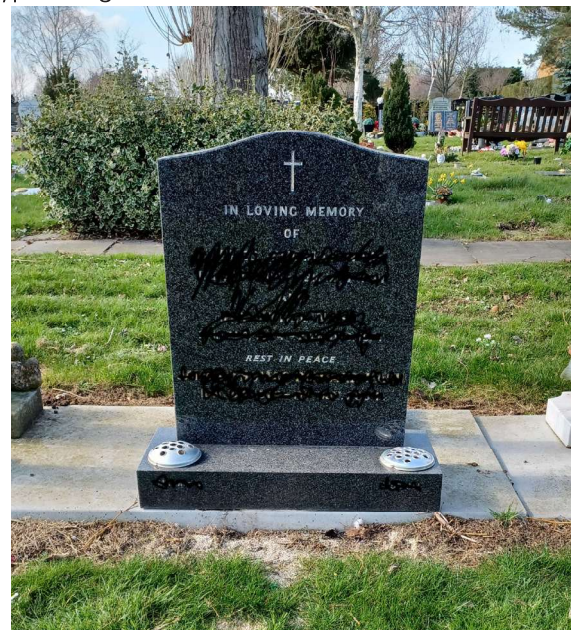
- 8.1 Private vehicles are allowed to enter the cemeteries on a permissive basis (there is no legal right of entry).
- 8.2 Vehicle entry may be prohibited or restricted by the Council without prior notice at any time.
- 8.3 Vehicles must adhere to the 5 mph speed limit, keep to the main road and park in such a way as to not cause a nuisance or block access through the cemeteries. Vehicles must NOT park on any grassed areas or graves. The roadways within the cemeteries do not have pathways and pedestrians always have priority.
- 8.4 Bicycles may only be ridden on the cemetery roadways and pedestrians always have priority.

9. TYPES OF GRAVES

Cheshunt and Hoddesdon cemeteries have a number of different types of graves available:

- Lawn graves;
- Conventional graves;
- Half spaces (both lawn and conventional);
- Brick graves (already built and ready for purchase);
- Individual concrete chambers;
- Burial chambers (Cheshunt only);
- Mausoleum (Cheshunt only but currently no chambers available);
- Economy graves;
- Reclaimed graves;
- Public graves;
- Columbarium niches;
- Cremated remains plots;

The selection of a grave space shall be at the discretion of the Cemetery Manager but where possible will be in consultation with the applicant taking their wishes into account.



- 9.1 Any items left on the graves or memorials i.e. vases, flower pots, ornaments etc. are left at the owners' risk. The Council accepts no liability for the loss or damage to any items left. For safety reasons, any broken items found on or around the memorial will be removed by the Council without notifying the Exclusive Right of Burial (ERoB) owner.

10. LAWN GRAVES

A lawn grave is a plot covered in grass with only a headstone permitted to be laid on the concrete landing supplied (subject to conditions and a permit application signed by a living owner).

- 10.1 The Exclusive Right of Burial (ERoB) for a lawn grave is available for a period of 100 years from the date of purchase for the fee listed in the current cemetery fees and charges.
- 10.2 Towards the end of the 100 year period the leaseholder will be contacted by the Council and the lease may be renewed, subject to the payment of the fee listed in the cemetery fees and charges at that time.
- 10.3 To ensure the grounds maintenance equipment has full access, only spring bulbs may be planted in a lawn grave. No other planting is permitted on a lawn grave.
- 10.4 No hard surfacing, fencing or artificial grass may be installed on lawn graves.
- 10.5 No person may remove any grassed area and no items may be stood or placed on any grassed areas.
- 10.6 Any items not adhering to these rules will be removed by the Council without prior notification to the leaseholder and stored for one month for collection. After this time, they will be sensitively destroyed.
- 10.7 Lawn graves will be turfed or seeded approximately a year following the interment as necessary. The ERoB owners will not be notified in advance of when this work is to take place.



11. CONVENTIONAL GRAVES

Conventional graves can accommodate full memorials or headstones only (subject to conditions and a permit application).

- 11.1 The ERoB for a Conventional grave is available for a period of 100 years from the date of purchase for the fee listed in the current cemetery fees and charges.
- 11.2 Towards the end of the 100 year period, the leaseholder will be contacted by the Council and the lease may be renewed, subject to the payment of the fee listed in the cemetery fees and charges at that time.
- 11.3 ERoB owners are not permitted to install any surrounds i.e. concrete paving, brick paving, artificial grass etc. around memorials.
- 11.4 The Council accepts no liability for any damage caused to existing surrounds due to the cemetery maintenance machines moving around the graves.
- 11.5 Any existing hard surfacing surround that has to be removed to allow any further burials to take place in the grave, or general maintenance in the area, will not be reinstated following the burial.
- 11.6 Whilst the ground settles and before a permanent memorial is installed on the grave, a temporary wooden frame can be installed. Please keep this to the maximum memorialised size as explained in section 37 'Memorial Sizes'. Please note, this will be smaller than the size of the earth mound placed on the grave following the burial so families may wish to wait for the ground to settle slightly.

- 11.7 Any vegetation within the conventional grave memorialised area must be maintained to a maximum height of 3 feet (900mm) unless the Council has given written permission. The Council reserves the right to reduce any vegetation to this height, without notifying the owner of the ERoB.
- 11.8 Artificial grass can be placed where the soil heap on the grave is. This artificial grass must not exceed the memorial size (see section 37 for sizes).

12. HALF SPACE GRAVES

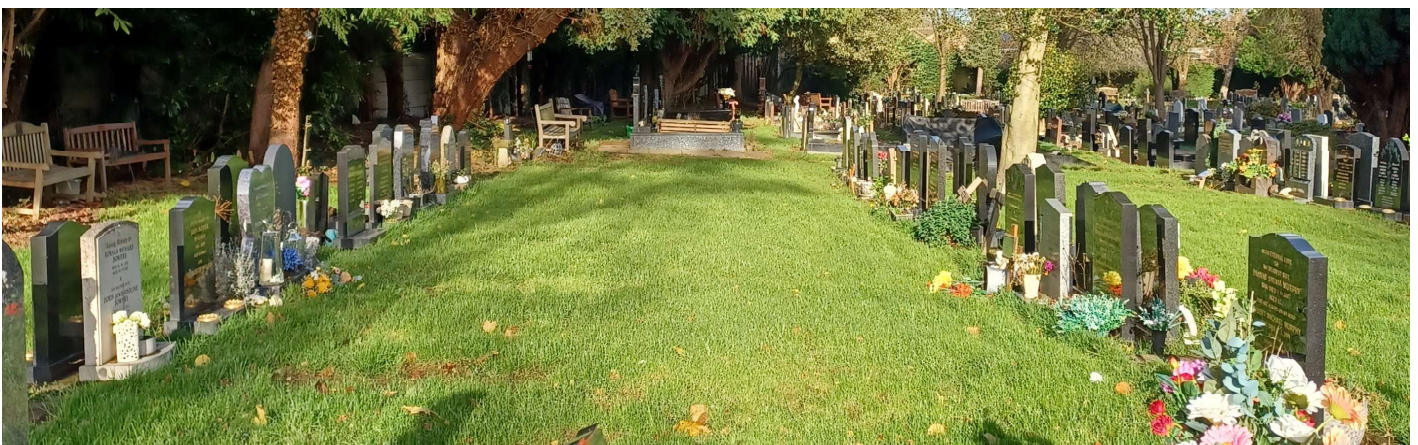
These are available as lawn or conventional graves in both Cheshunt and Hoddesdon cemeteries for the interment of cremated remains or a burial of a child (based on a maximum coffin length of 3 feet 12 inches (1220mm)).

- 12.1 The ERoB for a lawn or conventional grave is available for a period of 100 years from the date of purchase for the fee listed in the current cemetery fees and charges.
- 12.2 Towards the end of the 100 year period, the leaseholder will be contacted by the Council and the lease may be renewed, subject to the payment of the fee listed in the cemetery fees and charges at that time.

13. WALLED GRAVES

Walled graves may be constructed in either cemetery with written consent from the Cemeteries Manager, depending on location, space availability and specification required. Depending on availability at time of request, either cemetery may have a pre-constructed wall grave available for purchase.

- 13.1 Walled graves can only be constructed within a purchased conventional grave. The construction must only be carried out by staff appointed by the Council. All wall graves will be constructed and finished entirely underground with a minimum of 6 inches (152mm) of soil above the concrete cover.
- 13.2 The cost of rights to construct, excavation and construction of the brick grave shall be arranged by the Council and paid for by the ERoB for that grave plot, in advance of construction.
- 13.3 Every effort will be made during the construction to prevent water ingress. However, the Council cannot guarantee that water will not percolate naturally through the brickwork or joints.
- 13.4 Any coffin used within a brick grave must be zinc lined and have a maximum size of 7'6" (2,286mm) x 2'5" (737mm).
- 13.5 A permanent memorial may be installed on the grave in line with the Cemetery Regulations, a memorial permit and the sizes specified in section 37 'Memorial Sizes'. Please note, this will be smaller than the size of the brick grave.



14. INDIVIDUAL CONCRETE CHAMBERS

Concrete chambers may be installed in either cemetery as an alternative to walled graves with written consent from the Cemeteries Manager depending on location, space availability and specification required.

- 14.1 All concrete chambers shall be supplied and installed by staff appointed by the Council. The cost of the rights to construct, excavation and installation of the concrete chamber shall be arranged by the Council and paid for by the EROB owner for that grave plot, in advance of construction.
- 14.2 The concrete chamber shall be finished entirely underground with approximately 6 inches (152mm) of soil above the concrete cover.
- 14.3 The Council cannot guarantee that water ingress will not occur naturally.
- 14.4 Any coffin used within a concrete chamber must be zinc lined and have a maximum length of 7'2" (2,184mm) x maximum width of 2'9" (838mm).
- 14.5 A permanent memorial may be installed on the grave in line with the Cemetery Regulations, a memorial permit and the sizes specified in section 37 'Memorial Sizes'. Please note, this will be smaller than the size of the concrete chamber.



15. BURIAL CHAMBERS

Burial chambers are available in Cheshunt Cemetery only and are located near the Community Mausoleum.

Burial chambers are pre-built concrete underground chambers' and can accommodate two burials.

The new burial chambers with a granite memorial finish (pictured on the right below) can also accommodate the interment of two sets of cremated remains.

The memorial and kerb set are included in the purchase of the ERoB for the burial chamber, along with 100 characters of the inscription (additional inscription is payable to the Council by the owner of the ERoB). Inscription is subject to approval by a Memorial Permit application which must be submitted and approval given before any work is carried out.

- 15.1 Any coffin used within a burial chamber must be zinc lined and have a maximum size of 7'2" (2,286mm) x 2'9" (864mm).
- 15.2 Burial chambers are available to lease for a period of 100 years from the date of purchase for the fee listed in the current cemetery fees and charges.
- 15.3 Towards the end of the 100 year period, the leaseholder will be contacted by the Council and the lease may be renewed, subject to the payment of the fee listed in the cemetery fees and charges at that time.
- 15.4 The Council cannot guarantee that water ingress will not occur naturally.



16. COMMUNITY MAUSOLEUM

The Community Mausoleum is situated in Cheshunt Cemetery and consists of a number of individual chambers.

- 16.1 Each chamber will be sufficient for the interment of one full zinc lined coffin with the following maximum dimensions:
 - Length 7'5" (2,300mm)
 - Width 2'4" (720mm)
 - Height 2'2" (650mm)
- 16.2 Mausoleum chambers are available to lease for a period of 100 years from the date of purchase for the fee listed in the current cemetery fees and charges.
- 16.3 Towards the end of the 100 year period, the leaseholder will be contacted by the Council and the lease may be renewed, subject to the payment of the fee listed in the cemetery fees and charges at that time.
- 16.4 If the lease is not renewed or the Council is unable to make contact with the leaseholder within six months of the expiry date, the remains will be sensitively removed from the chamber and interred at a suitable alternative location within the cemetery. The chamber may then be re-leased.

- 16.5 The front cover plate of each chamber shall form the memorial for that chamber and may be inscribed by a Council appointed stonemason. Inscription is subject to approval by a Memorial Permit application which must be submitted and approval given before any work agreed is carried out. No other form of memorial will be permitted and no items may be attached to the cover panel unless agreed and authorised by the Council in writing.
- 16.6 One flower holder is dedicated to each chamber and is available in front of each row. The flower holders should be used for appropriate floral tributes. Leaseholders must only use the flower holder assigned to their chamber:
- Top chamber = left flower holder
 - Middle chamber = middle flower holder
 - Bottom chamber = right flower holder
- 16.7 No other flower tributes or any other items may be placed in front of the mausoleum chambers. Any items not adhering to these rules will be removed by the Council without any prior notification to the leaseholder.

17. ECONOMY GRAVES

Economy plots may be available to purchase in both cemeteries, at the discretion of the Cemetery Manager. These are where a full grave cannot be attained, but there will be sufficient space for a burial. The Council is unable to guarantee that a memorial can be accommodated on the grave space or elsewhere.

18. RECLAIMED GRAVES

Both Cheshunt and Hoddesdon cemeteries have used graves where the ERoB was not purchased when a burial took place and no memorials placed on the plot.

The burials within these grave occurred more than 60 years ago. These plots can be re-used for one further burial and the existing remains will not be disturbed.

The ERoB can be purchased for a reclaimed grave in line with the Cemetery Fees and Charges, and the installation of a memorial will be allowed in accordance with the memorial permit application.

19. PUBLIC GRAVES

Public graves (historically referred to as Common graves) are available to use in both Cheshunt and Hoddesdon cemeteries. The Council retains the ownership of these graves where no specific rights have been granted and no memorial is allowed. Multiple non-family members may be buried in the same grave.

- 19.1 The use of a public grave will be allocated at the Council's discretion.
- 19.2 The depth of each grave will be determined by the Cemeteries Manager based on previous interments.
- 19.3 A permanent memorial or temporary marker is not permitted on public graves.
- 19.4 The ERoB can be purchased for a public grave and subsequently permanent memorials will be allowed to be installed as per the Cemetery Regulations.

20. COLUMBARIA

Columbaria are available in both Cheshunt and Hoddesdon cemeteries (design varies in each cemetery) and are made of a number of individual niches located above ground.

- 20.1 Each niche will be sufficient for the interment of two containers of cremated remains (subject to size of container).
 - 20.2 The columbarium niches are available to be leased for a period of 30 years from the date of purchase for the fee listed in the current cemetery fees and charges.
 - 20.3 The front cover plate of each niche shall form the memorial for that niche and may be inscribed by a Council appointed stonemason. Inscription is subject to approval by a Memorial Permit application which must be submitted and approval given before any work is carried out. No other form of memorial will be permitted and no items may be attached to the cover panel unless agreed and authorised by the Council in writing.
 - 20.4 Towards the end of the 30 year period, the leaseholder will be contacted by the Council and the lease may be renewed, subject to the payment of the fee listed in the cemetery fees and charges at the time.
- If the lease is not renewed or the Council is unable to make contact with the leaseholder within six months of the expiry date, the remains will be sensitively removed from the niche and scattered at a suitable alternative within the cemetery. The niche may then be re-leased.



21. CREMATED REMAINS PLOTS

Each plot can hold up to four sets of ashes (depending on size of containers).

- 21.1 The EROB for a cremated remains plot is for a period of 30 years from the date of purchase for the fee listed in the current cemetery fees and charges.
- 21.2 To ensure the grounds maintenance equipment has full access, no hard surfacing or fencing will be installed around cremated remains plots.
- 21.3 All personal memorial items must only be placed on the memorial tablet and must not extend beyond the memorial tablet, be placed on the concrete base (if supplied), any grassed area or cause obstruction to grounds maintenance activities.
- 21.3 No items are to be placed on any concrete base (if supplied) or grassed areas.
- 21.4 Memorial inscription is subject to the approval by a memorial permit application which must be submitted. Approval must be given before any work is carried out.



22. CHILDREN'S AREA

Cheshunt Cemetery has a designated area for the burial of children (based on a maximum coffin length of 3 feet 12 inches (1220mm)) with individual half space conventional graves available.

- 22.1 The cremated remains of the parents or siblings of children interred in the children's area may be interred in the same grave along with them, regardless of age.
- 22.2 Graves within the children's area may be adorned with informal items, such as balloons, flags and decorative items, as long as they are placed within and do not extend beyond the boundary of the plot. The decorative items will only be removed by the Council if they obstruct the maintenance of the cemetery, are considered dangerous or are in disrepair.
- 22.3 Financial support for Children's burials may be available to families through the Children's Funeral Fund. For more information, visit www.gov.uk



23. COMMUNITY MEMORIAL WALL

The Mausoleum complex in Cheshunt Cemetery has a memorial wall where commemorative wall plaques can be purchased and placed.

The plaque and inscription work will be agreed with and arranged by the Council and no other form of memorial will be permitted or attached to the memorial wall.

Charges for the wall plaques are listed in the current cemetery fees and charges.



24. BENCHES AND COMMEMORATIVE PLAQUES

- 24.1 Subject to the availability of space, the Council will supply benches in pre-designated positions only.
- 24.2 All benches previously purchased by families and donated to the cemetery shall cease to become the purchaser's property.
- 24.3 Families must not place benches anywhere within the cemetery and must not replace any benches that have fallen into disrepair or been removed.
- 24.4 All benches must be kept clear of all items, such as ornaments to allow any visitors to the cemetery to sit on them.
- 24.5 If the Council deems any bench to be unsafe, it will be removed without prior consent. Any commemorative plaques on an unsafe bench will be removed and stored for collection by the family. The bench must not be replaced by families.



- 24.6 In agreement in advance with the Council, families may be allowed to maintain existing benches they originally purchased. Benches must retain their natural colour.
- 24.7 Commemorative plaques can be installed on a Council owned bench for a period of 10 years following the date of installation. The charge for this service is shown in the current Cemetery Fees and Charges. Commemorative plaques may be renewed by application after this period. The Council reserves the right to install a number of plaques on each bench.

25. MEMORIAL TREES

In agreement with the Cemetery Manager and the Council's Arboriculture Officer, families may purchase a memorial tree to be planted within Cheshunt or Hoddesdon cemeteries.

- 25.1 Species of tree to be agreed with the Arboriculture Officer and may be dependant on size, location and other trees currently present.
- 25.2 The fee payable is dependant on species and size of the tree. The cost must be paid by the family before the tree is ordered and planted.
- 25.3 Once the tree has been planted within the cemetery, it shall cease to become the purchaser's property and will be maintained by the Council staff and contractors.
- 25.4 Subject to agreement with the Cemetery Manager and the fee paid as shown in the Cemetery Fees and Charges, families may place a memorial plaque with the tree.



26. MEMORIAL GARDEN

Cheshunt and Hoddesdon cemeteries both have a memorial garden where families can arrange for their loved ones' ashes to be scattered.

Dependant on space available and in agreement with the Cemetery Manager in advance, families may be able to provide a plant to be planted in the memorial garden. Once planted, it shall cease to become the purchaser's property and will be maintained by the Council staff and contractors.

Subject to agreement with the Cemetery Manager, and the fee paid as shown in the Cemetery Fees and Charges, families may place a memorial plaque in the garden.



27. DIGGING OF GRAVES

- 27.1 All graves, including cremated remains plots, must only be dug by Council appointed staff or contractor.
- 27.2 The depth of each grave will be determined by the Council at the time of the excavation and may differ from that stated on a Purchase/Pre-Purchase Selection Form due to the ground conditions or obstructions.
- 27.3 When opening a grave for an interment, the soil from the grave may need to be placed on adjacent graves. The burial team will take every care to ensure that any turf is reinstated and memorials cleaned if they have been soiled during this process.

28. DURING AND AFTER THE BURIAL

- 28.1 A member of the cemetery team will oversee all burials and cremated remains interments and scatterings.
- 28.2 Subject to agreement with the Cemetery Manager in advance, family and mourners attending a burial may be permitted to back-fill the grave.
- 28.3 Temporary structures i.e. gazebos must only be used as part of a burial service and must not be erected for more than 2 hours. The temporary structure must not be attached to or cause any damage to graves, memorials or cemetery structures.
- 28.4 Grave settlement will be reinstated (topped up) when required but at a minimum: 3 weeks, 3 months and 12 months post burial. Owners of the ERoB will not be notified in advance when this work takes place. Owners can request the grave is topped up if they notice significant settlement between these times by contacting the cemetery team on **cemeteries@broxbourne.gov.uk**. If there are a number of flowers or memorabilia on the grave, the owner may be required to remove this before the grave can be topped up.
- 28.5 A temporary wooden frame may be installed over the burial area on conventional graves only. This is on a short term basis, whilst the family is waiting to install a permanent memorial. The temporary frame must not exceed 9" (229mm) in height and not extend beyond the memorialised area as shown in point 37 of the Regulations. Any temporary frame not adhering to these rules or causing an obstruction to the maintenance operations within the cemetery will be removed by the Council without prior notification.

29. TRIBUTES

- 29.1 Cemetery staff will remove floral tributes from graves after approximately one month of any interment, although mourners may do so before this time.
- 29.2 Personal, temporary memorialisation items, such as picture frames, balloons, windmills and flags etc. may be placed within the memorialised area for the grave for no longer than 14 days. Memorialisation items will be removed by the Council without prior notification to the owner if they are left longer than 14 days and stored for a further 14 days for collection. If they are not collected by this point, they will be sensitively disposed of.
- 29.3 Temporary memorialisation items must not exceed 900mm (3 feet) in height.
- 29.4 All personal memorialisation, such as plants, flowers, vases, candles, light holders and ornaments must be confined to and not extend beyond the memorialised grave area (see Point 37 for size).
- 29.5 No items may be hung in or fixed to any of the cemetery trees, bushes, shrubs, fencing or any other structure within the cemetery.
- 29.6 Any items left on the graves or memorials i.e. vases, flower pots and ornaments are left at the owners' risk, the Council accepts no liability for the loss or damage to any items left. For safety reasons, any broken items found on or around the memorial will be removed by the Council without notifying the ERoB owner.
- 29.7 Any items not adhering to these rules will be removed by the Council without prior notification.
- 29.8 Any remaining Christmas wreaths will be removed during the beginning of February.

30. CHAPELS

Cheshunt chapel



Hoddesdon chapel



Both Cheshunt and Hoddesdon cemeteries have a small chapel on site seating approximately 45 people. The chapels can be used for funeral services whether the burial is taking place in the cemetery or not.

30.1 Both chapels have 'Obitus' music system available to play any commercially available track. Music must be ordered via the Funeral Director, celebrant or minister at least 24 hours before the funeral.

30.2 The cost for using the chapel is available in the cemeteries Fees and Charges.

31. EXCLUSIVE RIGHT OF BURIAL

The Exclusive Right of Burial can be purchased on graves in Cheshunt and Hoddesdon cemeteries. This allows the owner the automatic right to be buried in the grave and the rights to choose who can be buried in this grave.

31.1 The ERoB can be purchased for one grave plot at time of need (i.e. when arranging a burial). At this time only, one adjacent grave can be pre-purchased for future use. The pre-purchase of full graves is not available at any other time.

31.2 Burial chambers, half space graves and cremated remains plots can be purchased at the time of need or be pre-purchased for future use (subject to availability).

31.3 The ERoB for full graves, half space graves, burial chambers and mausoleum chambers shall subsist for a period of 100 years from the date of deed issue.

31.4 The ERoB for cremated remains plots and columbarium leases shall subsist for a period of 30 years from the date of deed issue.

31.5 All ground within the cemeteries remains in the ownership of the Council. This does not confer any other rights to the purchase of the ERoB.

31.6 When the Deeds are received, please ensure that the accompanying acknowledgement slip is signed and returned to the Cemetery Office (either by post, or email a photo of it to **cemeteries@broxbourne.gov.uk**). Any amendments to ownership or memorial permits may be delayed without this information.

31.7 Please ensure the cemetery team is advised of any change of address. This is important to ensure grave owners records are kept up to date.

32. ASSIGNMENT OF EXCLUSIVE RIGHT OF BURIAL BACK TO THE BOROUGH OF BROXBOURNE

- 32.1 Subject to prior agreement with the Council, the ownership of the ERoB for any plot which has not been interred in, or which all remains have been exhumed from, may be assigned back to the Council.
- 32.2 The amount paid back will either be the full amount paid at the time of purchase or 50% of the current purchase price, whichever is the greatest, less a sum for administration purposes, as shown in the cemetery fees and charges document. This will be paid back upon completion of a 'Form of Assignment'.
- 32.3 Subject to prior agreement with the Council, graves which have sufficient space for at least one further interment may be assigned back to the Council for 25% of the current purchase price, less a sum for administration purposes as shown in the cemetery fees and charges document. This will be paid upon completion a 'Form of Assignment'. Any memorial on the grave must be removed at the cost of the owner prior to assignment.
- 32.4 If exchanging for a different plot or location, any subsequent grave plot purchases will be at the current prices as per the Cemetery Fees and Charges.

33. ASSIGNMENT OF EXCLUSIVE RIGHT OF BURIAL FROM PERSON TO PERSON

The ownership of ERoB in any grave or vault can only be assigned from a living owner in accordance with current legal process adopted by the Council, and on receipt of the assignment fees as detailed in the Council's Fees and Charges.

Living Owner:

- 33.1 The ownership of ERoB in any grave or vault can only be assigned from a living resident to a non-resident and on receipt of the assignment fees as details in the Council's fees and charges PLUS the difference in fees that would have been incurred between a resident and a non-resident purchaser at the time of purchase.
- 33.2 The ownership of ERoB in any grave or vault can only be transferred from a deceased owner to a resident or a non-resident and on receipt of the assignment fees as details in the Council's fees and charges. If the interment, or interment of cremated remains of the deceased owner did not take place in the Borough's cemeteries, proof of death must be provided.

Deceased Owner:

- 33.3 Ownership can be transferred from a deceased owner to a resident or a non-resident by Certificate of Probate, Letter of Administration or Statutory Declaration in accordance with current legal process adopted by the Council and on receipt of the assignment fees as details in the Council's fees and charges. These must be original copies bearing the seal of the issuing authority.

34. CARING FOR YOUR GRAVE

- 34.1 Grave owners or visitors to the grave are responsible for cleaning the memorial, removing dead flowers and keeping the grave in a neat and tidy condition. If any grave is found not in line with the cemetery regulations (including unauthorised surrounds), the Council will attempt to contact the ERoB owner. If no contact is obtained, the Council will take whatever action necessary to improve the appearance of the grave.

- 34.2 The Council will ensure the grass is cut on a regular basis through the spring and summer months as necessary. No persons, unless a Council employee or authorised contractor, may interfere with the grass surfaces, trees, shrubs, bushes, flower beds, hedges, walls or fences within the cemetery. Persons disregarding these rules are committing an offence as listed in Appendix A.

35. MEMORIALS

It is important to ensure memorial safety within the cemeteries, therefore all memorials must be fixed by Memorial Masons who are registered either with BRAMM (British Register of Accredited Memorial Masons) or NAMM (National Association of Memorial Masons) in accordance with the latest version of BS8415:18.

- 35.1 Memorials may only be constructed of natural material; non-natural materials will not be permitted.
- 35.2 All memorials (including cremated remains memorial tablets) must have the grave plot number clearly inscribed on the memorial.
- 35.3 If a memorial on a conventional grave requires removing as part of the process to open a grave, this must be carried out in agreement with the Cemetery Manager. The memorial must be removed from the cemetery by a registered stonemason at least 5 working days before the interment.
- 35.4 Memorials on brick graves may, at the discretion of the Cemetery Manager, be removed to a convenient location in the cemetery, on agreement that the memorial is replaced the day after the burial.

36. MEMORIAL PERMITS

It is important to ensure memorial safety within the cemeteries, therefore all memorials must be fixed by Memorial Masons who are registered either with BRAMM (British Register of Accredited Memorial Masons) or NAMM (National Association of Memorial Masons) in accordance with the latest version of BS8415:18.

- 36.1 There is currently no fee payable for a memorial permit application.
- 36.2 A memorial permit application must be submitted for all memorial work (i.e. new memorials, changes to the memorial, memorials being re-instated following burials, inscriptions, additional inscriptions etc.) and is subject to the approval of the Council.
- 36.3 All memorial permit applications must be completed and signed by the owner of the EROB. If there is more than one owner, all owners must sign the permit application. The application along with a plan (showing the size, details and dimensions) and inscriptions must be submitted to the Cemetery Office for approval. The application will not be considered until all paperwork is received.
- 36.4 The Cemeteries Manager has the final decision as to the acceptability of any proposed memorial designs or inscriptions and reserves the right to reject any application for memorial that is deemed unsuitable.
- 36.5 Memorials must not be installed without an approved memorial permit.
- 36.6 The Memorial Mason must notify the Cemetery Office prior to carrying out the approved memorial work to check the proposed date for the attending. All masons working within the cemetery must show the memorial permit as requested.

37. MEMORIAL SIZES

37.1 Maximum dimensions for memorials in both, Cheshunt and Hoddesdon cemeteries, on single plots:

| Grave Type | Height (from top of concrete slab) | Width | Length | Thickness |
|---|------------------------------------|-----------------|-------------------|------------------------------|
| Lawn | 3" (914mm) | 2'6" (762mm) | 1'3" (381mm) | 3-4" (76mm – 102mm) |
| Conventional | 4'6" ** (1,372mm) | 2'6" (762mm) | 6'6" (1,981mm) | 3-4" (76mm – 102mm) |
| Walled graves (finished below ground) | 4'6" ** (1,372mm) | 2'6" (762mm) | 6'6" (1,981mm) | 3-4" (76mm – 102mm) |
| Walled graves (finished above ground*) | 4'6" ** (1,372mm) | 4" (102mm) | 9" (2,743mm) | 3-4" (76mm – 102mm) |
| Concrete chamber | 4'6" ** (1,372mm) | 2'6" (762mm) | 6'6" (1,981mm) | 3-4" (76mm – 102mm) |
| Half spaces and Children's | 3" (914mm) | 2'6" (762mm) | 4" (102mm) | 3-4" (76mm – 102mm) |
| Cremated remains | - | 18" (457mm) | 18" (457mm) | 2" or Desktop style 2"-4" |

* this style is not permitted to be constructed now

**75% of the memorial footprint must not exceed 12" (300mm) in height.

37.2 If two or more adjoining conventional or walled grave plots are owned by the same EROB owner, subject to approval of a Memorial Permit, a memorial may be installed over a **MAXIMUM** of two plots:

| Grave Type | Height (from top of concrete slab) | Width | Length | Thickness |
|--|------------------------------------|------------------|-------------------|------------------------|
| Conventional | 4'6" ** (1,372mm) | 6'6" (1981mm) | 6'6" (1,981mm) | 3-4" (76mm – 102mm) |
| Walled graves (finished below ground) | 4'6" ** (1,372mm) | 6'6" (1981mm) | 6'6" (1,981mm) | 3-4" (76mm – 102mm) |
| Walled graves (finished above ground) | 4'6" ** (1,372mm) | 4" (102mm) | 9" (2,743mm) | 3-4" (76mm – 102mm) |

* this style is not permitted to be constructed now

**75% of the memorial footprint must not exceed 12" (300mm) in height.

Other grave types can only have a memorial on one grave plot.

38 MEMORIAL MAINTENANCE

- 38.1 Any memorial that the Council considers unsafe may be made safe by the Council, and any costs involved will be sought from the owner. Memorials which have deteriorated beyond repair shall, upon issue of an order from the Council, be removed from the cemetery by, or on behalf of, the owners. Any such memorial not removed within three months of issue of such an order shall be liable for removal by the Council and any costs sought by the Council from the memorials owner.
- 38.2 Ongoing memorial safety testing operates throughout both cemeteries and closed churchyards.
- 38.3 The Council accepts no liability for the loss of, damage or vandalism caused to, any memorial or items placed on the memorial, however caused.
- 38.4 The Council strongly advise families to insure their memorials.
- 38.5 Any wooden cross or other temporary grave marker must be removed from the cemetery once a permanent memorial is erected. Any wood cross or other temporary grave marker still present when the permanent memorial is erected, will be removed by the Council without prior notification to the leaseholder.
- 38.6 The Council recommends that memorials for conventional graves are not installed until at least 12 months after the interment. Lawn graves have a concrete landing already installed and a memorial can be installed on this immediately after burial.
- 38.7 Any memorial that the Council considers unsafe may be made safe by the Council, and any costs involved sought from the owner. Memorials which have deteriorated beyond repair shall, upon issue of an order from the Council, be removed from the cemetery by, or on behalf of, the owners. Any such memorial not removed within three months of issue of such an order shall be liable for removal by the Council and any costs sought by the Council from the memorials owner.
- 38.8 Any sinkage or movement of conventional memorials shall be reinstated solely by, or on behalf of, the ERoB owner.



39 WORKING IN THE CEMETERIES

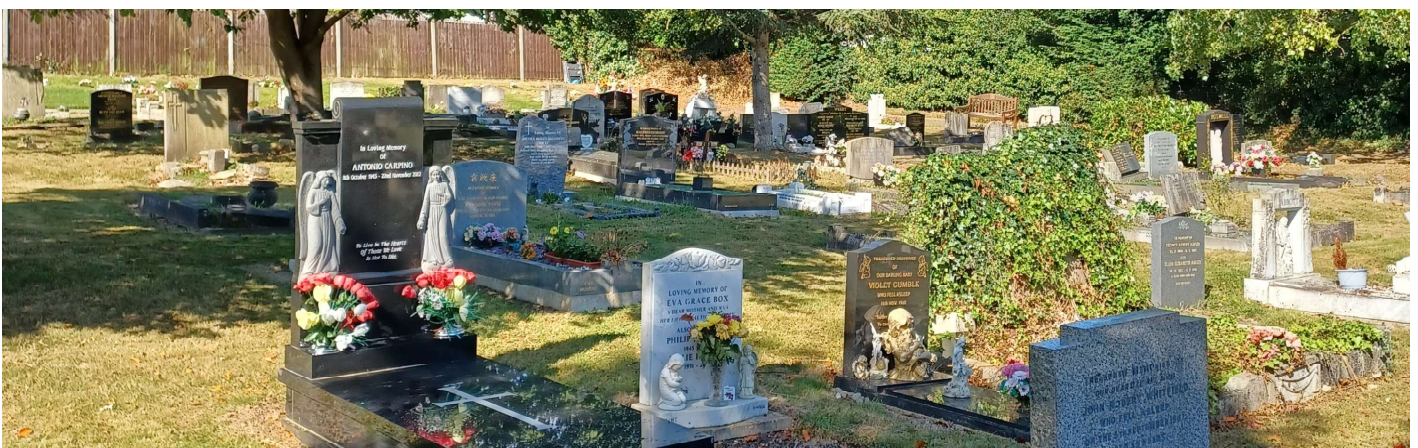
- 39.1 No person or company, unless a Council employee or authorised contractor (by way of Purchase Order or Memorial Permit) may work in either cemetery.
- 39.2 No work or delivery of materials will be permitted in either Cemetery on a Saturday, Sunday, Bank Holiday, before 8am or after 4pm.
- 39.3 Work must cease if requested by the Cemetery Manager.
- 39.4 Any damage caused to the Council's land or premises by the bringing in of materials, or in the course of work, to the graves or memorials, or in any other way, must be paid for by the persons causing or being responsible for such damage.

40 FEES AND CHARGES

- 40.1 Resident and non-resident rates are available for the purchase and interment in Cheshunt and Hoddesdon. This will be determined by the deceased's place of residency (see below).
- 40.2 To qualify for the residency rate for purchase or interment fees, proof of residency for the deceased must be provided in the form of either:
- Council tax letter, or
 - Electoral roll letter
- Both of these must be dated within the last 10 years.
- If pre-purchasing a plot, the above residence proof must be provided for the proposed owner.
- 40.3 Non-residents cannot pre-purchase plots in Hoddesdon cemetery. Non residents can be owners of a grave purchased for an interment. If the non-resident is to be interred in this grave at a later time, this will be charged at a non-resident rate.
- 40.4 All payments of fees and charges must be completed in full prior to any interment or scattering of ashes taking place.
- 40.5 Residents of the Borough and non-residents shall be liable for fees as shown in the Council's schedule of fees and charges.

41. COMPLAINTS

Any complaints should be made by sending an email to cemeteries@broxbourne.gov.uk or via the Council's website at www.broxbourne.gov.uk/contact-us/complain-borough-broxbourne-council/3



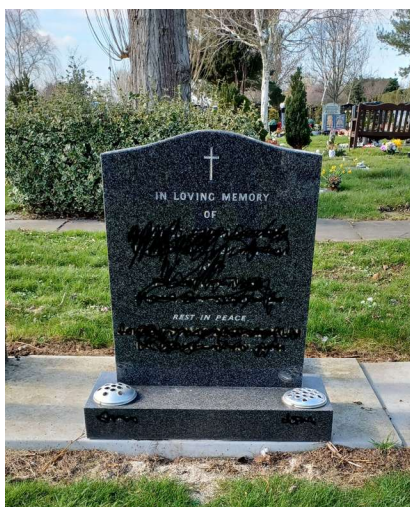
APPENDIX A – CEMETERY OFFENCES

1. Under Article 10(6) of the Local Authorities Cemeteries Order 1977 the following prohibition applies:
Nobody shall be buried, or cremated human remains interred or scattered in or over any grave in which an EROB for the time being subsists, except by, or with the consent in writing of, the owner of the right.
2. Under Article 18 of the Local Authorities Cemeteries Order 1977 the following applies:
 - 2.1. 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, or any such matter
 - (e) Play any games or sport in a cemetery.
 - 2.2. No person not being an officer or servant of the burial authority, or a 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.
3. Under part 1 of schedule 2 of the Local Authorities Cemeteries Order 1977 the following applies:
 - 3.1. No burial shall take place, no human remains shall be scattered, and no tombstone or other memorial shall be placed in a cemetery, and no additional inscription shall be made on a tombstone or other material, without the permission of the officer appointed for that purpose by the burial authority.
4. Under Article 19 of the Local Authorities Cemeteries Order 1977 the following penalties apply:
 - 4.1. Any person who contravenes the above shall be liable on summary conviction to a fine not exceeding level 3 on the Standards Scale (currently £1,000) and £10 per day whilst the offence continues after conviction.

APPENDIX B – MEMORIAL SIZE DIMENSIONS

Maximum dimensions for memorials (measured from the top of the concrete foundation):

LAWN GRAVES
(Full or half graves)



Maximum height 3" (914mm)

Maximum width 2'6" (762mm)

CREMATED REMAINS TABLET
18" sq (457mm sq.)



CONVENTIONAL GRAVES
(Full or half graves)

Maximum height:
Full grave 4'6" (1,372mm)
Half grave 3" (914mm)



Maximum length Full grave:
6'6" (1,981mm)

Maximum length Half grave:
4" (102mm)

Maximum width Full grave 2'6" (762mm)
Maximum width Half grave 2'6" (762mm)



**BOROUGH OF
BROXBOURNE**
www.broxbourne.gov.uk