



## **REGULATIONS RELATING TO MEMORIALS**

### **MONUMENTS AND INSCRIPTIONS.**

1. A monument must not be erected, or inscription displayed (whether on first erection or any subsequent occasion) without the written approval of Hounslow Council under the hand of the Authorised Officer. A drawing showing the form and full dimensions of every intended monument and a copy of the proposed inscription signed by the person entitled to effect an interment together with the number and block of the grave space shall be submitted to the Authorised Officer. No less than 48 hours notification of the intention to fix a memorial must be given to the authorised Officer.
2. If the application is approved a permit for fixing will be issued (upon payment of any prescribed fee) which must be deposited at the Administration Office before any work in connection with the proposed monument is concerned.
3. Monuments may be erected only on purchased graves, but vases may, with the consent of Authorised Officer be placed on un-purchased graves subject to the right of the Borough Council to remove the same at any time, without notification to the owner or liability to account for the vase.
4. All monuments shall have the number of the grave and block letter cut thereon and suitably filled by and at the expense of the person or persons erecting the same in not less than 25mm (1inch) letters, in such position as to be evident when the monument is erected.
5. Following death of the grantee the exclusive right of burial in any grave space must be transferred and re-registered before the grave can be further reopened or first/new stone or monument erected.
6. In respect of owner's burial, the funeral applicant or executor may make arrangement and sign the memorial permit form to allow the deceased owner's name to be added to the existing memorial without transferring the exclusive right of burial ( full name and dates of birth and death only)
7. If cleaning of a memorial is required and the owner of exclusive right of burial is deceased, providing none of the original wording or material is altered, permission will be given to next of kin without the need to transfer the exclusive right of burial

## 8. Non-Compliant items

The London Borough of Hounslow is not responsible for any damages or loss of the unauthorised item.

For reasons of safety and in order to maintain a dignified environment within the cemetery the following items are not permitted.

- Miniature fencing, unofficial kerbs, railings or chains made any materials shall be removed if erected.
- Pebbles, stone chipping gravel, or the like, unless placed inside an approved kerb set will be removed.
- glass vases, wind chimes, solar lights, lanterns, wire fencing, chain links and any other fencing around the grave and trees planted on the grave.
- Any articles not mentioned in the above list made from wood, plastic, earthenware which are not in keeping with the cemetery.
- Visitors are not permitted to place outdoor furniture themselves such as benches in any on our cemeteries, including on reserved grave spaces. An application to approve a request to supply a memorial bench can be made through the cemetery contractors, Lampton Greenspace 360 using the link below. Please note each cemetery can only accommodate a limited number of benches.

[https://www.hounslow.gov.uk/info/20046/parks\\_and\\_gardens/2263/memorial\\_and\\_donated\\_items\\_requests](https://www.hounslow.gov.uk/info/20046/parks_and_gardens/2263/memorial_and_donated_items_requests)

**Should an unauthorised item be placed on a grave, every effort will be made to contact the Deed owner and request its removal. Should it not be possible to contact the Deed owner, or no response is received, a notice will be attached to the item requesting that the Deed owner removes the item concerned, and providing a means of contact to discuss this and tell us when the item will be removed. If the item is not removed by the grave owner, the cemetery staff will be instructed to remove it.**

9. Headstones, kerbs and posts must be dowelled in non-rusting metal.

10. The material of which monuments are to be made must receive the approval of Hounslow council. Bath Stone, Caen stone or other soft stone will not be approved because of its poor weathering properties.

11. Hounslow Council disclaims responsibility for any damage to monuments, graves or kerb stone or vases however caused. If a monument is not kept in proper repair. Hounslow Council may carry out such work to ensure the due order of the cemetery, without first obtaining the consent of the owner for the time being of the grave or vault.
- a. Dangerous Memorials Headstone and kerbs (action and inspection) where a memorial, headstone and /or kerb is found to be in a dangerous or dilapidated condition immediate remedial action will be taken to hopefully eliminate any danger or potential danger. Initially it will be in the form of an inspection by an officer of the council or an authorised officer of its nominated contractor. For this particular purpose a detailed report on the condition of any such dangerous memorial(s)headstone(s)and kerb(s)followed by any action deemed necessary to prevent injury to the public or any employees. A copy of the report will be sent the owner of the rights of interment (where possible) either via a letter or a note attached to the memorial.
  - b. Hounslow Council may, without notification or liability remove any wreath-case wreath evergreen, decayed shrub, or other thing which in the opinion of the Authorised Officer is or has become unsightly or objectionable.
  - c. The letters of the names of the monumental masons cut on memorials must not exceed 17mm (three-quarters of an inch)
12. Hounslow Council reserves the right to : remove any memorials which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition exclude or remove from the cemetery any memorials not constructed in a workmanlike manner or from sound materials or which in the opinion of the council disfigure the cemetery or offend public decency.

## **CARRYING OUT OF WORKS**

- 1) Hounslow Council reserve the right of passage over all graves and to have any grave temporarily covered or any monument temporarily removed for the purpose of the proper maintenance of the Cemetery or to facilitate the opening of any grave. The appropriate signage will be displayed on affected graves to inform each grave owner on such works.
1. Our contractor reinstates the surface level of each grave for the period of one year only. After one year when the soil is settled the headstone can be placed onto the grave. The owner of the memorial/grave is responsible for maintaining the memorial in a good condition ( the Hounslow Council is not responsible for any further levelling of the grave after one year from the date of last burial – it is the responsibility of the grave owner to contact the approved stonemason to proceed with such works )

2. Memorials and Headstones, the council reserves unto itself authority to carry out such actions or operations as necessary to facilitate the safe and proper opening of graves. Headstone and Memorials following such actions or operations will be replaced to their original position once the grave is filled or the action or operation has been completed. The council, or its nominated contractor, accept no liability for any damage that may occur whilst carrying out this operation.
3. All permanent memorials are to be constructed and installed by a competent stonemasons registered with the council, and be in accordance with the current National association of Memorials Masons code of Practice (NAMM) , a full copy to be available on records. Additionally all works and fixing must be to the satisfaction of the Authorised Officer.
4. Masons or other person engaged in approved work on any monument must perform all work in connection therewith expeditiously and in accordance with the Regulations and as directed by the Authorised Officer. The works 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 Authorised Officer or other person whose property is so damaged.
5. Masons and other workmen, nominated contractors, must provide the necessary equipment to carry out their work.
6. Memorial fixing (method of construction) and Setting out of Memorials, Lawn type & Traditional memorials.
  - The method of fixing is to be to NAMM standard. All lawn memorials **must** be installed with stainless steel ground anchors which comply with the **NAMM** Code of Practice.
  - Lawn Section; Memorials on Lawn Section are to be suitably dowelled to the continuous concrete Plinth (where in place) in place at the cemetery.
  - Traditional Memorials: are to be set out to the general contour of existing memorials.
  - **Incorrect fixing** : where a memorial is not fixed and/or set out to the above requirements a charge will be made by the Council or its nominated Contractor to recover the expense incurred to make such repair.
7. All memorials shall be kept in repair by the owners, and in the event of any memorial falling into disrepair and the necessary repairs not being carried out within 6 months after notice from the council, the memorial may be removed by the Council subject and

in accordance with the provisions of Schedule 3 to the Local Authorities Cemeteries Order 1977.

8. Vehicles of any description, save for operational purposes, shall not remain in the cemetery any longer than is necessary. Drivers of Vehicles must observe the 5mph speed limit and take due care and attention with regards to other visitors to the cemetery.

## **APPROVED DIMENSIONS RELATING TO HEADSTONES AND KERBS**

The fixing of memorials should be to NAMM standards or approved similar method.

Purchased Graves (metric measurements and imperial)

### **1. Traditional Sections in Cemeteries** (headstone with full kerb memorial)

- Headstones – Maximum width 0.8m (2ft 6 inches) and not less than 0.08m (3 inches) in thickness and, except by permission of the Borough Council, must not exceed 5 feet in height from the surface of the ground
- Kerbs
  - i. Single space : 2m (6ft 6 inches) in length and 0.8m (2ft 6 inches) in width
  - ii. Double space : 2m x 2m (6ft 6 inches x 6ft 6 inches)
  - iii. In New Brentford Burial Ground, in the Hounslow Burial Ground and the Borough Cemetery, kerbs of dimensions 6 inches greater than the dimensions set above will be permitted in certain cases.
  - iv. The minimum thickness of the kerb is 3 inches
  - v. Flat Stones or Ledgers must not be less than 3 inches in thickness
  - vi. Landing of solid York stone or reinforced concrete landing not less than 4 inches in thickness in the case of 'Vault and not less than 4 inches in thickness in the case of all other private graves must be provided where a cross or other monument is to be erected, unless other arrangements are specially approved
  - vii. Vases not exceeding 0.3m (12 inches) in height may (subject to the approval of Hounslow Council ) be placed on the grave
  - viii.

## **2. Lawn Sections in Cemeteries (Headstone only)**

- Headstones
  - i. Maximum height above ground level 1.1m (3 feet 6 inches)
  - ii. Maximum width 0.60m (2 feet)
  - iii. Minimum thickness 0.08m (3 inches)
  - iv. Maximum area 0.61m x 0.3m (2 feet x 1 foot)
- Un-purchased graves
  - v. Vases not to exceed 0.3m (12 inches) in height by 0.23m (9 inches) in diameter