

Cemeteries Information and Regulations





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Introduction

The Cemetery Information & Regulations were updated in July 2019. The updated regulations come into force on 1st February 2020 and will supersede the former regulations, dated October 2015. The Council reserves the right to amend these Regulations and to deal with any circumstances or contingencies not provided for in the Regulations as necessary.

It is the aim of the Council to provide the highest standards within its cemeteries service for the bereaved and others who visit our cemeteries. In order to keep the cemeteries attractive and safe the Council respectfully requests all visitors to observe these regulations.

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

Cemetery Legislation

The cemeteries in the District of St Albans, located in St Albans and Harpenden, are administered by the Council in accordance with the relevant statutory legislation: the Local Government Act 1972; the Local Authorities Order 1977; and the Health and Safety at Work etc. Act 1974 and associated Statutory Regulations.

In accordance with the terms of the legislation St Albans City and District Council is defined as the Burial Authority for the District of St Albans.

Members of the public are able to view the legislation at the cemeteries office at Hatfield Road Cemetery, Monday to Friday between the hours of 10am and 4pm, which are also available on our website.

St Albans City and District 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. Members of the public are able to view the Charter at the cemeteries' office between the hours of 10am and 4pm, Monday to Friday.

The cemeteries are administered by the Community Services Department of St Albans City and District Council. The Council contracts out the grave excavation and ground maintenance in our cemeteries to John O'Conner (Grounds Maintenance) Limited.

The Cemetery Office is situated inside Hatfield Road Cemetery and is open from 9.00am to 4.00pm Monday to Friday except Bank Holidays. It is always advisable to make an appointment if you wish to visit the office as cemetery staff may not be available during burials or on other occasions. All enquiries should be addressed to:

The Cemeteries Superintendent
Hatfield Road Cemetery Office
Hatfield Road
St Albans
Hertfordshire
AL1 4LU

Phone: 01727 819362
Email: cemeteries@stalbans.gov.uk

St Albans City and District Council has three cemeteries in the District:

- Hatfield Road Cemetery, AL1 4LU, has limited numbers of reclaimed graves in traditional sections for residents only. A small, green burial area is available where ecologically friendly coffins may be interred in single depth graves.
- London Road Cemetery, AL1 1LX, has a choice of traditional or lawn grave sections with dedicated sections for children and Muslims.
- Westfield Road Cemetery, AL5 4HR, has a choice of traditional or lawn graves available with sections dedicated for children and Roman Catholics.

Cemetery Opening Hours

The Cemeteries are open for visitors daily:

Winter	November to February	8am to 4pm
Summer	March to October	8am to 7pm

The Council may close the cemeteries at any time and refuse public access. No person is permitted to be in the cemeteries outside of the published opening hours without the express permission of the Council. Any variation to these times will be displayed on the notice boards at the entrance to each cemetery. The Council cannot be held responsible for visitors who do not leave the cemeteries before the gates are locked.

The whole of the grounds and the buildings within the three cemeteries, together with all growing trees, shrubs and flowers, are placed under the care of St Albans City and District Council whose duty it is to preserve order at all times and in particular when interments take place.

Conduct of Visitors

The Cemetery grounds are a place of peace and quiet reflection, for some it is also a workplace. Visitors to the cemeteries are welcome, but please respect the special nature of the site, the needs of other users, and safety factors. Visitors must not stand, sit or lean on any memorial or otherwise act in such a way as to cause damage to property or offence to passers-by.

Any person creating a nuisance or a disturbance, such as interfering with a funeral, grave, headstone, flowers, trees, etc., will be required to leave the cemetery immediately and may be the subject of subsequent legal action. For their own safety visitors are asked to keep to the surfaced roads and paths, except when approaching the grave they are visiting. Please behave with dignity and respect while visiting the cemeteries and ensure all litter is placed in the bins provided. Please respect other people's graves and do not remove or damage any items.

Where individuals do not respect the site, the Council has powers to enforce controls for the benefit of other visitors.

The Local Government Cemeteries Order 1977, Paragraph 18 states:

- 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

Admittance of Children

Adults visiting with children are welcome in the cemetery but must ensure that children are supervised at all times. It is particularly important that children are not allowed to climb on or jump over any monuments within the cemeteries.

Dogs

Dogs are welcome when visiting with their owners visiting graves and must be on a short lead and properly controlled. Please respect the lawned areas and do not allow your dog to foul on them, as the majority have burials in these areas. It can be very upsetting for visitors to see dogs running over graves and/or fouling in the cemeteries.

Vehicles

To ensure the serenity and safety of the cemeteries, the Council reserves the right to refuse the entry to the Cemeteries of any motor vehicles, (or bicycles), except funeral corteges, or as specially permitted by the Cemeteries Superintendent.

Vehicles must keep to the main paths and avoid parking so as to cause a nuisance or damage to any graves or grassed areas. The Council or any of its employees cannot accept responsibility for the loss or damage to any vehicle or its contents whilst in the cemetery grounds.

Please take care when driving in the cemeteries. A speed limit of 5mph is in force in all of our cemeteries. In the interests of safety, anyone seen to be driving too fast or recklessly will be asked to leave the site. Many of the paths in our cemeteries are too narrow for vehicles and care must be taken not to drive over grass areas or close to memorials. Only vehicles on cemetery business are permitted to park in the cemeteries.

All vehicles, whether in attendance at a funeral or not, are subject to the control and direction of the Cemeteries Superintendent, during such times as they remain in the cemetery or the cemetery approach. The Council shall not accept any responsibility for any damage to, or loss from, any vehicle. Vehicles must be removed from the cemetery before closing time.

Graves

Graves are available in all of our cemeteries; choices are available in our lawn, traditional and green burial sections. The selection of grave spaces shall be at the discretion of the Cemeteries Superintendent; however, the wishes of applicants will be met whenever possible. The Cemeteries Superintendent’s decision is final.

Every interment shall take place either in a private or public grave. Private graves are graves where an Exclusive Right of Burial (EROB) is purchased, allowing the owner of the rights to choose who is buried in the grave. Public graves are graves which remain in the ownership of the Council and to which no specific rights have been granted. Families are unable to choose who are buried in these graves and no memorial is permitted.

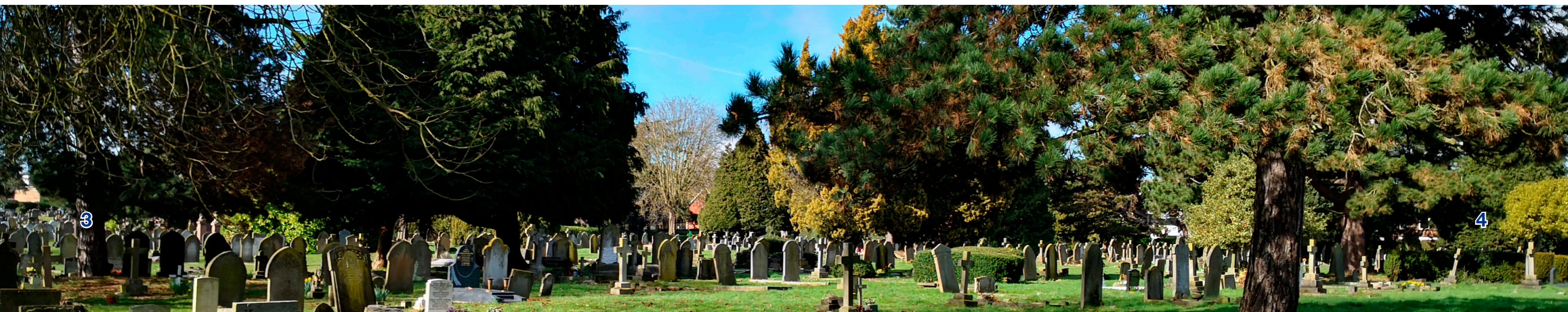
The EROB for a grave can be purchased for a period up to 100 years, as determined by the Council. The EROB also allows a memorial to be placed on the grave.

The EROB can only be transferred to another person or persons who are entitled via the legal process adopted by the Council.

The types of graves available are:

Traditional Graves can accommodate full memorials including kerb sets and can be planted within the permitted memorial area. The maximum number of interments possible are 2 coffins / caskets and up to six sets of cremated remains unless there is an administrative / legal reason not to do so. The kerb memorial must not exceed 1981mm (6’6”) long x 914mm (3’) wide and will be subject to the payment of the appropriate fee to the Cemetery Office.

Lawn Graves are laid to lawn; a headstone is permitted not exceeding 914mm (3’) high x 762mm (2’6”) wide. An area to accommodate the width of the headstone up to a maximum 914mm (3’) wide x 610mm (2’) deep, directly in front of the headstone, may be planted or have an authorised kerb surround with foundation or authorised memorial plaque. The remainder of the grave will be grass seeded.



Brick Graves All brick/ vaults shall be constructed only by staff appointed by the Council.

The cost of such work shall be borne by the person arranging the construction in advance. Bodies interred in walled graves or vaults must be separated using 50mm (2”) reinforced concrete slabs and/ or 102mm (4”) of concrete. All walled graves will be constructed to be airtight and finished entirely underground with a minimum of 152mm (6”) of soil above the concrete cover.

Cremated Remains Graves It is important that the Council has access to maintain areas around cremated remains plots, this is for the benefit of all users. To allow this we must ask that:

- No hard surfacing or fencing be installed to cremated remains plots;
- No items be placed on any grassed areas;
- Items placed within the boundary of the plot should not extend beyond the boundary or the memorial or cause obstruction to grounds maintenance activities.

Each grave accommodates up to two sets of ashes caskets. No strewing shall take place on top of the grave as this can cause distress to other users.

Memorials for cremated remains plots shall be a 305mm (12”) square plaque and/ or a 127mm (5”) x 127mm (5”) x 127mm (5”) vase to be placed on top of the plaque. The plaque can be placed on an 457mm (18”) x 457mm (18”) concrete plinth.

No other memorials or vases are permitted.

Children and Baby Graves allow one interment based on the coffin size maximum 1225mm (4’1”). The cremated remains of the parents or a sibling of the child may be interred in the same grave, regardless of age. 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 or are not suitably maintained.

Concrete Chamber Graves are available at London Road Cemetery. The graves can accommodate full memorials including kerb set.

Reclaimed/Heritage Graves at Hatfield Road Cemetery are used graves with further space where the burial rights have not been purchased and have no memorial. However, burials have taken place in these graves at least 60 years ago. The existing burial is not disturbed when the grave is reopened. Reclaimed/heritage graves may be single or double depth and an EROB will be issued to the purchaser.

Green Burial Graves at Hatfield Road Cemetery are single depth only but an adjacent grave may be reserved at the time of the first burial, on payment of the relevant fee. Graves may be marked with a wooden memorial, either an upright 18” log or one carved and placed by the family. Headstones or outlining of the grave is not permitted. Eco friendly and biodegradable coffins such as cardboard, willow or bamboo, including handles, would be most appropriate but no chipboard or metal. Cut flowers only may be placed on the grave, without a container. The green section is sown with grass and wildflowers and only cut back two or three times each year to encourage wildlife.

Public Graves are available in all cemeteries. These graves have no burial or memorial rights and non-family members may be buried in the same grave. It is important to consider the implications of a burial in a public grave. No memorial or temporary marker is permitted.

All graves will be excavated and prepared for interment by the Council’s contractor. Burials may be at double depth, (1980mm/ 6’6”), suitable for a maximum of two interments or single depth, (1372mm/ 4’6”). No other person or company will be allowed to undertake any excavation within the cemetery except with the express permission of the Cemeteries Superintendent. Graves cannot be guaranteed for a specific number of burials.

The depth of each grave will be determined by the Council in accordance with the provision of the Local Authorities Cemeteries Order 1977 and ground conditions at the time of excavation. The first coffin/ casket in a grave will usually be interred at double depth unless specified otherwise by the family or funeral director, or ground conditions prevent this.

A grave cannot be opened for a burial without the prior written consent of the owner of the EROB; unless the person to be buried is the owner of the EROB. The Council has the right to see the Grant of EROB before a grave is reopened so please keep this document safe. Please refer to page 11 on Transfers of Right of Burial for more information.

When graves are opened for an interment the soil from the grave will need to be placed on adjacent graves. Every care will be taken to reinstate the turf and clean any memorials which may have been soiled during the excavation.



Coffins / Caskets

To meet our high environmental standards, coffins and urns for burial must be made from suitable bio-degradable materials such as wood, cardboard, willow, wicker or other recyclable material. Requests to use coffins made of other materials, will only be considered on application to the Cemetery Superintendent. All coffins must bear an inscribed metal name plate.

Burials without coffins are permitted provided that the deceased is brought to the grave in a temporary coffin and screening is used to afford decency during the burial.

Uncoffined / shroud-only burials are not permitted if the deceased had a contagious or notifiable disease.

Allocation of Grave Spaces

All new grave spaces will be dug in rotation. The selection of grave spaces shall be at the discretion of the Cemeteries Superintendent; the wishes of the applicants will be met if possible. The Cemeteries Superintendent decision is final.

Reclaimed / Heritage grave spaces at Hatfield Road Cemetery are subject to availability and are only available to residents; a choice of section may be possible but cannot be guaranteed. New Lawn and traditional graves are available at London Road Cemetery, St Albans and Westfield Road Cemetery, Harpenden.

Booking of Interments

Funeral Directors are required to provide, in writing or email to the Cemetery Office, the exact coffin / casket size at least 48 hours prior to the interment. Failure to do so may result in the grave not being ready at the time required. The Council will not be responsible for incorrectly dug graves if the correct coffin size has not been properly provided. There are additional charges for large coffins / caskets.

For faith burials requiring internment (within 24 hours), with less than 48 hours notice; please see the following link
https://www.stalbans.gov.uk/Images/GS_C_MuslimBurials_tcm15-16159.pdf

A Registrar's Certificate or Coroner's Order for burial must be delivered to the Cemetery Office before a burial can proceed. The burial cannot proceed if the Certificate has been forgotten except where the funeral director has signed a declaration in accordance with the Births and Deaths Registration Act 1926. A Certificate of Cremation must be delivered to the Cemetery Office before a burial or scattering of cremated remains can proceed. A member of the cemetery staff must be in attendance at all burials.

Members of the public attending interments may be permitted to backfill the grave or assist the contractors to do so, subject to prior agreement with the Council.

If a burial is required in the Roman Catholic section at Westfield Road Cemetery or the Muslim section at London Road Cemetery, this must be stated at the time of booking and noted on the Notice of Interment.

A provisional booking for a funeral may be made by telephone to the Hatfield Road Cemetery Office and should be followed up by the submission of a completed Notice of Interment Form. The form is available from the Council's website and must be received at the Cemetery Office at least 48 hours in advance of the intended date and time of the funeral. Receipt of the completed Notice of Interment Form will act as confirmation of the provisional booking.

If circumstances are such that a particular interment is not convenient or practical on the day or at the time stated in the Notice of Interment, the Cemeteries Superintendent or other authorised officer will immediately notify the person of his or her concerns.

As much information relating to the funeral as possible must be given to the Cemeteries Office in advance, especially if there are special requirements, e.g. large number of mourners expected, horse drawn hearse, motorbike cavalcade, jazz band, piper, etc., in order to help us prepare for the arrival.

The Funeral Director arranging the burial must also arrange to have any memorials removed at least 48 hours prior to the date and time of the funeral for any grave to be reopened. The cemeteries do not have the space or facilities to store any memorials; hence they must be removed from the cemetery, (including kerbstone landings), prior to reopening.

It is the responsibility of the person making the funeral arrangement to organise a Minister or Officiant for the funeral if one is required.

The Council will determine the appropriate fees to be paid for the funeral, when required, these must be paid fully in advance.



Interments

Funerals may take place **between** the hours of 9.30am to 2.30pm Monday to Friday, (excluding Bank or other Public Holidays); except on the production of a certificate that immediate burial is necessary on the grounds of public health. It may be possible to arrange funerals outside of these times subject to staff availability and additional fees. If a time outside of the permitted hours is required, please contact the Cemeteries Superintendent. Please see the cemetery fees and charges schedule for late afternoon and weekend / Bank Holiday interment fees.

Bank Holiday and weekend cover, for Muslim burials at London Road Cemetery, St Albans, may be provided by a third party, authorised by the Council.

All funerals will be subject to the control of the Cemeteries Superintendent or authorised officer. The time booked for the interment is the time the cortege is due to arrive at the cemetery. To avoid disruption to other funerals, this time must be adhered to. If the cortege arrives early or late, the funeral must wait until it is convenient to proceed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service.

Any floral tributes from the funeral will be placed on top of the grave following back filling, and will be removed after approximately one month of any interment, (unless the family have already removed them).

Grave sinkage (settlement) will be reinstated as and when it is noted. Grave owners will not be notified in advance when this work is to take place, although they may request this to be done if they notice significant settlement.

Fees and charges

Payments of fees and charges will be made in accordance with the requirements of the Council. Where required, such fees and charges must be completed in full, prior to any interment, scattering of ashes or fixing of a memorial. Receipts will be issued for money paid directly to the Council. The Council will publish a scale of fees and charges annually.

‘Residents’ refers to those people that live in the St Albans District, and defined as someone who immediately prior to their death, paid council tax to St Albans City and District Council or who lived in the area for over ten years and moved into a nursing home less than 48 months prior to their death. ‘If a person has lived outside of the District for less than 48 months, had to be moved for medical reasons that were beyond their control and died outside the District, the resident’s discount will be applied on the fees to be charged. However, in such circumstances, documented evidence will be required as the request will be forwarded to the Head of Service for a decision. Five working days will need to be allowed from the date of application.

Any persons not shown on the Register of Electors for the District of St Albans must supply acceptable proof of residence to be considered a resident.

Reserving a Grave

Graves at London Road and Westfield Road cemeteries may be reserved in advance for 20 years on payment of the full purchase fee.

If the grave is not used within this twenty year period a further fee will be required to extend the reservation.

It is essential to advise the Cemetery Office of any change of address to ensure that you receive details of the extension fee at the appropriate time.

Reserved graves at Hatfield Road Cemetery, are only permitted if a suitable reclaim double grave is not available at the time of burial. Green graves or cremated remains graves can also be reserved at this site.



Chapel

A small chapel with fully disabled access is available for hire at Hatfield Road Cemetery for funeral services. The chapel can be used, prior to burial at Hatfield Road, London Road or Westfield Road Cemeteries. The maximum number of seats is 40. A Bose sound system is available. The Chapel can also be used for services when the burial is not taking place in one of the Council managed cemeteries.

Cremated Remains

Gardens of Rest plots are available at all cemeteries. Plots are usually 610mm (24") x 610mm (24") and can accommodate two sets of cremated remains. Cremated remains may also be interred without a container.

Cremated remains may also be interred in graves, usually at a depth of 457mm (18"); however, this can only be done after all full burials have taken place. Cremated remains must not be disturbed when a grave or plot is reopened.

Strewing of Cremated Remains

The strewing of cremated remains shall not be permitted onto any graves in any cemeteries. However, strewing may be permitted into a grave space by prior arrangement with the Cemetery Office and the owner of the grave, completion of a Notice of Interment, and payment of the appropriate fee.

Exclusive Right of Burial, (EROB)

The burial rights to a grave are usually purchased at the time of the first interment. A Grant (or Grave Deed) will be issued to the person(s) who is the applicant for the interment.

A maximum of two people may hold the burial rights and both must agree to, and sign for, any further interments or memorial work. The person who holds the burial rights to a grave may be referred to as the grave owner but this does not mean that they own the land, which remains with the Council. The length of the EROB is for a maximum of 100 years, to be determined by the Council. Exclusive Rights of Burial are not available for public graves.

Transfer of Right of Burial

It is advisable to transfer the ownership of the EROB to another family member after the death of the owner, although transfers may also be carried out whilst the owner is still alive. This will prevent delays should the grave need to be reopened in the future. The person who applies for the interment of the deceased owner will be sent an 'Information Required for Transfer of EROB' form which will explain the procedure to be followed. If ownership has not been transferred no further interments, (or new memorials), can take place. A fee is payable to the Council for the transfer.

Memorials

To ensure memorial safety all memorials must be fixed by Memorial Masons' who are registered with the [NAMM \(National Association of Memorial Masons\) Registration Scheme](#), or [BRAMM, \(British Register of Accredited Memorial Masons\)](#) and in accordance with the latest version of BS 8415. *This includes masons sub-contracted to carry out work.* Each memorial must be installed using at least one licensed fixer, who must carry their fixer's licence at all times. Unqualified or non-registered persons are not permitted to erect or work upon any headstone.

All memorial work including new memorials, renovation work and additional inscriptions are subject to the approval of the Council. A memorial application form must be completed and the relevant fee paid to the Cemetery Office before any memorial work is ordered. This must contain a plan showing the size, details and all measurements. The grave owner(s) must sign the form to give their permission for the proposed memorial / works to take place and the memorial masons shall also sign confirming the memorial will be fixed in accordance with BS 8415. On approval by the Council, a permit will be issued to the memorial mason.

Memorials will only be permitted on purchased graves. Memorials may be placed on graves once settlement has taken place, we advise 12 months be allowed for this process. New graves on some sections at London Road Cemetery have a foundation plinth already installed and a memorial may be erected on the grave immediately after a burial.

[All memorials must have the grave reference number clearly inscribed.](#) If a memorial is placed in a cemetery without a number, the mason will be required to return and inscribe the number in situ.

Permits must be returned to the Cemetery Office to confirm that the memorial has been fixed.

Memorials must be maintained in good condition by the grave owner and the Council cannot be held responsible for any damage, vandalism or theft. We strongly advise that families insure their memorials. Should memorials not be maintained and become unsafe, the Council has the power to remove these memorials or make them safe if required. A memorial insurance leaflet is available from the Cemetery Office.

No memorial or part of a memorial may be removed from the Cemetery without the prior approval of the Cemeteries Superintendent or other authorised officer. Any memorial removed in the process of opening a grave shall be removed at the risk and expense of the person requiring the grave to be opened.



Wording on memorials which breaches copyright or that may be offensive to others is not permitted. Inscriptions on memorials shall be on the face and /or edge /sides of the memorial only. Memorials shall commemorate by name those that are interred in the grave. However, for memorialisation purposes, it is permissible to commemorate the names of family members buried elsewhere as long as it clearly states “who’s remains lie elsewhere” on the inscription. A memorial application must be submitted for any additional inscription requests. The Cemeteries Superintendent has the final decision as to the acceptability of any wording.

Memorials must be constructed of durable natural stone, suitable to the environment and period of the grave lease. Any vase, jar or other such receptacle must be installed as an integral part of a memorial or erected on suitable plinth or bearer. The Cemeteries Superintendent reserves the right to reject an application for any memorial that is deemed unsuitable.

Please do not order or place a memorial in the cemetery until you are sure what is allowed. Always ask the Cemetery Office if you are unsure what type of grave you own and type of memorial permitted.

The maximum dimensions for memorials, measured from the top of the concrete foundation are: (Please see Appendix 1 for illustrations).

Grave Type	Height	Width	Length	Thickness
Traditional	1524mm (60’’)	914mm (36’’)	1981mm (78’’)	101mm (4’’)
Lawn	914mm (36’’)	762mm (30’’)	610mm (24’’)	101mm (4’’)
Children’s	610mm (24’’)	610mm (24’’)	610mm (24’’)	101mm (4’’)
Cremated Remains	51mm (2’’)	305mm (12’’)	305mm (12’’)	51mm (2’’)
GOR 4 Cremated Remains*	101mm (4’’)	508mm (20’’)	508mm (20’’)	51mm (2’’)
*Garden of Rest 4 London Road Cemetery: memorials are sited back to back				

Memorial masons must remove all arisings from the cemetery at the conclusion of their work and must leave the area in a tidy condition. It is not possible for memorials to be stored in the cemetery prior to re-fixing following a burial. All such memorials must be removed from the site by the memorial mason appointed, unless specific permission is given by the Cemeteries Superintendent. Any memorial taken down, other than for re-interment must be replaced on the grave as soon as possible or removed from the Cemetery.

Any memorial, where specific permission has been granted for it to remain on site, must be replaced on the grave or taken from site within four months of the date of its removal from the grave.

Managing Memorials

A rolling programme of memorial safety testing operates in all our cemeteries and closed churchyards.

All memorials are erected at the sole responsibility of the owner and the Council shall not be held responsible for any damage to, or caused by, a memorial, howsoever incurred. The memorial remains the responsibility of the grave owner during the lease period of the grave. The Council reserves the right to repair or make safe any memorial which becomes unsafe or falls into disrepair, and to recover any expenses from the registered grave owner. Where the grave owner is notified, they will be given a period of 6 months from the date of the letter to effect the necessary repairs. The Cemeteries Superintendent reserves the right to temporarily make safe any memorials that pose a threat until such works are completed. If the grave owner does not arrange for the repairs to be made, the Council may repair or make safe the memorial at the grave owner’s expense; who is responsible to pay such expenses claimed by the Council.

Grave spaces must be kept in a neat and tidy condition by the deed holder or visitors to the grave.

Maintenance of New Graves

New graves will be ‘topped up’ with soil as required by the Council’s Contractor during the settlement period, which can take 12 months. Once settlement has been completed a layer of topsoil and grass seed will be applied to the grave. Pots and plants placed on the grave may prevent this work being completed.

Temporary wooden grave markers are to be removed from the cemetery as soon as a permanent memorial is installed. We will remove the temporary marker and store it at Hatfield Road Cemetery, for a period of 12 months after which time it will be sensitively disposed of.

Removal of Articles - Glass / Breakable Objects

In the interests of safety and the comfort of other visitors to the cemeteries, items of glass, pottery, tin or plastic, garden hooks, bricks, blocks, wire mesh or plastic fences or any other object or materials which are fragile, easily breakable or which generate noise, pose a safety hazard or impedes access or maintenance, will be removed to storage without notice. Glass / breakable object(s) on graves / cremated remains plots can pose a danger to others, particularly if they break or shatter. Any additional items on a grave must be within the confines of the permitted area as designed by the memorial permit for the grave. Additional items should not be placed outside of a memorial or inhibit the walkways between the graves or anyone else’s grave.

Any items left on the graves are at the owners’ risk and the Council cannot be held responsible for any damage to them howsoever caused.

No tools, recycling boxes or watering cans are to be kept outside of the grave. Loose stones are only permitted within an authorised kerb set.

No edging to a grave is allowed, unless approved by the Cemetery Superintendent. In particular, no wooden, concrete, wire, plastic or metallic development is permitted. The Council reserves the right to remove items, (e.g. glass, pottery, tin or plastic, garden hooks, bricks, blocks, wire mesh or plastic fences or any other object or materials which are fragile, easily breakable or which generate noise, pose a safety hazard or impedes access or maintenance), placed within or outside of the grave space.

Plants and Shrubs on Graves

To avoid headstones being overgrown and disturbed, no plants may be placed on graves if they are likely to grow over 3 foot tall. The Council reserves the right to trim, prune, cut down or remove any plants that have become unsightly, overgrown or a nuisance to other users of the cemetery. No trees may be planted on graves unless part of the green burial area and approved by the Cemetery Superintendent. Only suitable planting such as annual bedding or small shrubs only will be permitted on traditional graves and in the head border on lawn graves

Memorial Benches

All memorial benches donated to the cemeteries shall cease to become the purchaser’s property. They must be supplied by the Council and are only permitted in pre-designated positions for the use of all visitors to the cemeteries. Benches must be kept clear of all items, such as plant stands or ornaments, to allow visitors to sit on them. Unauthorised benches will be removed from the cemetery without notice.

Commemorative plaques on benches will be allowed for a period of 10 years following the date of installation. Commemorative plaques may be renewed by application.

At the end of the 10-year period, the approximate lifespan of a bench subject to its condition, the Council will remove the bench and notify the last known owner, who may fund a replacement memorial bench should they wish to do so.

The Council accepts no liability for the loss of or damage caused to any bench in the cemeteries.

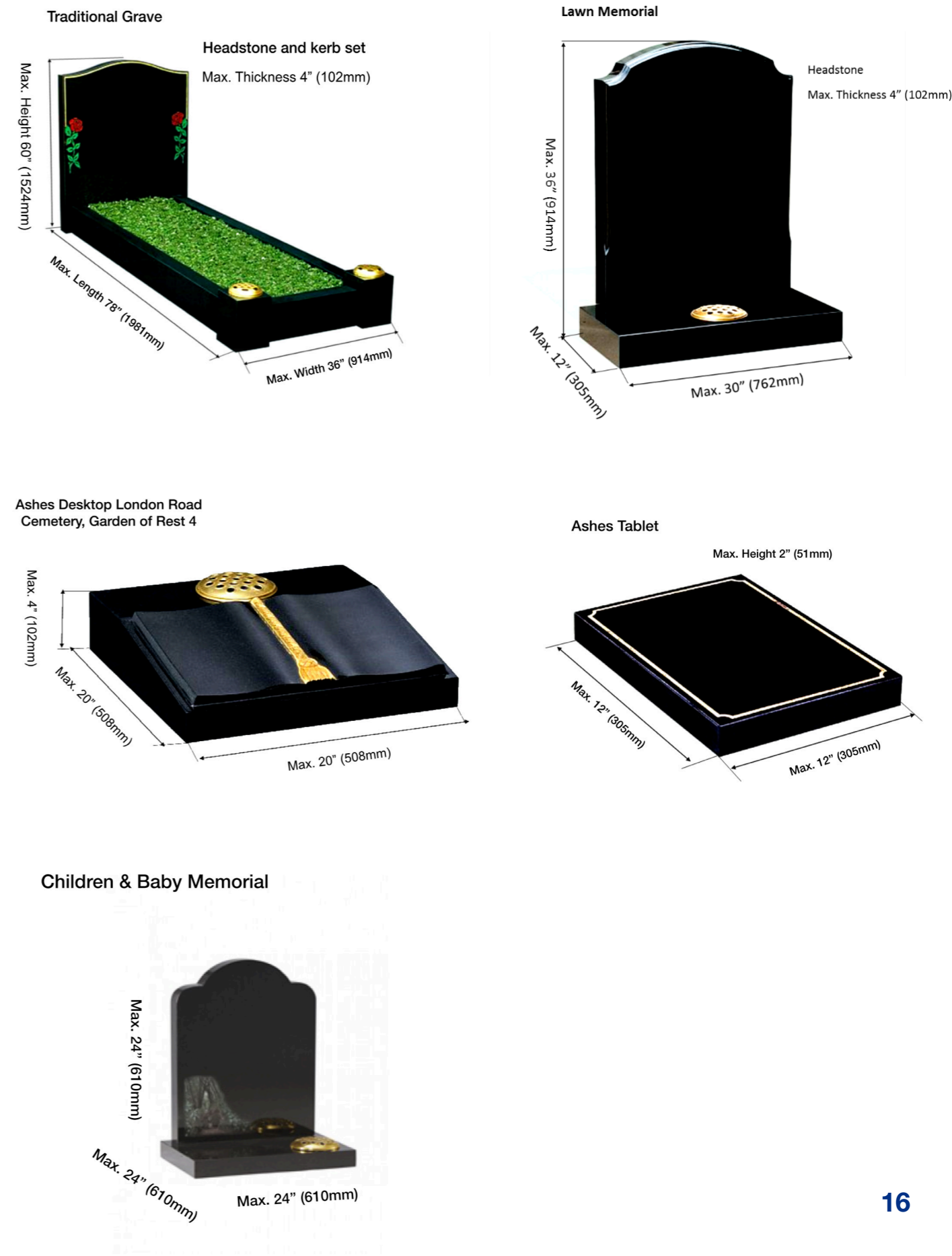
Complaints

Any complaints should be made in writing to the Cemeteries Superintendent at:
Hatfield Road Cemetery Office
Hatfield Road
St Albans, Herts
AL1 4LU.

For a copy of the Council’s Complaints Policy please see
https://www.stalbans.gov.uk/contact-us/feedback/complaints_form.aspx

Appendix 1

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



Photos used on front cover, pages 5, 6, 11 and 12 by Nigel Bateson MBE