

CHIGWELL PARISH COUNCIL- CEMETERY REGULATIONS

ADMINISTRATION AND LEGAL AUTHORITY

Administration and Governance

Chigwell Cemetery is owned and operated by Chigwell Parish Council, which acts as the Burial Authority.

All administrative functions relating to the Cemetery are undertaken from the Council's main offices. Day-to-day operational activities, including grave preparation, grounds maintenance, and the allocation of grave spaces, are managed at the Cemetery by authorised officers acting under delegated authority.

All officers of the Council are employed members of staff. The functions of the Cemetery are carried out in accordance with the Council's governance framework and scheme of delegation. No individual Councillor may act unilaterally in respect of Cemetery matters.

All officers are accountable to, and operate under the direction of, the Clerk to the Council, who is the Proper Officer. Strategic oversight and decision-making remain with Full Council.

Legal Authority

In exercise of the powers conferred under Section 214 and Schedule 26 of the Local Government Act 1972, and Article 3 of the Local Authorities' Cemeteries Order 1977, Chigwell Parish Council (hereinafter referred to as "the Council"), as the Burial Authority, hereby makes the following Regulations for the proper management, regulation and control of Chigwell Cemetery.

These Regulations shall come into force in July 2026, subject to approval by Full Council.

The Cemetery shall be administered on behalf of the Council by authorised officers acting under delegated authority.

Contact Details:

- **Main Office:** Chigwell Parish Council, Hainault Road, Chigwell Essex IG7 6QZ
- **Cemetery Location:** Chigwell Cemetery, Froghall Lane, Chigwell Essex IG7 4FB
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DOCUMENT CONTROL AND VERSION MANAGEMENT

Chigwell Parish Council Cemetery Regulations are a live, publicly available document. The Council recognises that burial law, health and safety requirements, industry guidance, operational experience and local circumstances may evolve over time. Consequently, these Regulations shall be subject to periodic review and amendment where necessary.

Amendments may arise from:

- Changes in legislation, statutory guidance or case law;
- Changes in Council policies or governance arrangements;
- Recommendations arising from audits, inspections or investigations;
- Lessons learned from operational experience and circumstances not previously encountered by the Council;
- Changes in cemetery management practices, memorial safety standards or health and safety requirements;
- Recommendations from professional bodies including the Institute of Cemetery and Crematorium Management (ICCM).

All substantive amendments shall be approved by Full Council and recorded in the Amendment Tracker below.

The version published on the Council's website shall be deemed the current and authoritative version.

Superseded versions shall be retained by the Council for governance, audit and historical purposes.

VERSION CONTROL

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AMENDMENT TRACKER

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DEFINITIONS AND INTERPRETATION

Definitions

In these Regulations, unless the context otherwise requires:

"Authorised Officer" means any employee, contractor or agent acting on behalf of Chigwell Parish Council who has been authorised to exercise functions relating to the administration, management, operation, maintenance, regulation or enforcement of the Cemetery.

"Burial Authority" means Chigwell Parish Council acting pursuant to its statutory powers and duties relating to the provision, management and operation of burial grounds and cemeteries.

"Council" means Chigwell Parish Council and includes any committee, sub-committee, authorised officer, employee, contractor or agent acting under delegated authority on behalf of the Council.

"Exclusive Right of Burial" means the right granted by the Council to a person for a specified period to determine who may be interred within a particular grave space or cremated remains plot, together with such memorial rights as may be conferred under these Regulations. The grant of an Exclusive Right of Burial does not confer ownership of the land.

"Funeral Director" means any person, company, partnership or organisation engaged by the family, personal representatives or other responsible person to arrange or conduct funeral and burial services.

"Grave Owner" means the person recorded in the Council's Register of Burials as the current registered holder of the Exclusive Right of Burial for a particular grave or cremated remains plot.

"Interment" means the burial of a deceased person, human remains, cremated remains, casket, urn or other approved container or receptacle within the Cemetery.

"Memorial" means any headstone, monument, tablet, plaque, kerb set, inscription, marker, commemorative structure or other authorised item erected or placed for the purpose of commemoration.

"Memorial Mason" means any suitably qualified person, company or contractor engaged in the manufacture, erection, alteration, repair, removal or maintenance of memorials and who complies with any accreditation or competency requirements specified by the Council.

"Public Grave" means a grave provided and administered by the Council in respect of which no Exclusive Right of Burial has been granted and which remains under the sole ownership, control and management of the Council.

"Shrouded Burial" means the burial of a deceased person not enclosed within a coffin, casket or other rigid container, where the body is prepared and wrapped in a suitable burial shroud in accordance with religious beliefs, cultural practices, personal wishes or legal requirements, and where such burial has been approved by the Council.

Interpretation

A. Words importing the singular shall include the plural and vice versa where the context so requires.

B. References to any gender shall include all genders.

C. References to legislation shall include any statutory modification, amendment, re-enactment or replacement thereof.

D. Headings are included for convenience only and shall not affect the interpretation of these Regulations.

E. In the event of any dispute regarding the interpretation or application of these Regulations, the decision of the Council acting through its authorised officers shall be final, subject to any statutory rights of appeal or legal challenge.

F. Nothing within these Regulations shall override any statutory obligation, legal requirement or court order applicable to burial law, public health, health and safety, or local government administration.

This wording is consistent with the style and legal tone used throughout the rest of your Cemetery Regulations and provides a solid framework for future amendments.

1. NOTICES OF INTERMENT

1.1 Notice of interment shall be given on the prescribed Council forms, available free of charge from Chigwell Parish Council, Hainault Road, Chigwell, Essex, IG7 6QZ.

1.2 Written notice must be received by the Council at least three clear working days prior to the interment, or five working days in respect of traditional graves (see Section 17). Notices shall only be accepted between the hours of 09:00 and 17:00 Monday to Friday, excluding Public Holidays.

1.3 Provisional arrangements may be made via telephone or other agreed means; however, such arrangements shall not be binding until confirmed in writing. The Council shall determine availability of dates and times.

1.4 The Council accepts no responsibility for any delay or error arising from notices transmitted by post or other delivery methods.

1.5 Where the Exclusive Right of Burial has been granted, the Notice of Interment must be signed by the registered owner or their legal representative. Where the owner is deceased, the Grant of Exclusive Right of Burial should be produced wherever practicable.

1.6 All fees and charges must be paid in full at the time the Notice of Interment is submitted.

2. INTERMENTS

2.1 Interments shall take place on weekdays only, excluding Public Holidays, between the hours of 09:00 and 15:00 (time of arrival at the cemetery).

2.2 Interments may take place in a coffin constructed of wood or another approved biodegradable material, or in a burial shroud where this is required by religious belief, custom or tradition and has been approved by the Council.

All coffins, shrouds and associated burial arrangements must comply with applicable legislation, health and safety requirements, and any operational requirements of the Council.

2.3 Interments in common graves of persons who were not residents of the Epping Forest District are not permitted.

2.4 Funeral Directors, upon entering the cemetery, shall be subject to the direction and control of authorised officers of the Council.

2.5 Funeral Directors shall provide an adequate number of bearers and appropriate equipment for the safe handling and lowering of coffins, caskets, shrouded remains or any other approved burial container into the grave.

2.6 Funeral Directors shall arrange, where necessary, for the removal of memorials to facilitate the reopening of graves and shall ensure their proper reinstatement following the interment.

2.7 Chigwell Parish Council recognises and respects the diverse religious, cultural and personal beliefs of those using the Cemetery.

Subject to compliance with legislation, health and safety requirements and the operational requirements of the Cemetery, the Council will seek to accommodate reasonable religious and cultural burial practices, including burials in approved shrouds where appropriate.

Applicants and Funeral Directors should notify the Council at the earliest opportunity of any special religious, cultural or ceremonial requirements to enable suitable arrangements to be considered.

3. CORONER'S ORDERS AND CERTIFICATES

3.1 No interment shall take place until the Council has received the appropriate statutory documentation. Such documentation shall include either a valid Certificate for Burial or Cremation issued by the Registrar, a Coroner's Order for Burial, or other lawful authority or statutory declaration in accordance with current legislation.

4. OFFICIATING MINISTERS

4.1 Arrangements for officiating ministers or persons conducting burial services shall be the responsibility of the relatives of the deceased or their appointed Funeral Director. The Council accepts no responsibility in respect of such arrangements.

4.2 The name and contact details of the officiant must be provided to the Council at the time the Notice of Interment is submitted.

5. SELECTION OF GRAVES AND CREMATED REMAINS PLOTS

5.1 All grave spaces and cremated remains plots shall be allocated at the discretion of the Council.

5.2 Where Exclusive Rights of Burial are purchased, applicants may indicate a preference for the location of the grave or plot; however, all allocations remain subject to the approval of the Council and to operational requirements.

5.3 The Council will endeavour to accommodate reasonable preferences wherever practicable, but reserves full control over the layout, allocation and utilisation of all areas within the cemetery.

6. DEPTHS OF GRAVES

6.1 The depth to which graves are excavated for interments shall be determined by the Council through its authorised officers acting under delegated authority, in accordance with the requirements of the Local Authorities' Cemeteries Order 1977 and relevant best practice guidance.

6.2 Under normal circumstances, graves within the Lawn Burial Areas shall be prepared to accommodate up to three interments, while graves within the Traditional Section shall be prepared to accommodate up to two interments.

6.3 Cremated remains plots shall normally be prepared to accommodate up to eight urns or caskets. The depth and method of interment shall be determined by authorised officers, having regard to ground conditions, capacity, and safe working practices.

6.4 All grave excavation works shall be carried out exclusively by gravediggers appointed or authorised by the Council. No other person shall be permitted to excavate or interfere with any grave within the cemetery.

7. SIZES OF PLOTS

7.1 Grave spaces within the Lawn Burial Areas shall be available for up to three burial interments, whether in coffins or approved burial shrouds, and shall measure approximately 2.7 metres by 1.2 metres (9 feet by 4 feet). In addition, up to four urns or caskets containing cremated remains may be interred within the grave space.

7.2 Grave spaces within the Traditional Section shall measure approximately 3.0 metres by 1.35 metres (10 feet by 4 feet 6 inches) and shall be available for up to two burial interments, whether in coffins or approved burial shrouds, together with up to four urns or caskets containing cremated remains.

7.3 Cremated remains plots shall measure approximately 600 mm by 600 mm (2 feet by 2 feet) and may accommodate a maximum of eight urns or caskets, subject to the approval and direction of authorised officers.

8. VAULTS

8.1 The construction or use of burial vaults is not permitted within Chigwell Cemetery.

8.2 Walled graves or any form of above- or below-ground structural burial chambers are not permitted within the Cemetery.

9. PUBLIC GRAVES

9.1 Definition

A Public Grave is a grave provided and administered by Chigwell Parish Council in respect of which no Exclusive Right of Burial has been granted.

Public Graves are owned at all times by Chigwell Parish Council and remain under the Council's sole management, control and administration. No person shall acquire any ownership, proprietary interest or Exclusive Right of Burial in a Public Grave.

Public Graves have historically been used where no Exclusive Right of Burial has been purchased, where no responsible person is available to make burial arrangements, or where burial arrangements are undertaken by a public authority exercising statutory duties.

9.2 Purpose of Public Graves

The Council provides Public Graves to ensure that a dignified, respectful and lawful burial option remains available where:

- a) there is no requirement or desire to purchase an Exclusive Right of Burial;
- b) the deceased has insufficient means or no estate from which burial costs may be met;
- c) no next of kin or responsible person can be identified or located;
- d) burial arrangements are required by a local authority, public authority or other competent body exercising statutory duties, including Public Health (Welfare) Burials as described in Section 29;
- e) burial arrangements are required following a direction, order or instruction of a Coroner or other competent authority.

The Council shall maintain Public Graves as part of its overall burial provision for the benefit of the community and to ensure the efficient and sustainable use of cemetery land.

9.3 Eligibility and Authority

Interment within a Public Grave may be permitted where approved by the Council and where no Exclusive Right of Burial has been purchased.

The Council reserves absolute discretion regarding the allocation and use of Public Graves and may determine whether any burial shall take place in a Public Grave or alternative grave space.

Where a burial is arranged by a local authority, Coroner, public body or other authorised person exercising statutory powers or duties, the provisions of Section 29 may additionally apply.

The Council's published fees for Public Graves shall apply unless alternative arrangements are agreed in writing.

Where applicable, burial costs shall be recoverable from the local authority, public authority or other body responsible for arranging or funding the burial in accordance with relevant legislation and statutory duties.

9.4 Rights and Control

No Exclusive Right of Burial shall be granted in respect of a Public Grave.

Accordingly:

1. No individual shall be recognised as the owner of a Public Grave.
2. The Council shall retain full control over the grave space and its future use, subject to applicable legislation.
3. No person shall have the right to determine who may subsequently be interred within a Public Grave.
4. No person shall acquire any right to reserve a Public Grave or any part thereof.
5. Public Graves may contain the remains of two or more deceased persons and may accommodate unrelated persons.
6. The Council shall determine the number, location and sequence of interments within any Public Grave.
7. The Council reserves the right to reopen a Public Grave for further interments in accordance with cemetery practice, available capacity and all applicable legal requirements.

9.5 Memorials and Floral Tributes

No memorial, headstone, monument, kerbstone, tablet or other permanent structure shall be erected on or associated with a Public Grave.

The Council may, at its sole discretion, permit a communal memorial, plaque, book of remembrance entry or other form of collective commemoration where considered appropriate.

Floral tributes may be placed in accordance with the Cemetery Regulations but may be removed by the Council when they become unsightly, unsafe, deteriorated or interfere with cemetery maintenance.

The Council reserves the right to remove any unauthorised memorial, ornament or other item placed on or adjacent to a Public Grave.

9.6 Records and Administration

The Council shall maintain records of all interments within Public Graves, including grave references, locations, dates of burial and such details of the deceased as are required by law.

All Public Graves shall be administered in accordance with the Local Authorities' Cemeteries Order 1977, all other relevant legislation, and any guidance, codes of practice or policies adopted by the Council from time to time.

Nothing within these Regulations shall be interpreted as creating any ownership rights, Exclusive Rights of Burial, memorial rights or rights of succession in relation to a Public Grave.

10. PURCHASE, MANAGEMENT AND RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL

10.1 GRANT OF EXCLUSIVE RIGHTS OF BURIAL

The Exclusive Right of Burial in respect of any grave space or cremated remains plot may be purchased for a fixed period upon payment of the appropriate fee.

The grant of the Exclusive Right of Burial entitles the registered owner to:

- Determine who may be interred within the grave or cremated remains plot;
- Authorise applications for the erection, alteration, addition, or inscription of a memorial, subject to these Regulations; and
- Exercise such rights as are conferred by the Deed of Grant and these Regulations.

The grant of the Exclusive Right of Burial does not confer ownership of the land, which shall remain vested in Chigwell Parish Council at all times.

Unless otherwise determined by the Council:

- Burial plots shall be granted for an initial period of fifty (50) years;
- Cremated remains plots shall be granted for an initial period of ten (10) years.

All fees shall be payable in accordance with the Council's approved Schedule of Charges. The Council reserves the right to amend such fees from time to time.

10.2 RENEWAL OF EXCLUSIVE RIGHTS OF BURIAL

The registered owner may apply to renew an Exclusive Right of Burial at any time prior to its expiry.

Renewal may be granted:

- Upon payment of the appropriate fee;
- For such periods as may be determined by the Council from time to time; and
- Subject to compliance with these Regulations.

Renewal is not automatic and shall remain subject to approval by the Council.

The Council may refuse a renewal application where ownership cannot be satisfactorily established or where the applicant is not entitled to act on behalf of the registered owner.

10.3 MAXIMUM PERIOD OF GRANT

The total duration of an Exclusive Right of Burial, including all renewals, shall not exceed one hundred (100) years from the date of the original grant.

No renewal shall be granted which would result in the Exclusive Right of Burial remaining in force beyond one hundred (100) years from the date on which the first Deed of Grant was issued.

10.4 RESPONSIBILITY OF THE REGISTERED OWNER

The registered owner shall:

- Keep the Council informed of their current name, address, email address and telephone number;
- Notify the Council promptly of any change in personal details or ownership;
- Retain the original Deed of Grant and produce it when reasonably requested by the Council; and
- Ensure that any renewal application is submitted before the expiry of the grant.

Responsibility for maintaining contact with the Council and ensuring the renewal of the Exclusive Right of Burial rests solely with the registered owner.

10.5 RENEWAL NOTICES

The Council will use reasonable endeavours to contact the registered owner before the expiry of an Exclusive Right of Burial.

Such contact may be made using the most recent details held by the Council.

Failure by the Council to issue a notification, or failure by the registered owner to receive any notification, shall not:

- Extend the period of the Exclusive Right of Burial;
- Affect the expiry date of the grant; or
- Remove the responsibility of the registered owner to renew the grant.

The Council shall not be liable for any loss arising from inaccurate, incomplete, or outdated contact information.

10.6 PURCHASE AND ELIGIBILITY

The purchase of Exclusive Rights of Burial is not restricted to residents of the Parish of Chigwell.

Fees payable shall be determined in accordance with the Council's approved Schedule of Charges, including any differential charges applicable to non-residents.

The Council reserves the right to determine eligibility criteria and applicable fee categories from time to time.

10.7 RESERVATION OF PLOTS

Subject to availability, grave spaces and cremated remains plots may be purchased in advance and reserved for future use.

The allocation, position and designation of all graves and plots shall remain at the absolute discretion of the Council.

The Council reserves the right to refuse any request for a specific location where operational, management or planning considerations make such allocation impracticable.

10.8 PURCHASE OF GRAVES IN RESERVE (ADVANCE PURCHASES)

Where permitted by the Council and subject to availability, applicants may purchase an Exclusive Right of Burial in advance of need ("Purchase in Reserve") for future burial purposes.

The Council recognises that some individuals and families may wish to make arrangements for their future burial location in advance. Whilst the Council will endeavour to accommodate such requests, all allocations remain subject to availability and the operational requirements of the Cemetery.

The reservation of a grave or cremated remains plot removes that space from future availability and prevents its allocation to other applicants. Accordingly, the fee for a grave or plot purchased in reserve shall be charged at twice the applicable current Exclusive Right of Burial fee, unless otherwise determined by the Council's approved Schedule of Fees and Charges.

Applicants are strongly encouraged to carefully consider the implications of purchasing a grave or plot in reserve before proceeding with an application.

10.9 CONSENT FOR INTERMENT

Where an Exclusive Right of Burial has been granted:

- No interment shall take place without the written consent of the registered owner;
- Such consent shall be provided on the Notice of Interment or such other form as may be approved by the Council;
- The Council may require evidence of ownership before accepting any interment instruction.

The Council reserves the right to delay or refuse an interment where ownership cannot be established to its satisfaction.

10.10 PROHIBITION ON SCATTERING OF CREMATED REMAINS

The scattering of cremated remains within any grave, cremated remains plot, memorial area, pathway, landscaped area or other part of the Cemetery is prohibited unless expressly authorised by the Council within a designated area.

10.11 DEATH OF THE REGISTERED OWNER

Upon the death of the registered owner:

- The Exclusive Right of Burial shall form part of the deceased owner's estate;
- The personal representative or other person claiming entitlement shall provide Probate, Letters of Administration or such other evidence as the Council may require;
- The Exclusive Right of Burial must be transferred to a living person before any further rights may be exercised.

No further interment, memorial application or renewal application shall be permitted until ownership has been correctly transferred and registered.

10.12 TRANSFER OF OWNERSHIP

No further interments shall take place and no memorial application shall be considered until:

- The ownership of the Exclusive Right of Burial has been formally transferred where required; and
- The transfer has been registered by the Council.

This requirement shall also apply where a proposed memorial inscription refers to a deceased registered owner.

10.13 ASSIGNMENT AND TRANSFER OF RIGHTS

The Exclusive Right of Burial:

- May be assigned by the registered owner during their lifetime; or
- May pass following death in accordance with the law relating to succession and administration of estates.

No assignment or transfer shall take effect unless:

- The prescribed documentation has been submitted to the Council;
- Any applicable fee has been paid; and
- The transfer has been approved and recorded in the Council's Register of Burials.

The Council may charge an administrative fee for processing transfers, assignments and related documentation.

10.14 TRANSFER OF RESERVED GRAVES

The registered owner of an Exclusive Right of Burial may transfer ownership in accordance with these Regulations and any legal requirements relating to burial rights and succession.

The Council may charge an administrative fee for processing transfers, assignments, changes of ownership and associated documentation.

Any transfer shall take effect only when:

- the prescribed forms have been completed;
- satisfactory evidence has been provided where required;

- all relevant fees have been paid; and
- the transfer has been entered into the Council's Register of Burials.

10.15 EXPIRY OF EXCLUSIVE RIGHTS OF BURIAL

Where an Exclusive Right of Burial has expired and:

- No renewal application has been received; and
- The Council has been unable to establish contact with the registered owner or their successor in title following reasonable enquiries,

the Council may regard the Exclusive Right of Burial as having lapsed.

In such circumstances, the Council reserves the right, subject to all applicable legislation and guidance, to:

- Reclaim the grave or plot;
- Permit further interments where capacity remains;
- Reallocate or reuse the grave or plot where lawful to do so.

Nothing within these Regulations shall authorise the disturbance of human remains except where permitted by law.

10.16 COUNCIL ACCESS AND OPERATIONAL RIGHTS

The grant of an Exclusive Right of Burial shall not prevent the Council, its officers, employees, contractors or agents from:

- Entering any part of the Cemetery;
- Accessing or crossing any grave or plot where reasonably necessary;
- Carrying out inspections, maintenance, repairs, landscaping or improvement works;
- Placing equipment, materials or machinery within the Cemetery; and
- Undertaking any action reasonably required for the safe, proper and efficient management, operation and maintenance of the Cemetery.

The exercise of such powers shall not constitute a breach of the Exclusive Right of Burial.

10.17 PAYMENT CLEARANCE AND ADMINISTRATION

No burial, interment, grave excavation, memorial work, grave digging, backfilling, or related cemetery activity shall be undertaken until all applicable fees and charges have been paid in full and cleared funds have been received by the Council.

Applications requiring the purchase or transfer of Exclusive Rights of Burial are subject to administrative processing and verification procedures.

Applicants should allow a minimum of three to five working days for:

- verification of ownership and entitlement;
- review of supporting documentation;
- issue of invoices and payment requests;
- receipt and clearance of funds; and
- preparation and issue of the relevant legal documentation.

Burial arrangements shall not be confirmed until all administrative requirements have been satisfactorily completed.

10.18 RELIGIOUS AND TIME-CRITICAL BURIALS

The Council recognises that certain faith groups and religious traditions require burial to take place within a significantly shorter period following death.

Where an applicant is seeking a burial in accordance with a recognised religious requirement or custom which necessitates an expedited timescale, this must be clearly stated at the earliest opportunity when contacting the Council.

The Council will make reasonable endeavours, subject to operational capacity, legal requirements, staffing availability and the receipt of all necessary documentation, to facilitate such requests wherever practicable.

Nothing in this regulation shall oblige the Council to proceed with an interment where statutory requirements, ownership verification, legal documentation or payment requirements have not been satisfied.

11. MAINTENANCE OF GRAVE SPACES

11.1 Following any interment within the Lawn Burial Areas, the grave shall be backfilled and, after a reasonable period to allow for natural settlement, shall be levelled, top-soiled, and either seeded or turfed by the Council.

11.2 No items, memorials, or other objects shall be placed on the grassed area of a lawn grave, except on the day of the interment, when floral tributes may be placed. The Council reserves the right to remove flowers and wreaths once they have deteriorated or after an appropriate period following the funeral.

11.3 In the case of traditional graves, the owner may place a maximum of three flower containers on the grave, provided that such containers are constructed from durable materials and do not exceed 300 mm (one foot) in height.

11.4 Containers made from glass, wood, plastic or fibreglass are not considered durable and shall not be permitted.

11.5 Temporary planting on traditional graves is permitted for a limited period pending the erection of a permanent memorial; however, the planting of shrubs, bushes, or similar vegetation, including roses, is not permitted.

11.6 No kerbs, fences, railings, chippings, or any other form of surround or edging shall be permitted on any grave space, except within areas specifically designated by the Council for such features.

12. MAINTENANCE OF CREMATED REMAINS AREAS

12.1 Owners of cremated remains plots may place flower containers on plots, provided that such containers are constructed from durable materials and do not exceed 300 mm (one foot) in height.

12.2 Containers made from glass, wood, plastic or fibreglass are not considered durable and shall not be permitted.

12.3 All items placed on plots must be positioned so that they do not encroach upon, obstruct access to, or interfere with neighbouring plots or maintenance operations.

12.4 The Council reserves the right to remove, or require the owner to remove, any item which encroaches onto adjacent plots, restricts access, or in the opinion of the Council presents a risk to public safety or the proper management of the cemetery.

13. COMMEMORATION, MEMORIALS AND SAFETY

GENERAL PROVISIONS

13.1 Memorials may only be erected on grave spaces or cremated remains plots for which the Exclusive Right of Burial has been granted. Memorials shall not be permitted on public graves.

13.2 Any person wishing to erect a memorial, alter, remove, repair, clean, reinscribe, or otherwise carry out works to an existing memorial must submit an application to the Council using the prescribed form and obtain written approval prior to the commencement of any work. No memorial work shall be undertaken without such approval.

13.3 All memorials shall be constructed from durable materials, including natural stone, marble, granite, or other materials approved by the Council. Memorials constructed from

soft stone, wood, or other perishable materials shall not be permitted, except in the case of approved temporary memorials.

13.4 All memorials shall remain the responsibility of the registered owner of the Exclusive Right of Burial. The Council accepts no liability for any loss, theft, vandalism, damage, deterioration, movement, subsidence, or weathering of memorials. Owners are strongly encouraged to maintain appropriate insurance cover.

13.5 All applications for memorial works shall be accompanied by the appropriate fee and must include:

- A dimensional drawing, illustration, or specification of the proposed memorial;
- Details of the proposed foundation and fixing method;
- The full proposed inscription;
- Details of any proposed motifs, carvings, photographs, etchings, or decorative features.

13.6 All memorial works shall be carried out by suitably qualified and accredited memorial masons in accordance with recognised industry standards and best practice, including registration with BRAMM or an equivalent approved accreditation scheme.

TEMPORARY MEMORIALS

13.7 Where it is intended to erect a permanent memorial, a temporary memorial may be erected with the prior written approval of the Council.

13.8 Temporary memorials shall be simple, dignified, and respectful in appearance and may take the form of:

- A plain wooden cross;
- A simple religious symbol representative of the faith or beliefs of the deceased;
- A simple non-religious marker approved by the Council; or
- Such other temporary commemorative marker as may be approved by the Council.

The Council recognises and respects the diverse faiths, beliefs, and cultural traditions of the community and will consider reasonable requests accordingly.

13.9 Temporary memorials shall:

- Be constructed of suitable timber or other approved material;
- Have a height of not less than 300mm and not more than 900mm above ground level;
- Have no more than one-third of their height below ground level;
- Not exceed 750mm in width;
- Be maintained in a neat, safe, and dignified condition at all times.

13.10 Where a temporary memorial becomes unsafe, damaged, or unsightly, the Council may require its repair, replacement, or removal.

13.11 Temporary memorials may remain in place until such time as a permanent memorial is authorised by the Council. In Lawn Burial Areas, applications for permanent memorials will not normally be considered until a minimum period of nine (9) months has elapsed from the date of interment. Following that period, the Council's Open Spaces Team shall inspect the grave and assess whether sufficient settlement has occurred. Permanent memorials may only be installed once written approval has been issued by the Council confirming that ground conditions are suitable.

MEMORIAL IDENTIFICATION, INSCRIPTIONS AND PLACEMENT

13.12 Every memorial shall clearly display the grave or plot number in permanent lettering, numbering, or engraving not exceeding 25mm in height.

13.13 All inscriptions are subject to the prior written approval of the Council. The Council reserves the right to refuse any inscription, wording, image, motif, photograph, or decorative feature which it considers inappropriate, offensive, misleading, contrary to public decency, or otherwise incompatible with the dignity and character of the Cemetery.

13.14 Inscriptions may be placed on the principal face of a memorial, subject to approval through the Council's memorial application process.

13.15 Where the available space on the principal face of a memorial has become substantially or entirely utilised, the Council will normally permit additional inscriptions to be placed on the reverse face of the memorial, subject to:

- Application by the registered owner of the Exclusive Right of Burial;
- Payment of the appropriate fee;
- Prior written approval by the Council; and
- Compliance with these Regulations.

13.16 Additional inscriptions on the reverse face of a memorial should, wherever reasonably practicable, match the style, quality, lettering, finish, and overall appearance of the existing memorial.

13.17 Photographs, carvings, motifs, etchings, decorative features, and commemorative inscriptions on the reverse face of a memorial may be permitted subject to the prior written approval of the Council.

13.18 The Council reserves the right to refuse any proposal for inscriptions or decorative works where:

- The memorial is unsuitable due to its design, condition, age, construction, or dimensions;
- The proposed works may compromise the safety or structural integrity of the memorial;
- The proposal is considered excessive, inappropriate, or detrimental to the appearance and character of the Cemetery.

13.19 In Lawn Burial Areas, flower vases may only be placed adjacent to the headstone and must not encroach onto neighbouring graves or interfere with grounds maintenance operations.

13.20 No item shall be attached to, suspended from, or placed upon a memorial unless approved by the Council or otherwise permitted under these Regulations.

13.21 The Council reserves the right to remove unauthorised memorial additions, ornaments, photographs, inscriptions, decorations, or attachments installed in breach of these Regulations.

CONSTRUCTION AND FIXING STANDARDS

13.22 All memorials shall be installed upon suitable foundations constructed from concrete, stone, or other approved materials designed to provide long-term stability.

13.23 All headstones and upright memorials shall be securely fixed using appropriate dowels, anchors, and fixing systems.

13.24 All memorial installations shall comply with the latest edition of British Standard BS 8415 and recognised industry best practice.

13.25 No memorial shall be erected unless the fixing and installation method has been approved by the Council. Notwithstanding any other provision within these Regulations, the Council reserves the right to delay the installation of any memorial where, in the opinion of its authorised officers, ground settlement has not sufficiently stabilised to ensure the safe

installation and long-term stability of the memorial. The decision of the Council regarding the suitability of ground conditions shall be final.

MEMORIAL SAFETY - DUTIES AND RESPONSIBILITIES

13.26 The Council, as Burial Authority, has a duty of care to ensure that the Cemetery remains a safe environment for visitors, employees, contractors, and other users.

13.27 Memorials remain the property of the registered owner of the Exclusive Right of Burial, and responsibility for their ongoing maintenance, repair, stability, and safety rests with that owner.

13.28 Memorial masons shall carry out all works in accordance with these Regulations, recognised industry standards, and all relevant health and safety requirements.

MEMORIAL INSPECTION AND SAFETY MANAGEMENT

13.29 The Council reserves the right to undertake periodic memorial safety inspections through authorised officers or suitably qualified contractors in accordance with recognised industry guidance issued by the ICCM or any successor body.

13.30 Inspections may comprise:

- Visual inspections to identify defects, deterioration, or instability;
- Controlled stability testing using hand pressure or calibrated testing devices where appropriate.

13.31 A memorial may be deemed unsafe where it exhibits:

- Excessive leaning;
- Structural cracking;
- Significant deterioration;
- Movement under light pressure;
- Ground subsidence;
- Missing, defective, or failed fixings;
- Any other condition presenting a risk to public safety.

RISK CATEGORISATION AND IMMEDIATE ACTION

13.32 Following inspection, memorials may be categorised according to the level of risk presented.

13.33 Where a memorial presents an immediate risk to public safety, the Council may take appropriate action without prior notice.

13.34 Such action may include:

- Staking and banding;
- Temporary support measures;
- Laying the memorial flat;
- Cordon arrangements;
- Dismantling or removal in extreme circumstances.

13.35 All actions shall be undertaken with due regard to the dignity of the memorial, the deceased, and surviving family members.

NOTIFICATION AND OWNER RESPONSIBILITIES

13.36 Where reasonably practicable, the Council will:

- Attempt to contact the registered owner or successor in title;
- Place a notice on or near the memorial where action has been taken;
- Publish information regarding memorial inspection programmes where appropriate.

13.37 Where the owner cannot be identified or traced, the Council may undertake such works as are necessary to make the memorial safe and maintain records of those works.

13.38 Owners may:

- Leave a memorial in its made-safe condition; or
- Arrange for the memorial to be repaired, reinstated, or replaced by a suitably qualified memorial mason, subject to Council approval.

13.39 No person shall attempt to repair, adjust, remove, or reinstate a memorial without the prior approval of the Council and the necessary competence to undertake such work safely.

ONGOING MONITORING AND MAINTENANCE

13.40 The Council shall operate a rolling programme of memorial safety inspections and reserves the right to undertake visual inspections at any time as part of routine cemetery management.

13.41 The Council may take action whenever a memorial is considered unsafe or poses a risk to visitors, employees, contractors, or property.

13.42 Memorials removed to facilitate a further interment shall be removed from the Cemetery. Responsibility for removal, storage, transportation, and reinstatement shall rest with the registered owner of the Exclusive Right of Burial or the person arranging the interment.

13.43 Double headstones, secondary upright memorials, or multiple upright memorials on a single grave space shall not be permitted unless expressly authorised by the Council.

MEMORIAL OWNERSHIP, MAINTENANCE AND CONTACT RESPONSIBILITIES

13.44 The registered owner of the Exclusive Right of Burial is responsible for the ongoing maintenance, repair, condition, and safety of any memorial erected on the grave or plot.

13.45 Owners and successors in title must ensure that the Council is provided with accurate and up-to-date contact details at all times.

13.46 The Council relies upon the accuracy of its records to communicate with memorial owners regarding inspections, maintenance concerns, and safety matters. Where contact details are not maintained, the Council may take whatever action is reasonably necessary to protect public safety.

13.47 Where the Council has undertaken remedial works in the interests of public safety and has been unable to contact the owner due to outdated, inaccurate, or unavailable information, the Council shall not be liable for any inconvenience, distress, or consequential loss arising from such action.

13.48 All actions taken by the Council in relation to memorial safety shall be carried out in accordance with the Local Authorities' Cemeteries Order 1977, applicable health and safety legislation, relevant British Standards, and recognised professional guidance, including that issued by the Institute of Cemetery and Crematorium Management (ICCM).

14. MEMORIALS IN THE LAWN BURIAL AREA – DIMENSIONS

14.1 The following are the maximum permitted dimensions for headstones or vertical memorials within the Lawn Burial Areas:

Table 14A: Lawn Burial Headstones (Maximum Dimensions)

Element	Maximum Dimension
Height	900 mm (3 ft)
Width	750 mm (2 ft 6 in)
Thickness	100 mm (4 in)

14.2 All memorials shall be fixed to a base constructed of the same material, with dimensions not exceeding:

Table 14B: Lawn Burial Bases (Maximum Dimensions)

Element	Maximum Dimension
Depth	300 mm (1 ft)
Width	750 mm (2 ft 6 in)
Thickness	100 mm (4 in)

14.3 Up to two flower vases may be incorporated within the base, provided that the upright section of the memorial is positioned to the rear of the base and the vases do not project beyond the permitted dimensions.

15. MEMORIALS IN THE CREMATED REMAINS AREA – DIMENSIONS

15.1 Memorials within the Cremated Remains Area shall be of the horizontal type only and must be positioned centrally within the plot.

Table 15A: Cremated Remains Memorials (Maximum Dimensions)

Element	Maximum Dimension
Width	600 mm (2 ft)
Length	600 mm (2 ft)
Thickness (front)	50 mm (2 in)
Thickness (rear)	100 mm (4 in) (<i>where sloping design is used</i>)

15.2 Horizontal memorials may incorporate up to two integral receptacles for floral tributes.

15.3 Memorials may include a sloped face, provided that the maximum rear thickness does not exceed 100 mm and the front thickness does not exceed 50 mm.

16. MEMORIALS IN THE TRADITIONAL SECTION – DIMENSIONS

16.1 Memorials within the Traditional Section shall be of the full kerb surround type, installed on a solid, one-piece concrete landing not less than 100 mm (4 inches) in thickness.

Table 16A: Kerb Surround Dimensions

Element	Minimum Dimension	Maximum Dimension
Length	1980 mm (6 ft 6 in)	2130 mm (7 ft)

Width	750 mm (2 ft 6 in)	900 mm (3 ft)
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Table 16B: Headstone Dimensions (Including Base)

Element	Minimum Dimension	Maximum Dimension
Height	-	1370 mm (4 ft 6 in)
Width	600 mm (2 ft)	900 mm (3 ft)
Thickness	75 mm (3 in)	100 mm (4 in)

Table 16C: Base Dimensions

Element	Minimum Dimension	Maximum Dimension
Width	750 mm (2 ft 6 in)	900 mm (3 ft)
Depth	300 mm (1 ft)	450 mm (1 ft 6 in)
Thickness	75 mm (3 in)	No maximum

16.2 The requirement for a base will depend upon the style and construction of the memorial selected.

16.3 All installations within this section must comply with structural and safety requirements and be installed by an appropriately qualified memorial mason.

17. GARDEN OF REMEMBRANCE

17.1 An area of the Cemetery has been designated as a Garden of Remembrance for the interment of cremated remains where it is not the wish of the family to inter remains within a casket in the formal Cremated Remains sections.

17.2 Cremated remains may be interred directly into the soil within this area, provided that they are not contained within any form of casket, urn, or container.

17.3 The fee for this provision shall include the planting and ongoing maintenance by the Council of a suitable variety of rose bush, together with the grant of a licence to install a memorial plaque in the designated area associated with the interment.

17.4 The species, variety and precise location of all planting within the Garden of Remembrance shall be determined solely by the Council in order to ensure consistency of layout and long-term maintenance.

17.5 Memorial plaques within the Garden of Remembrance shall be manufactured from bronze and mounted on a metal stake not exceeding 380 mm (15 inches) in length. Plaques shall not exceed 150 mm (6 inches) in width and 100 mm (4 inches) in height and contain no more than fifty characters.

17.6 Only plaques conforming to designs approved by the Council and bearing inscriptions authorised by the Council shall be permitted. Guidance on approved designs and wording may be obtained from the Council.

17.7 The Grant of Rights relating to rose planting and memorial plaques shall be issued for a period of ten years from the date of grant.

17.8 At the expiry of this period, the grant may be renewed for a further term of seven years, subject to payment of the applicable renewal fee.

17.9 All fees payable for the grant or renewal of such rights shall be those set out in the Council's current Table of Fees and Charges.

18. TRADITIONAL 'FULL KERB' GRAVES – SECTION K

18.1 A designated area within the Cemetery, known as Section K, has been set aside for traditional 'full kerb' graves, permitting the erection of full surround memorials. The regulations applicable to this section differ from those governing lawn graves in respect of grave dimensions, number of interments, memorial types, notice periods, and applicable fees.

18.2 The number of grave spaces within this section is strictly limited. Each grave space shall measure approximately 3.1 metres by 1.4 metres (10 feet by 4 feet 6 inches) and shall be permitted to accommodate a maximum of two coffin burials together with up to four urns or caskets containing cremated remains.

18.3 Due to the nature of the sub-soil within this section, which renders excavation more complex and time-consuming, a minimum notice period of five clear working days is required for all interments.

18.4 Subject to availability, grave spaces within this section may be purchased in advance (in reserve) for future use.

18.5 The period for which the Exclusive Right of Burial may be granted, together with the fees payable for such rights and for interments within this section, shall be as set out in the Council's current Table of Fees and Charges.

18.6. Due to the larger size and construction of graves within the Traditional Full Kerb Section (Section K), a longer settlement period is required before the installation of a permanent memorial. Applications for permanent memorials will not normally be considered until a minimum period of twelve (12) months has elapsed from the date of the first interment.

Following this period, the Council's Open Spaces Team shall inspect and assess the grave to determine whether sufficient settlement has occurred. Permanent memorials shall only be erected following written confirmation from the Council that the ground conditions are suitable.

Where settlement remains evident or ground conditions are considered unsuitable, the Council may require a further period of settlement before any memorial installation is permitted.

Temporary memorials approved under Section 13 may remain in place pending installation of the permanent memorial.

19. MAINTENANCE OF GOOD ORDER

19.1 All persons within the Cemetery shall conduct themselves in a quiet, respectful and orderly manner always. Children under the age of 10 years must be accompanied by a responsible adult. Any person under the influence of alcohol or otherwise behaving in a disorderly or inappropriate manner may be required to leave the Cemetery. The playing of games or participation in sporting activities within the Cemetery is strictly prohibited, in accordance with Article 18 of the Local Authorities' Cemeteries Order 1977.

19.2 All persons entering the Cemetery shall conduct themselves in a respectful, quiet and orderly manner appropriate to the nature and purpose of the Cemetery.

19.3 No person shall engage in any behaviour which may cause damage to graves, memorials, Cemetery property, vegetation or infrastructure, or which may constitute nuisance, disturbance, disorderly conduct or anti-social behaviour.

19.4 Activities which are inconsistent with the peaceful, dignified and respectful environment of the Cemetery are prohibited.

19.5 No animals shall be permitted within the Cemetery, except for assistance dogs.

19.6 Smoking in the vicinity of a grave or cremated remains plot during an interment or memorial service is not permitted.

19.7 All vehicles entering the Cemetery must proceed with due care and attention and shall not exceed a speed of 10 miles per hour. Vehicles must remain on designated roads and parking areas unless prior permission has been granted by an authorised officer of the Council. Any person responsible for a vehicle shall be liable for the cost of repairing any damage caused to Cemetery property.

19.8 Tools, materials and equipment brought into the Cemetery shall, where practicable, be carried by hand or transported in such a manner as to prevent damage to paths, roads or grounds. Trade vehicles shall not remain within the Cemetery longer than is necessary for the purposes of loading or unloading.

19.9 No memorial shall be erected, nor any work carried out, unless an appointment has been made and agreed in advance with an authorised officer of the Council. The Council reserves the right to refuse access or take appropriate action against any contractor who fails to comply with this requirement.

19.10 The solicitation of orders within the Cemetery for the erection, repair, or renovation of memorials, or for any other works or services, is strictly prohibited.

19.11 Any incidents of misconduct, damage, or breaches of these Regulations shall be reported to the Council via its authorised officers.

19.12 Council employees and representatives are not permitted to accept gratuities, gifts, or inducements of any kind.

19.13 The scattering of cremated remains on graves or within any part of the Cemetery is strictly prohibited.

20. GOVERNANCE, COMPLIANCE DATA PROTECTION AND PRIVACY

20.1 The Council shall manage and operate the Cemetery in accordance with all relevant legislation, statutory provisions and recognised industry best practice applicable to burial authorities.

20.2 This shall include, but not be limited to, compliance with the Local Authorities' Cemeteries Order 1977, the Health and Safety at Work etc. Act 1974, and other applicable legislation governing burial practice, public safety and local authority functions.

20.3 In addition, the Council shall have due regard to guidance and standards issued by recognised professional bodies, including the Institute of Cemetery and Crematorium Management (ICCM), and shall apply relevant British Standards, including BS 8415 in relation to memorial safety.

20.4 The Council reserves the right to implement policies, procedures and operational measures as necessary to ensure the safe, effective and dignified management of the Cemetery.

20.5 The Council is required to collect, process and retain personal information in connection with the administration and operation of Chigwell Cemetery. Information may

be collected from applicants, grave owners, next of kin, executors, Funeral Directors, memorial masons and other persons involved in cemetery administration.

20.6 Personal information may be processed for the purposes of:

- administering burials and interments;
- granting and recording Exclusive Rights of Burial;
- maintaining statutory burial registers;
- processing memorial applications;
- administering ownership transfers and renewals;
- collecting fees and charges;
- maintaining cemetery records;
- carrying out legal and regulatory obligations; and
- communicating with grave owners and their representatives.

20.7 The Council processes personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other applicable legislation.

20.8 Burial and cemetery records may be retained permanently where required by law, historical necessity or the Council's statutory obligations as a Burial Authority.

20.9 Personal information may be shared where necessary with:

- Funeral Directors;
- Memorial masons;
- legal representatives;
- regulatory bodies;
- government departments;
- auditors;
- insurers; and
- other organisations where disclosure is required by law.

The Council will not disclose personal information unnecessarily and will ensure that appropriate safeguards are applied.

20.10 Further information regarding how personal information is collected, used, stored and protected can be found in the Council's Privacy Notice and Data Protection Policy available on the Council's website:

www.chigwellparishcouncil.gov.uk or from the Council offices upon request.

21. CEMETERY OPERATIONS AND SAFETY

21.1 The Council shall maintain appropriate systems and procedures to ensure the safe and efficient operation of the Cemetery.

21.2 Such measures shall include the undertaking of routine inspections, tree surveys, risk assessments, and the implementation of health and safety management systems appropriate to the nature of cemetery operations.

21.3 All persons entering or using the Cemetery shall comply with all signage, instructions and directions issued by authorised officers of the Council.

22. FUNERALS, ACCESS AND PUBLIC SAFETY

22.1 The Cemetery shall remain open to the public at such times as determined by the Council, unless otherwise directed.

22.2 The Council may display notices, including "Funeral Today" signage, to inform visitors of scheduled funerals and to assist in maintaining dignity and safety during services.

22.3 Visitors may remain within the Cemetery during funerals; however, they are expected to behave appropriately and respectfully at all times.

22.4 During funeral services, funeral corteges shall have priority within the Cemetery. All persons and vehicles shall comply with signage and instructions provided by authorised officers.

22.5 Parking within the Cemetery may be limited, restricted, or temporarily suspended where necessary to ensure safety and facilitate funeral services.

22.6 No burial, interment, grave excavation, grave opening, grave backfilling or associated cemetery operation shall take place during the hours of darkness.

This restriction is imposed for health and safety reasons and to ensure the safe operation of cemetery activities for employees, contractors, Funeral Directors, mourners and members of the public.

Funeral Directors, families and representatives of the deceased should take this requirement into account when making funeral arrangements and selecting burial dates and times.

The Council reserves the right to determine whether sufficient daylight exists for operations to be undertaken safely.

23. VEHICLES

23.1 The use of vehicles within the Cemetery shall comply with these Regulations and any directions issued by authorised officers of the Council.

23.2 Vehicles shall only be permitted on designated roads and parking areas unless prior authorisation has been granted by an authorised officer of the Council.

23.3 Any person responsible for a vehicle shall be liable for the cost of repairing any damage caused to Cemetery grounds, infrastructure or property.

24. FLOWERS, TRIBUTES AND PLANTING

24.1 Flowers, tributes and other items placed on graves or plots must be appropriate in nature and must not present a hazard to visitors or interfere with the maintenance of the Cemetery.

24.2 Such items must not encroach onto adjacent graves or obstruct access or maintenance operations.

24.3 The Council reserves the right to remove any item which, in its opinion, is unsafe, inappropriate, or interferes with the proper management and maintenance of the Cemetery.

25. FEES AND CHARGES

25.1 All fees and charges relating to the Cemetery shall be set, reviewed and approved by the Council.

25.2 All fees shall be payable in advance of the service or provision to which they relate, unless otherwise agreed in writing by the Council.

26. HEALTH AND SAFETY

26.1 The Council shall carry out its duties in accordance with the Health and Safety at Work etc. Act 1974 and all associated regulations.

26.2 All contractors, memorial masons, funeral directors and visitors shall comply with all applicable health and safety requirements whilst within the Cemetery.

26.3 Authorised officers of the Council shall have the power to take immediate action where they consider that a risk to health or safety exists.

27. TRAINING AND COMPETENCY

27.1 The Council shall ensure that all staff, contractors and persons undertaking works within the Cemetery are competent, suitably trained and capable of carrying out their duties safely.

27.2 Training and competency standards shall, where applicable, align with recognised professional guidance, including that issued by the Institute of Cemetery and Crematorium Management (ICCM).

28. ENFORCEMENT AND INTERPRETATION

28.1 These Regulations shall be interpreted and enforced by the Council through its authorised officers acting under delegated authority.

28.2 In the event of any breach of these Regulations, the Council reserves the right to take such action as it considers necessary, including the removal of unauthorised items, suspension of works, refusal of access, or any other appropriate enforcement action.

29. PUBLIC HEALTH (WELFARE) BURIALS

29.1 The Council may, from time to time, be required to facilitate the burial of a deceased person where no suitable arrangements have been made by relatives or representatives, commonly referred to as Public Health (Welfare) Burials.

29.2 Such burials are typically arranged by a principal authority under a statutory duty pursuant to Section 46 of the Public Health (Control of Disease) Act 1984.

29.3 In such circumstances, responsibility for arranging and funding the burial shall remain with the instructing authority, and the Council shall provide burial services in accordance with its approved Fees and Charges Schedule.

29.4 Eligibility for burial within the Cemetery under these arrangements shall normally require that the deceased was resident within the Parish of Chigwell at the time of death, died within the Parish of Chigwell, or otherwise satisfies criteria determined by the Council.

29.5 Public Health Burials shall be carried out in a dignified and respectful manner but may be subject to operational and financial limitations, including restrictions on memorialisation, plot allocation and funeral arrangements.

29.6 Any subsequent requests relating to memorials, exhumation, transfer of remains or burial rights shall be subject to these Regulations, statutory requirements and the approval of the Council.

29.7 Public Health (Welfare) Burials may take place within a Public Grave or such other grave space as the Council considers appropriate, having regard to operational, legal and cemetery management requirements.

30. REVIEW AND AMENDMENT

30.1 These Regulations shall be reviewed periodically by the Council.

30.2 The Council reserves the right to amend, vary or revoke these Regulations at any time by resolution of Full Council.

APPENDIX A: RESIDENTIAL QUALIFICATIONS

Eligibility for Reduced Fees

To determine eligibility for the resident rate, which provides a discount of two-thirds of the standard fees (as set out in Column 1 of the Table of Fees and Charges), at least one of the following criteria must apply:

1. The deceased was a resident of the Parish of Chigwell at the time of death; or
2. The person purchasing the Exclusive Right of Burial is a resident of the Parish of Chigwell; or
3. In the case of a stillborn child, either parent is a resident of the Parish of Chigwell; or
4. The deceased had previously been a resident of the Parish of Chigwell for a continuous period of five years or more but ceased to be a resident through circumstances beyond their control, such as the need to move into residential or nursing care outside the Parish during the five years preceding their death; or
5. For memorial applications, the registered owner of the grave or plot is a resident of the Parish of Chigwell.

Definition of a Resident

For the purposes of these regulations, a resident is a person whose principal place of residence is within the geographical boundary of the Parish of Chigwell.

Applicants should note that the Chigwell postal district does not correspond exactly with the Parish boundary. Some properties with a Chigwell postal address fall within the London

Borough of Redbridge and are therefore not situated within the Parish of Chigwell. Such properties do not qualify for resident status solely on the basis of their postal address.

Buckhurst Hill and Loughton Residents

Where the above qualifying criteria are met but the residence is within the Parishes of Buckhurst Hill or Loughton, fees shall be charged at the intermediate rate, providing a one-third discount from the standard fees (as set out in Column 2 of the Table of Fees and Charges).

Historic Rights Exception

An exception applies where:

- Exclusive Rights of Burial were purchased before 1 October 1997 by a resident of either Buckhurst Hill or Loughton; and
- The owner remains resident within either parish, or satisfies the criterion set out in paragraph 4 above.

In such cases, fees associated with the previously purchased grave space(s) shall be charged at the Chigwell resident rate, equivalent to a two-thirds discount from the standard fees.

This concession:

- Applies only to grave spaces purchased before 1 October 1997;
- Does not apply to grave spaces purchased on or after that date; and
- Is personal to the qualifying owner and may not be transferred to any subsequent owner.

Non-Residents

Where none of the above residency qualifications apply, the full standard fees set out in Column 3 of the Table of Fees and Charges shall be payable.

The Council reserves the right to request documentary evidence of residency before applying any concessionary fee rate.