

EDENBRIDGE TOWN COUNCIL



Burial Authority for the Parish of Edenbridge Regulations and Fees

in respect of

**THE CEMETERY
CHURCH STREET
EDENBRIDGE**

Amended: Jan 2023

MEMORIALS

1. All requests for memorials must be approved in advance by the Burial Authority and considered by it to be within the character of the Cemetery.
2. Memorials may only take the form of:
 - a. a headstone, which shall not exceed 1.07 metres in height, 76 centimetres in width and 30 centimetres in thickness, or in the case of a memorial on a child's grave not exceeding 76 centimetres in height, or
 - b. a monument occupying a superficial area not exceeding 46 centimetres by 38 centimetres.
 - c. an inscribed vase (not permitted at the Wall of Remembrance)
 - d. a plaque on the Wall of Remembrance
 - e. planting of a tree, shrub, or rose within the Cemetery grounds or other location
 - f. kerbstones (only permitted in sections 1 and 2 of the Cemetery)

In order to maintain the quiet dignity and visual harmony of the Cemetery, no other memorials, memorabilia or decorations will be permitted, and may be removed.

3. All monuments shall be constructed in a manner and of materials to be approved by the Burial Authority i.e. in accordance with the National Association of Memorial Masons Code of Working Practice. No work shall commence in the Cemetery until written approval from the Registrar has been given, written notice having been received by the Burial Authority forty-eight hours before commencement of any such work. All contractors shall be registered with BRAMM or RQMF, and must provide the Registrar with information as requested in the Contractors' Questionnaire, including risk assessment, method statement, and proof of insurance. The site of the work shall be left in a clean and tidy condition and surplus earth and materials placed in the receptacle provided.
4. Copies of every inscription, and a drawing showing the form, colour and dimensions of every gravestone, monument, memorial or topping proposed to be erected, must be submitted to the Registrar.
5. Approval will not be given for any memorial which bears a photographic or other image of the deceased, or parts of the deceased such as hand or foot prints, nor for the use of bright coloured grave toppings etc.
6. On grave spaces all monuments shall be erected centrally at the head, fixed upright and level, on to suitable stone or concrete on the correct grave space.
7. All lettering must be suitable for weathering purposes. The grave number must be engraved by the stone mason in 2.5 centimetre letters at the back of each monument, but not Wall tablet, at a height approximately 15 centimetres above ground level. The stone mason company name may be added beside the grave number as single line of lettering if wished.
8. Each monument, headstone, base or plinth is to be not less than 8 centimetres thick except for a monument not exceeding 60 centimetres in height when a thickness of 5 centimetres is allowed. The Burial Authority accepts no responsibility for damage however caused to any memorial; families should therefore consider carefully both the materials and design of memorials with this in mind.
9. At the Wall of Remembrance only tablets of the specified size, and chosen from the approved range of materials are permitted. In order to ensure uniformity of material, engraving and mounting, tablets are to be supplied, engraved with text only, and fixed, by the contractor appointed by the Burial Authority for the time being.
10. Replacement memorials will only be allowed like-for-like, or in line with current Regulations.
11. All requests for memorial planting shall be made to the Registrar, who will advise on possible locations and the permitted types of trees, shrubs, roses. Approval is entirely at the discretion of the Registrar. Plants will be purchased and planted by the Council's staff, or other approved contractor. Future maintenance will be the responsibility of the Burial Authority, but no guarantees will be given as to the life of any plant, and the Authority has no responsibility for their replacement.
A small memorial plaque may be placed by the plant, and can also be requested only through the Registrar.
12. All gravestones, grave toppings, monuments and memorials are inspected twice a year, and must be kept neat, clean and in good order by the owners at their own expense, and in default thereof, such gravestones, monuments and memorials may be forfeited to the Burial Authority, who are permitted to take possession, lay them down for safety, remove or repair them as they may think fit.
13. The Burial Authority reserves the right to put on a monument, memorial, or stone over a grave, its own mark or reference which shall not be removed by the owner.
14. All current fees of the Burial Authority for monumental work must be paid to the Registrar before permission is granted to enter the Cemetery to carry out the work; if required the receipt for interment and memorial fees shall be produced.

15. Where it is intended that a memorial will be erected after the six months settling period, a temporary plaque of an approved design may be placed on the grave until the memorial is ready. A full memorial fee is payable but is subsequently refundable against the memorial fee at the time of the memorial approval.