

# Woodcock Hill & Chorleywood Road Cemeteries

## Rules and Regulations

Updated July 2018

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## 1 INTRODUCTION

- 1.1 The Council believes that cemeteries are important: they remind people of the history of our communities; they are places where wildlife can flourish undisturbed; they are places where bereaved people can come to mourn, to remember and pray.
- 1.2 Three Rivers District Council prides itself on providing Cemeteries, which suit the needs of all residents. For this reason families are able to consecrate ground at the time of burial, we also provide a dedicated section for Muslim interments, a children's section, a garden of remembrance and a woodland burial section.
- 1.3 In order to ensure that the cemeteries are enjoyed by all users, the Council has produced the following rules and regulations. They are designed, not to penalise cemetery users but to ensure that the cemetery is maintained in a manner to suit all. Some of the rules are in response to statutory demands i.e. the transfer of grave ownership following burial of the deceased.

## 2 GENERAL INFORMATION AND OPENING HOURS

- 2.1 Cemeteries will be open to the public at the following times:-  
 Winter (October to March) 8am to 4.30pm.  
 (subject to prevailing light)  
 Summer (April to September) 6am to 8pm.  
 (subject to prevailing light)  
  
 Sunday, Good Friday, Bank Holidays and Christmas Day  
 usual times apply.  
  
**The Council may need to, and therefore reserves the right to, vary the above times without notice.**
- 2.2 The last interment on any day will be at 3.30pm and in the winter is subject to available light.
- 2.3 Interments out of normal hours are subject to staff availability and payment of additional fees.
- 2.4 All enquiries regarding the two cemeteries must be directed to Three Rivers District Council (Community and Environmental Services Section) at:  
  
 Three Rivers House, Northway, Rickmansworth, Herts, WD3 1RL  
 Tel. 01923 727031  
  
 Normal Office hours are 8.30am until 4pm, Monday to Friday.

### 3 **MANAGEMENT OF CHORLEYWOOD ROAD AND WOODCOCK HILL CEMETERIES**

3.1 The Council reserves the right to make any alteration or addition to the undermentioned rules from time to time as may be found necessary.

3.2 The Council's cemeteries are managed under the provisions of the following Statutory Instrument, which shall be deemed to form part of these Regulations:-

The Local Authorities' Cemeteries Order 1977 made under section 214 (4) of the Local Government Act 1972

3.2.1 Attention is drawn to the following provisions:-

#### **Offences in Cemeteries**

Article 18 (1) No person shall –

- a wilfully create any disturbance in a cemetery;
- b commit any nuisance in a cemetery;
- c wilfully interfere with any burial taking place in a cemetery;
- d wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any such matter; or
- e play at any game or sport in a cemetery.

(2) No person, not being an officer or servant of the burial authority or other person so authorised by or on behalf of the burial authority, shall enter or remain in a cemetery at any hour when it is closed to the public.

#### **Penalties**

Article 19 Every person who contravenes –

- a any prohibition under Article 5 (6);
- b Article 10 (6);
- c Article 18;
- d Part 1 of Schedule 2

Shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.

3.3 **List of Notifiable Diseases**

To assist in conforming to regulations, members of the public should notify the Council should any person being buried within the Cemetery have died of an infectious disease. The list below may be helpful. It may be added to or varied at any time (Public Health(Control of Disease) Act 1984).

Anthrax , Cholera, Diptheria, Dysentery, Encephalitis, Acute Food Poisoning, Infective Jaundice, Leprosy, Lassa Fever, Leptospirosis, Malaria, Marburg Fever, Measles, Meningitis, Ophthalmia Neonatorum, Paratyphoid Fever, Plague, Poliomyelitis, Relapsing fever, Rabies, Scarlet Fever, Smallpox, Tetanus, Acute Tuberculosis [all forms], Typhoid Fever, Typhus, Viral Haemorrhagic Fever, Whooping Cough, Acute Yellow Fever

4 **CONTROL**

4.1 Subject to these rules and amendments and any amendment thereto, which may be made by the Council, the general management and control of the cemeteries shall be vested in the Director of Community and Environmental Services.

4.2 All persons entering the cemeteries shall conform to the rules, for the time being, in operation. Every purchaser of an exclusive right of burial in any vault or earthen grave space and every person who may acquire such right shall be subject to these rules.

5 **DESIGNATION OF AREAS WITHIN WOODCOCK HILL CEMETERY**

Area	Code
Consecrated ground	A, C
Non-consecrated ground	D, E, K, L, P
Children’s Section	F
Muslim Section	G, H, J, N
Woodland Burial Section	M
Garden of Remembrance	I



## **6 RULES APPLICABLE TO ALL SECTIONS OF THE CEMETERY**

### **6.1 Purchasing of Graves**

- 6.1.1 A person can purchase the exclusive right of burial in any grave space for a period of 100 years only. A deed of purchase will be issued by the Council to this effect.
- 6.1.2 For our current Fees and Charges please visit [www.threerivers.gov.uk](http://www.threerivers.gov.uk) or contact 01923 776611 for further details.
- 6.1.3 All grave spaces must be purchased at the time of interment. Three Rivers District Council does not allow the prepurchasing of grave spaces. The number of persons eventually to be placed within the grave must be stipulated a minimum of 48 hrs prior to the first interment.
- 6.1.4 Grave spaces will be allocated by the Council as sections are being filled on a row by row basis.
- 6.1.5 Under no circumstances may any individual, company or charity, purchase grave spaces with the aim of selling them on at an inflated price, thereby making a profit. All grave spaces must be sold to the purchaser at the fees agreed by Three Rivers District Council for that year.

### **6.2 Interments**

- 6.2.1 The Council reserves the right to refuse a Notice of Interment in special circumstances.
- 6.2.2 Interments will take place during the hours of 10am to 3.30pm, Monday to Friday. No interments will take place on Sundays or any other public holiday. Interments at other times may be made at the discretion of the Director of Community and Environmental Services and on payment of an additional fee as fixed by the Director of Community and Environmental Services.
- 6.2.3 On every opening of a grave or vault in which the exclusive right of burial has been purchased, the Deed of Grant and written authority of the owner must be produced with the Notice of Interment. If the Owner is deceased then an indemnity must be given, unless the burial is that of the owner and the registration of transfer of burial rights shall take place as soon as possible afterwards.
- 6.2.4 A Registrar's Certificate for Disposal or Coroner's Order for Burial or Certificate of No Liability to Register must be produced prior to an interment. A Certificate of Cremation must be produced before a burial or scattering of cremated remains can take place.

- 6.2.5 The removal at the time of interment of a memorial and the subsequent replacement thereof shall be the sole responsibility of the undertaker or other persons or their servants.
- 6.2.6 The new construction of any vaults, walled or brick graves or mausoleums will not be permitted.
- 6.2.7 In the event of a Notice of Interment being cancelled after work on the preparation of the grave has been commenced, the Council may retain whole or part of the interment fee.
- 6.2.8 The Funeral Director, or other person having charge of the funeral, must arrange in advance with a Minister to conduct any religious service.
- 6.3 **Transfer of Ownership**
- 6.3.1 After the interment of the registered owner of the Exclusive Right of Burial to any vault or earthen grave space, the legal personal representative shall produce to Three Rivers District Council, Probate of the Will of the deceased or Letters of Administration to his or her estate or such evidence as the Council shall require, so that the change of ownership may be duly established and registered after payment of the prescribed fee. Until satisfactory proof of ownership shall have been so given, a vault or earthen grave space shall not be opened or otherwise dealt with.
- 6.3.2 An assignee of an exclusive right of burial shall not be entitled to hold or exercise the right in any earthen grave space, including the erection of a memorial, unless the Deed has been registered by Three Rivers District Council.
- 6.3.3 A fee will be payable for the registration of transfer of ownership, which will be determined by Three Rivers District Council on an annual basis.
- 6.4 **Floral Tributes**
- 6.4.1 Floral tributes may be put on a grave on the day of burial and stay there until they become unsightly. They will then be removed by cemetery staff [usually within a month of burial]. Requests to keep tribute frames should be made to the cemetery foreman or cemetery office within fourteen days of the Interment.
- 6.4.2 Evergreen wreaths put on graves during the Christmas period will be removed at the beginning of February.
- 6.4.3. Dead flowers and other rubbish must be placed in the receptacles provided for this purpose.

## 6.5 **Benches**

6.5.1 Three Rivers District Council will be responsible for the purchasing and siting of all benches within the cemetery.

6.5.2 Under no circumstances will permission be granted for people to purchase and site their own benches within the cemetery

6.5.3 The Council reserves to itself the right without giving any notice whatsoever:-

- a To remove any bench which is not being maintained in a position and in a manner to the satisfaction of the Council.
- b To remove any bench, or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the cemetery.
- c To remove any unauthorised bench.

In the event of the exercise by the Council of the rights reserved as above, any expense incurred by the Council shall be recoverable from the persons to whom the bench belongs.

## 6.6 **Responsibility for Damage and Loss**

6.6.1 The Council will not hold themselves responsible for the safe keeping of, or accept any liability in respect of any accident or damage to, monuments or memorials however caused. The owner for the time being of the monument or memorial shall keep it in good condition or repair. The Council reserve to themselves the right to remove any broken or damaged portions of monuments or memorials, any wreath case, overgrown evergreens or decayed shrubs or other thing which is or has in their opinion become unsightly or objectionable, or to remove and replace any monument or memorial as occasion may in their opinion require.

6.6.2 The Council shall not be responsible for, or accept any liability in respect of, any orders or documents sent by post to (or from) the Council Offices or the cemetery, or for any orders which are conveyed by telephone.



## 6.7 **Vehicles**

6.7.1 Persons visiting graves in Woodcock Hill Cemetery may park their vehicles in allocated parking spaces or around the perimeter road but are reminded to be respectful to other users who may wish to drive past. In the case of funerals, attendees should allow access for the cortege to proceed close to the grave space.

6.7.2 All vehicles must proceed within the cemetery with due caution. Any damage caused by the vehicle will be charged to the driver, owner, or Funeral Director using the vehicle as may be appropriate.

## 6.8 **Music, Firearms and Photography**

6.8.1 Music shall not be played or broadcast in any Cemetery without the prior written approval of Three Rivers District Council.

6.8.2 Firearms shall not be discharged or banners displayed within the cemetery without the prior consent of Three Rivers District Council.

6.8.3 Written permission from Three Rivers District Council must be obtained to undertake any filming, videoing or photography, other than personal use.

## 6.9 **Council and Contracted staff**

6.9.1 No Council or contracted staff shall receive any gratuity.

6.9.2 No employee of the Council or contracted staff are allowed to undertake privately, work of any kind in connection with the cemeteries during the Council's time.

## 6.10 **Children**

6.10.1 Children under 14 or who appear to be under 14 years of age will not be admitted in any cemetery unless in the charge of some responsible person, except with the consent of Three Rivers District Council.

## 6.11 **Soliciting of Orders and Advertising**

6.11.1 Any person soliciting orders for the erection or repair of monuments or memorials or for the work connected with graves is strictly prohibited within the Cemeteries and shall be removed from the Cemetery concerned. Monumental masons and other people shall not distribute business literature or attempt to obtain from cemetery staff information concerning grave owners.

6.11.2 Monumental masons shall not exhibit their addresses on monuments or memorials erected in the cemetery and shall not place their name on the front of any kerb or posts or on the front of any monument or memorial.

## 6.12 **Dogs**

6.12.1 No dogs (*guide dogs excepted*) shall be allowed into either of the cemeteries.

When circumstances render it desirable to deviate from any of the Regulations listed above, special application must be made to the Director of Community and Environmental Services, Three Rivers District Council.

# 7 **RULES APPLICABLE TO TRADITIONAL SECTIONS WITHIN THE CEMETERY ONLY (I.E. EXCLUDING WOODLAND BURIAL SECTION)**

## 7.1 **Interments**

7.1.1 If a coffin is used, the full name of the deceased shall be on the lid of the coffin on a plate firmly affixed to it. The box containing the body of a stillborn child must bear an indelible description (including the name of the parent) and the interment shall take place by arrangement with Three Rivers District Council.

7.1.2 Funeral Directors shall at all times provide sufficient bearers for the carrying and lowering of coffins into the graves.

## 7.2 **Regulations Relating to Memorials**

7.2.1 A Fee shall be chargeable for the erection of memorials on graves, which will be determined by Three Rivers District Council on an annual basis.

7.2.2 Prior to any memorial or flower vase being placed on a grave the Council's Memorial Application form must be completed and submitted to the Environmental Protection Section of Three Rivers District Council for approval and that approval obtained. If approved the Memorial Application Permit will be returned and this must be handed to the Cemetery Foreman before any work is commenced.

7.2.3 At least six months should be allowed for the ground to settle before a memorial is erected on a full grave. Four months should elapse for plots containing ashes or children under 12 months old.

7.2.4 The Council reserves to itself the right without giving any notice whatsoever:-

- a To remove any memorial which is not being maintained in a position and in a manner to the satisfaction of the Council.
- b To remove any memorial, or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the cemetery.
- c To remove any memorial so that the opening of a grave may be facilitated.
- d To remove any unauthorised memorial or flower container.

In the event of the exercise by the Council of the rights reserved to it by (a) or (d) above, any expense incurred by the Council shall be recoverable from the persons to whom the memorial belongs.

7.2.5 No memorial may be removed from the cemeteries (*by any person other than the Council*) or any inscription added / altered, until the consent in writing of the owner of the memorial has been deposited and agreed with the Cemeteries Superintendent.

7.2.6 No responsibility will be accepted by the Council for the safe keeping of, or damage to, any memorial or flower container.

7.2.7 Monuments etc., must be prepared ready for fixing before being taken into the cemetery, and masons and other workmen must provide and afterwards remove, all tools, plants, bricks, tackle, etc. required in the work of erecting monuments.

7.2.8 Masons and other workmen will not be admitted to the cemeteries before 8am and must leave not later than 4.30pm or the stated time of closing, whichever is the earlier. Work will not be permitted on Saturdays, Sundays or Public Holidays.

7.2.9 Masons or other persons engaged in the erection and/or renovation of any memorial must perform the work expeditiously and in all respects in accordance with these Regulations. The work must be carried out at the sole risk and liability of the person executing them and any damage caused by, or in the execution thereof, shall be made good to the satisfaction of the Council, or other person whose property is so damaged.

- 7.2.10 Headstones must not exceed 1m (*3ft 3ins*) and foot stones 0.60m (*2ft*) in height measured from ground level EXCEPT in Section F, where Condition 8.2 below applies.
- 7.2.11 The maximum area that may be covered in respect of a single grave space is 2.3m (*7 ft*) by 0.80m (*2ft 6ins*). The maximum size for a half plot or ashes plot will be 0.80m (*2ft 6ins*) by 0.80m (*2ft 6ins*).
- 7.2.12 Persons holding two or more adjoining graves desiring to connect them by enclosure with one set of kerbs must obtain permission from Three Rivers District Council to do so.
- 7.2.13 A York stone or reinforced concrete landing not less than 9cm (*4 inches*) thick must be used in the erection of all full memorials. A landing not less than 7.5cm (*3 inches*) thick shall be used in other cases.
- 7.2.14 All kerbing, corner posts, headstones, and footstones shall be firmly doweled to the landing using dowels of appropriate dimensions and materials.
- 7.2.15 The grave number and section must be cut on the back of each memorial in not less than 1.25cm (*½ inch*) characters so as to be clearly visible.
- 7.2.16 Only hard natural stone may be used for memorials, except that suitable reconstituted stone compounds may be submitted for approval.
- 7.2.17 Glass vases or ornaments, large stones, concrete, wood, plastic or metal surrounds are prohibited.
- 7.2.18 The erection of temporary wooden crosses will be permitted over graves subject to the following restrictions:-
- a To the crosses not exceeding 0.80m (*2ft 6ins*) in height by 0.45m (*1 ft 6ins*) in width, and not less than 2.5cm (*1 inch*) nor more than 7.5cm (*3 inches*) in thickness.
  - b Rotten or dilapidated crosses being subject to removal by the applicant on one month's notice being given by the Council to the applicant at his/her last known address.
  - c To the crosses being removed by the Council and disposed of if they are not removed by the applicant.

- 7.2.19 Plaques and vases must be prepared ready for fixing before being taken into the cemetery and masons must provide and afterwards remove all tools required in carrying out their work.

7.3 **Planting of Grave spaces**

- 7.3.1 The registered owner of the exclusive right of burial in any earthen grave space may plant only annual bedding plants, bulbs, rose bushes or similar species on such grave space. Shrubs, conifers and other trees will not be permitted. The Council may at any time trim, cut or entirely remove the same if they think it necessary or expedient to do so.

- 7.3.2 The Council will maintain and plant grave spaces, if requested by the Registered Owner of Exclusive Right of Burial. There will be a fee payable for this service, which will be agreed by Three Rivers District Council on an annual basis.

**8 SUPPLEMENTARY RULES APPLICABLE TO SECTION F (CHILDREN'S SECTION) OF THE CEMETERY**

- 8.1 The maximum age for any child buried within Section F shall be 14 years, unless permission is sought in writing from the Director of Community and Environment.
- 8.2 The maximum height of a headstone within Section F, shall be 0.80m (2ft 6ins).

## 9 RULES APPLICABLE TO SECTION M (WOODLAND BURIAL SECTION)

- 9.1.1 The Council will adhere to the Code of Practice of the Association of Nature Reserve Burial Grounds (page 15) at all times.
- 9.1.2 The Council's Woodland Cemetery Management Plan will be maintained by the Council, in order to encourage maximum biodiversity within the site and members of the public will be expected to respect the policies within it. Copies of the Plan can be obtained upon request from the Council's Cemetery Department.
- 9.1.3 Interments will only be permitted if the deceased is wrapped in a shroud or placed in an agreed ecologically friendly coffin i.e. bamboo or cardboard.
- 9.1.4 The Council may grant permission for relatives and/or friends of the deceased to dig a single grave themselves, subject to any equipment, training or safety or regulatory constraints; they may help with filling in the grave. All grave digging will be under the supervision of Council representatives. Guidelines, including health and safety advice for carrying out your own funeral are available from the Council's Cemetery Department, upon request.
- 9.1.5 At the time of purchasing the Exclusive Right of Burial to a plot the purchaser will pay a fee towards the management of the woodland. This fee will be used for the structured planting of trees around or close to the grave.
- 9.1.6 Tree planting and the planting of bulbs will take place on an annual basis, if necessary, usually in October/November. Family and friends are invited to attend the planting and assist with the digging.
- 9.1.7 The planting of unauthorised trees or shrubs will not be permitted under any circumstances. Three Rivers District Council reserve the right to remove any plants, shrubs or trees after giving notice to the owner of the grave.
- 9.1.8 No memorials of any kind will be allowed within the woodland section. Three Rivers District Council reserve the right to remove any items after giving notice to the owner of the grave.
- 9.1.9 Floral tributes will be removed from site fourteen days from date of interment.



## **Code of Practice Association of Nature Reserve Burial Grounds**

- Association Members agree to take all reasonable steps for the conservation of local wildlife and archaeological sites and to manage their sites according to sound and consistent ecological principles.
- Association Members must be in a position to guarantee the long-term security of both the graves and the wildlife and have a satisfactory plan for when the site reaches capacity.
- Association members accept for burial bodies, whether wrapped in shroud or placed in a cardboard or wooden coffin or alternative container, providing these are environmentally acceptable.
- Association Members will not require that a funeral director be used. Those using the Nature Reserve Burial Ground will be informed that they may organise the funeral themselves, including conducting any service. They may dig a single grave, subject to any equipment, training or safety or regulatory constraints and they may help with filling in the grave.
- Association Members will keep a permanent record of exactly where each grave is. A copy of the burial ground register will be made available to the public.
- Association members will either sell coffins and shrouds to clients or provide information as to where these can be obtained.
- Association members will provide fully itemised price lists for potential clients on request.
- Association Members will provide a copy of this Code of Practice to clients using their services and will have copies available on request to others.
- Association members will provide each client using their services with a feedback form asking for clients' comments on the Services provided and for any suggested improvements, with a request that a copy of the feedback form be sent directly to the organisation.
- Association members accept that in the event of a complaint from a client that is not dealt with to the Association's satisfaction within three months of the complaint being made, the Nature Reserve Burial Ground's membership will cease. A serious complaint may result in immediate suspension of membership whilst the complaint is investigated.



For more information call 01923 727031. Email: [cemeteries@threerivers.gov.uk](mailto:cemeteries@threerivers.gov.uk)  
[www.threerivers.gov.uk](http://www.threerivers.gov.uk)



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 Northway  
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**WOODCOCK HILL & CHORLEYWOOD ROAD CEMETERIES  
RULES AND REGULATIONS**

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## 1. INTRODUCTION

- 1.1 Three Rivers District Council (The Council) has two cemeteries at Woodcock Hill and Chorleywood Road (the Cemeteries). The Council believes that cemeteries are important. They are places where bereaved people can come to mourn, to remember and to pray. They remind people of the history of our community. They are also places where wildlife can flourish undisturbed by the busy world outside.
- 1.2 The Council prides itself on providing cemeteries which satisfy the needs of all its residents. Non-consecrated ground can be consecrated or blessed at the time of burial in accordance with the rites of religions other than the Church of England. At Woodcock Hill Cemetery there is a dedicated section for Muslim interments, a dedicated area for children, a garden of remembrance and a woodland burial section.
- 1.3 The use of the Cemeteries is governed by the rules which are set out in this pamphlet (the Rules). The Rules are in place partly to ensure that the Cemeteries are maintained and can be enjoyed in a manner to suit all who visit them. Some of the Rules, but not all, are required to be in place by the legislation referred to at Rule 3.2 below e.g. the rule concerning the transfer of grave ownership to someone following the burial of the owner.

## 2. GENERAL INFORMATION AND OPENING HOURS

- 2.1 The Cemeteries are open to the public at the following times:-

Winter (October to March) 8am to 4.30pm.

Summer (April to September) 6am to 8pm.

**Please note that the Council reserves the right to vary opening times without notice and they are subject to the times of dawn and dusk in the winter.**

- 2.2 The last time for an interment is at 3.30pm, subject in the winter to available light.
- 2.3 Interments out of usual hours are subject to the Council's discretion, staff availability and payment of additional fees.
- 2.4 All enquiries regarding the Cemeteries (other than the Section administered by BW Foundation, for which see Rule 2.5 below) should be made to Three Rivers District Council (Community and Environmental Services Section) at:

Three Rivers House, Northway, Rickmansworth, Herts, WD3 1RL

Tel. 01923 727031 Email: Cemeteries@threerivers.gov.uk

Normal Office hours are 8.30am until 4pm, Monday to Friday.

## **2.5 BW Foundation**

2.5.1 BW Foundation leases and administers a dedicated Muslim Section at Woodcock Hill Cemetery from the Council subject to these Rules. It works closely with the Council in the administration and organisation of burials, and collects fees on the Council's behalf. The Council remains the burial authority for the section administered by BW Foundation.

2.5.2 Enquiries regarding the Muslim Section administered by BW Foundation at Woodcock Hill Cemetery should be directed to BW Foundation at:

Address: 39 Gloucester Road, North Harrow, HA1 4PR

Email: [office@thesalaamcentre.com](mailto:office@thesalaamcentre.com)

Website: [www.thesalaamcentre.com](http://www.thesalaamcentre.com)

## **3. MANAGEMENT OF THE CEMETERIES**

3.1 Subject to compliance with the law, the Council may make such alteration or addition to the Rules as it deems appropriate. Reference to the Rules in this pamphlet are to the Rules as altered or added to from time to time.

3.2 The Cemeteries are managed by the Council pursuant to a statutory instrument made under section 214(4) of the Local Government Act 1972: The Local Authorities' Cemeteries Order 1977 (The Order). The Order shall be deemed to be incorporated in and form part of these Rules. In the case of any conflict between the Rules and the Order, the provisions of the Order shall prevail.

3.2.1 Specific attention is drawn to the following provisions in the Order:-

### **Offences in Cemeteries**

#### **Article 18**

(1) No person shall –

- a) wilfully create any disturbance in a cemetery;
- b) commit any nuisance in a cemetery;
- c) wilfully interfere with any burial taking place in a cemetery;
- d) wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants on any such matter; or
- e) play at any game or sport in a cemetery.

(2) No person, not being an officer or servant of the burial authority or other person so authorised by or on behalf of the burial authority, shall enter or remain in a cemetery at any hour when it is closed to the public.

### **Penalties**

#### **Article 19**

Every person who contravenes –



- a) any prohibition under Article 5 (6);
- b) Article 10 (6);
- c) Article 18;
- d) Part 1 of Schedule 2

shall be liable on summary conviction to a fine not exceeding £100 and, in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.

### 3.3 List of Notifiable Diseases

To assist in conforming to these Rules members of the public should notify the Council should any person being buried within any part of the Cemetery have died of an infectious disease. The list below may be helpful. It may be added to or varied at any time (Public Health (Control of Disease) Act 1984).

Anthrax, Cholera, Diphtheria, Dysentery, Encephalitis, Acute Food Poisoning, Infective Jaundice, Leprosy, Lassa Fever, Leptospirosis, Malaria, Marburg Fever, Measles, Meningitis, Ophthalmia Neonatorum, Paratyphoid Fever, Plague, Poliomyelitis, Relapsing fever, Rabies, Scarlet Fever, Smallpox, Tetanus, Acute Tuberculosis [all forms], Typhoid Fever, Typhus, Viral Haemorrhagic Fever, Whooping Cough, Acute Yellow Fever, **COVID-19**.

## 4 CONTROL

- 4.1 Subject to these Rules, the general management and control of the Cemeteries shall be vested in the Director of Community and Environmental Services at The Council.
- 4.2 All persons entering the Cemeteries must obey the Rules, and every purchase of an exclusive right of burial (see below Rule 6.1) is subject to them.

## 5 DESIGNATION OF AREAS WITHIN WOODCOCK HILL CEMETERY

Woodcock Hill Cemetery is designated as set out in the table below:

Area	Code
Consecrated ground	A, C
Non-consecrated ground	D, E, K, L, P, R
Children's Section	F
Muslim Section	G, H, J,
Woodland Burial Section	M
Garden of Remembrance	I

## 6 RULES APPLICABLE TO ALL SECTIONS OF THE CEMETERY

### 6.1 Purchasing of Graves

6.1.1 A person can purchase the exclusive right of burial in any grave or vault for a period of 100 years only. A deed of grant of exclusive right of burial (The Deed of Grant) will be issued by the Council to this effect.

6.1.2 For the Council's current Fees and Charges please visit [www.threerivers.gov.uk/service/cemeteries](http://www.threerivers.gov.uk/service/cemeteries) or contact 01923 776611 or [cemeteries@threerivers.gov.uk](mailto:cemeteries@threerivers.gov.uk) for further details.

In relation to the Muslim Section of Woodcock Hill Cemetery administered by BW Foundation please contact BW Foundation by email at [office@thesalaamcentre.com](mailto:office@thesalaamcentre.com).

6.1.3 All graves spaces must be purchased at the time of interment. Three Rivers District Council does not allow the pre-purchasing of grave spaces. The maximum number of persons who will ultimately be buried in the grave space must be stipulated a minimum of 48 hours prior to the first interment.

6.1.4 Grave spaces will be allocated by the Council or BW Foundation as sections are being filled on a row by row basis.

6.1.5 Under no circumstances may any individual, company or charity, purchase grave spaces with the aim of selling them on at an inflated price, thereby making a profit. All grave spaces must be sold to the purchaser at the fees agreed by The Council for that year.

### 6.2 Interments

6.2.1 The Council reserves the right to refuse a Notice of Interment in special circumstances.

6.2.2 Interments will take place during the hours of 10am to 3.30pm, Monday to Friday. No interments will take place on Sundays or any other public holiday. Interments at other times are entirely at the discretion of the Council and the payment of such additional fee as is fixed by the Council from time to time.

6.2.3 On every opening of a grave or vault in which an exclusive right of burial has been purchased, the Deed of Grant and written authority of the owner must be produced with the Notice of Interment. If the owner of the grave space is deceased then an indemnity in such form as the Council shall reasonably require must be given. However if the burial is that of the owner of the grave space then no indemnity will be required but the registration of transfer of burial rights contained in the Deed of Grant shall take place as soon as possible afterwards in accordance with paragraph 6.3.

- 6.2.4 A Registrar's Certificate for Disposal or Coroner's Order for Burial or Certificate of No Liability to Register must be produced to the Council prior to an interment. A Certificate of Cremation must be produced to the Council before a burial or scattering of cremated remains can take place.
- 6.2.5 The removal at the time of interment of a memorial and the subsequent replacement thereof shall be the sole responsibility of the undertaker or other persons or their servants.
- 6.2.6 The new construction of any vaults, walled or brick graves or mausoleums will not be permitted.
- 6.2.7 In the event of a Notice of Interment being cancelled after work on the preparation of the grave has been commenced, the Council may retain whole or part of the interment fee.
- 6.2.8 The Funeral Director, or other person having charge of the funeral, must arrange in advance with a Minister to conduct any religious service.

### **6.3 Transfer of Ownership**

- 6.3.1 The Transfer of the ownership of a Deed of Grant to the person legally entitled to it shall not take place until the Council has received
- a) in respect of any deceased owner's estate, a grant of probate or letters or administration; or
  - b) in any other circumstances or in the absence of a grant of probate or letters or administration, such other evidence as the Council shall reasonably require as to the entitlement to the grave space; and
  - c) the prescribed fee.
- 6.3.2 After the interment of the registered owner of a Deed of Grant, a grave space shall not be further opened, any memorial erected or otherwise dealt with until the requirements of clause 6.3.1 have been satisfied and the transfer of the deed of grant has been duly registered by the Council

### **6.4 Floral Tributes**

- 6.4.1 Floral tributes may be put on a grave on the day of burial and stay there until they become unsightly. They will then be removed by cemetery staff (usually within a month of burial). Requests to keep tribute frames should be made to the cemetery foreman or cemetery office within fourteen days of the Interment.
- 6.4.2 Evergreen wreaths put on graves to mark religious festivals will be removed by cemetery staff (usually within a month of the festival).
- 6.4.3. Dead flowers and other rubbish must be placed in the receptacles provided for this purpose.

## **6.5 Benches**

6.5.1 The Council will be responsible for the purchasing and siting of all benches within the Cemeteries.

6.5.2 Under no circumstances will permission be granted for people to purchase and site their own benches within the Cemeteries

6.5.3 Notwithstanding the above, the Council reserves the right at its absolute discretion without giving any notice:-

- a) to remove any bench which is not in a position approved or being maintained in a manner which is satisfactory to the Council.
- b) To remove any bench provided by the Council or alter its position
- c) To remove any unauthorised bench.

In the event of the exercise by the Council of any of the rights reserved above, any expense incurred by the Council shall be recoverable from the persons or persons in contravention of The Rules

## **6.6 Responsibility for Damage and Loss**

6.6.1 The Council is not responsible for the safe keeping of, neither does it accept any liability whatsoever in respect of any accident or damage to monuments or memorials however caused. It is the responsibility and obligation of the owner for the time being of the monument or memorial to keep it in good condition and repair. The Council reserve the right to:

- a) remove any broken or damaged portions of monuments or memorials, any wreath case, overgrown evergreens or decayed shrubs or other thing which is or has in their opinion become unsightly or objectionable,
- b) remove and replace any monument or memorial as occasion may in their opinion require.

6.6.2 The Council shall not be responsible for, or accept any liability in respect of, any orders or documents sent by post to (or from) the Council Offices or the cemetery, or for any orders which are conveyed by telephone.

## **6.7 Vehicles**

6.7.1 Visitors to graves in Woodcock Hill Cemetery may park their vehicles in the allocated parking spaces or around the perimeter road but are reminded to be respectful of other road users. Drivers should always make sure that ample access is always allowed for funeral corteges to drive within close proximity to the grave

6.7.2 All vehicles must be driven with due care and attention. Drivers must obey any road signs. Any damage caused by a vehicle to Council property will be the liability of the driver of the vehicle and the Council will seek to recover the cost of any damage.

### **6.8 Music, Firearms and Photography**

6.8.1 No Music shall be played or broadcast in any Cemetery without the prior written consent of the Council.

6.8.2 No Firearm shall be discharged or banners displayed within any Cemetery without the prior written consent of the Council.

6.8.3 No filming, or photography, other than for personal use by an attendee of a funeral, is to take place at any Cemetery without the prior written consent of the Council. Respect for the privacy and dignity of mourners shall be observed at all times

### **6.9 Council Employees and Contracted staff**

6.9.1 No Council employees or contracted staff shall:

- a) be offered any gratuity, or
- b) be solicited to undertake any work for remuneration at the Cemeteries during their paid working hours
- c) be requested to provide any information whatsoever concerning grave or vault owners by third parties

### **6.10 Children**

6.10.1 A child who is or is considered by a Council employee to be under 14 years of age will not be admitted in any Cemetery unless in the charge of a responsible adult

### **6.11 Soliciting of Orders and Advertising**

6.11.1 Soliciting orders for the erection or repair of monuments or memorials or for the work connected with graves is strictly prohibited within the Cemeteries and any person engaged in such activity or distributing or placing any advertising or other trade material shall be asked to leave the cemetery and refused further access.

6.11.2 No monument or memorial shall exhibit any form of advertisement whatsoever.

## **6.12 Dogs**

6.12.1 No dogs other than guide dogs or other assistance dogs shall be allowed into the cemeteries.

## **7 RULE 7 IS NOT APPLICABLE TO THE WOODLAND BURIAL AREA AND IS SUBJECT TO SUPPLEMENTARY RULES 8 AND 9**

### **7.1 Interments**

7.1.1 If a coffin is used, the full name of the deceased shall be on the lid of the coffin on a plate firmly affixed to it. The box containing the body of a stillborn child must bear an indelible description (including the name of the parent) and the interment shall take place by arrangement with Three Rivers District Council.

7.1.2 Funeral Directors shall at all times provide sufficient bearers for the carrying and lowering of coffins into the graves.

### **7.2 Rules Relating to Memorials**

7.2.1 The prescribed fee shall be paid for the erection of memorials on graves.

7.2.2 Prior to any memorial or flower vase being placed on a grave, the Council's Memorial Application form must be submitted to and approved by The Council. If approved, the Memorial Application Permit will be returned and this must be handed to the Cemetery Foreman before any work is commenced.

7.2.3 At least six months should be allowed for the ground to settle before a memorial is erected on a full grave and at least four months for graves containing cremated remains or children under 12 months old.

7.2.4 The Council reserves the right without giving any notice whatsoever:-

- a) To remove any memorial which is not being maintained in a position and in a manner which is satisfactory to the Council.
- b) To remove any memorial, or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the cemetery.
- c) To remove any memorial so that the opening of a grave may be facilitated.
- d) To remove any unauthorised memorial or flower container.

In the event of the exercise by the Council of the rights reserved to it by (a) or (d) above, any expense incurred by the Council shall be recoverable from the persons to whom the memorial belongs.



- 7.2.5 No memorial may be removed from the Cemeteries (by any person other than the Council) or any inscription added or altered until the consent in writing of the owner of the memorial has been deposited and agreed with the Cemeteries Superintendent.
- 7.2.6 No responsibility will be accepted by the Council for the safe keeping of any memorial or flower container, or in respect of any damage thereto.
- 7.2.7 Monuments etc., must be prepared ready for fixing before being taken into the cemetery, and masons and other workmen must provide, and afterwards remove, all tools, plants, bricks, tackle, etc. required in the work of erecting monuments.
- 7.2.8 Masons and other workmen will not be admitted to the Cemeteries before 8am and must leave not later than 4.30pm or the stated time of closing, whichever is the earlier. Work will not be permitted on Saturdays, Sundays or Public Holidays.
- 7.2.9 Masons or other persons engaged in the erection and/or renovation of any memorial must perform the work expeditiously and in all respects in accordance with these Rules. The work must be carried out at the sole risk and liability of the person executing them and any damage caused by, or in the execution thereof, shall be made good to the satisfaction of the Council, or other person whose property is so damaged.
- 7.2.10 Headstones must not exceed 1m (3ft 3ins) and foot stones 0.60m (2ft) in height measured from ground level EXCEPT in Section F where Condition 8.2 below applies.
- 7.2.11 The maximum area that may be covered in respect of a single grave space is 2.3m (7 ft) by 0.80m (2ft 6ins). The maximum size for a half plot or ashes plot will be 0.80m (2ft 6ins) by 0.80m (2ft 6ins).
- 7.2.12 Persons holding two or more adjoining graves desiring to connect them by enclosure with one set of kerbs must obtain permission from The Council to do so.
- 7.2.13 A York stone or reinforced concrete landing not less than 9cm (4 inches) thick must be used in the erection of all full memorials. A landing not less than 7.5cm (3 inches) thick shall be used in other cases.
- 7.2.14 All kerbing, corner posts, headstones, and footstones shall be firmly doweled to the landing using dowels of appropriate dimensions and materials.
- 7.2.15 The grave number and section must be cut on the back of each memorial in not less than 1.25cm (½ inch) characters so as to be clearly visible.
- 7.2.16 Only hard natural stone may be used for memorials. Suitable reconstituted stone compounds may be considered but must be submitted for approval to the Council and may be accepted at the Council's absolute discretion.
- 7.2.17 Glass vases or ornaments, large stones, concrete, wood, plastic or metal surrounds are prohibited.

7.2.18 The erection of temporary wooden grave markers will be permitted over graves subject to the following restrictions:-

- a) the markers must not exceed 0.80m (2ft 6ins) in height by 0.45m (1ft 6ins) in width, and not less than 2.5cm (1 inch) nor more than 7.5cm (3 inches) in thickness;
- b) rotten or dilapidated markers must be removed on one month's notice being given by the Council to the registered owner of the exclusive right of burial in the grave at his/her last known address;
- c) the markers being removed by the Council and disposed of if they are not removed by the grave owner.

7.2.19 Plaques and vases must be prepared ready for fixing before being taken into the cemetery and masons must provide and afterwards remove all tools required in carrying out their work.

### **7.3 Planting of Grave spaces**

7.3.1 The registered owner of the exclusive right of burial in any earthen grave space may plant only annual bedding plants, bulbs, rose bushes or similar species on such grave space. Shrubs, conifers and other trees will not be permitted. The Council may at any time trim, cut or entirely remove the same if they think it necessary or expedient to do so.

## **8 SUPPLEMENTARY RULES APPLICABLE TO CHILDREN'S SECTION F**

8.1 The maximum age for any child buried within Section F shall be 14 years, unless permission is sought in writing from the Council

8.2 The maximum height of a headstone within Section F, shall be 0.80m (2ft 6ins).

## **9 SUPPLEMENTARY RULES APPLICABLE TO BW FOUNDATION SECTION J**

9.1 Section J of the Muslim Designated Area administered by BW Foundation is laid to lawn and memorials in that section are standardised. Further details of BW Foundation's policy in relation to Section J can be found at [www.thesalaamcentre.com](http://www.thesalaamcentre.com).

## **10 RULES APPLICABLE TO WOODLAND BURIAL SECTION M**

10.1.1 The Council will adhere to the Code of Practice of the Association of Nature Reserve Burial Grounds (page 15) at all times.

10.1.2 The Council's Woodland Cemetery Management Plan will be maintained by the Council, in order to encourage maximum biodiversity within the site and

members of the public will be expected to respect the policies within it. Copies of the Plan can be obtained upon request from the Council's Cemetery Department.

- 10.1.3 Interments will only be permitted if the deceased is wrapped in a shroud or placed in an agreed ecologically friendly coffin i.e. bamboo or cardboard.
- 10.1.4 The Council may grant permission for relatives and/or friends of the deceased to dig a single grave themselves, subject to any equipment, training or safety or regulatory constraints; they may help with filling in the grave. All grave digging will be under the supervision of Council representatives. Guidelines, including health and safety advice for carrying out your own funeral are available from the Council's Cemetery Department, upon request.
- 10.1.5 At the time of purchasing the Exclusive Right of Burial to a plot the purchaser will pay a fee towards the management of the woodland. This fee will be used for the structured planting of trees around or close to the grave.
- 10.1.6 Tree planting and the planting of bulbs will take place on an annual basis, if necessary, usually in October/November. Family and friends are invited to attend the planting and assist with the digging.
- 10.1.7 The planting of unauthorised trees or shrubs will not be permitted under any circumstances. The Council reserve the right to remove any plants, shrubs or trees after giving notice to the owner of the grave.
- 10.1.8 No memorials of any kind will be allowed within the woodland section. The Council reserve the right to remove any items after giving notice to the owner of the grave.
- 10.1.9 Floral tributes will be removed from site fourteen days from date of interment.

### Code of Practice Association of Nature Reserve

- Association Members agree to take all reasonable steps for the conservation of local wildlife and archaeological sites and to manage their sites according to sound and consistent ecological principles.
- Association Members must be in a position to guarantee the long- term security of both the graves and the wildlife and have a satisfactory plan for when the site reaches capacity.
- Association members accept for burial bodies, whether wrapped in shroud or placed in a cardboard or wooden coffin or alternative container, providing these are environmentally acceptable.
- Association Members will not require that a funeral director be used. Those using the Nature Reserve Burial Ground will be informed that they may organise the funeral themselves, including conducting any service. They may dig a single grave, subject to any equipment, training or safety or regulatory constraints and they may help with filling in the grave.
- Association Members will keep a permanent record of exactly where each grave is. A copy of the burial ground register will be made available to the public.
- Association members will either sell coffins and shrouds to clients or provide information as to where these can be obtained.
- Association members will provide fully itemised price lists for potential clients on request
- Association Members will provide a copy of this Code of Practice to clients using their services and will have copies available on request to others.
- Association members will provide each client using their services with a feedback form asking for clients' comments on the Services provided and for any suggested improvements, with a request that a copy of the feedback form be sent directly to the organisation.
- Association members accept that in the event of a complaint from a client that is not dealt with to the Association's satisfaction within three months of the complaint being made, the Nature Reserve Burial Ground's membership will cease. A serious complaint may result in immediate suspension of membership whilst the complaint is investigated.