

Thurrock Council

Cemetery Regulations

Burials Office or the Registrar of Burials
Thurrock Borough Council
Oliver Close Environment Depot
Oliver Close
West Thurrock
RM20 3ED

Tel: 01375 652304

Email: burial.cremation@thurrock.gov.uk

Website: www.thurrock.gov.uk

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All queries or comments regarding the cemeteries should be sent to:
Burials Office or the Registrar of Burials
Thurrock Borough Council
Oliver Close Environment Depot
Oliver Close
West Thurrock
RM20 3ED

Tel: 01375 652304

Email: burial.cremation@thurrock.gov.uk

For further information on the Services we provide please visit our website www.thurrock.gov.uk

Definition of Terms

Throughout these Regulations:-

“The Council” means Thurrock Borough Council

“Cemetery” means any Cemetery provided and maintained by Thurrock Borough Council

“Purchased Grave” means any grave, where ‘The Deed of Grant for the Exclusive Right of Burial’ (subject to regulations) has been granted by the Council.

“Un-purchased Grave” means any grave, where the Council has not granted ‘The Deed of Grant for the Exclusive Right of Burial’.

“Memorials” means all memorials that are authorised to be permitted within the Cemetery

Foreword

Thurrock Council welcomes all visitors to our cemeteries and asks that visitors respect the peace, dignity and reverence of these facilities as well as other users. We thank you in advance for your consideration.

The Council respects the rights and needs of the individual and these Regulations have been prepared with a balance that will enable us to manage the Cemeteries effectively and maintain the highest possible standards. We aim to continue to improve our systems to develop the Cemeteries and their facilities for the benefit of visitors and maintain an environment where the bereaved can pay their respects and remember their loved ones. We offer advice and guidance on a range of issues relating to graves, funerals and maintenance.

We work closely with national organisations such as the Institute of Cemetery and Crematorium Management (ICCM) to enable us to access a wide range of up-to-date information including the Charter for the Bereaved.

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1. Cemeteries Regulations

The rules and regulations for the control and proper management of the Cemetery are made under the provisions of the Local Authorities Cemeteries Order 1977 (as amended) and replaces the cemetery and Burials Policy dated April 2006. The council reserves the right to alter add to or amend the Regulations from time to time as necessary for the proper Management of these Cemeteries.

We hope you find the regulations informative, if you cannot find the information you are looking for or would like further explanation please contact the Cemetery Office.

2. Burial Authority

The Burial Authority is Thurrock Borough Council, located at Oliver Close Environment Depot, Oliver Close, West Thurrock RM20 3ED

Burials Office Tel: 01375 652304 or email burial.cremation@thurrock.gov.uk

It must be noted that none of the following can take place without specific permission of the burial authority:

- a) Burials or exhumations
- b) Burials of ashes
- c) Erection or fixing of a memorial, including trees and plants
- d) Inscription on a memorial
- e) Renovation of a memorial
- f) Removal and/or replacement of a memorial
- g) Laying of plinths
- h) Installation of any items including benches
- i) Installation of fencing around a grave

3. Our Cemeteries

- **Chadwell St Mary Cemetery**
Brentwood Road, Chadwell St Mary, Essex RM16 4JH
- **Corringham Cemetery**
Fobbing Road, Corringham, Essex SS17 9BJ
- **Grays New Cemetery**
Chadwell Road, Grays, Essex RM17 6SY
- **Stanford-le-Hope Cemetery**
Wharf Road, Stanford le Hope, Essex SS17 0BA
- **West Thurrock Cemetery**
Sandy Lane, West Thurrock, Essex RM20 4BH

Semi Closed Cemeteries

- **South Ockendon Cemetery,**
South Road, South Ockendon, Essex RM16 5SD
The Cemetery is closed to new graves.
A new memorial garden is planned for the interment of Cremated Remains only.
- **North Stifford Cemetery**
High Road, North Stifford, Essex RM16 5SD
Note:
The section of North Stifford church yard managed by Thurrock Council is full and no new graves will be allowed including within the cremated remains section.

However new graves may be available via the Diocese:-
St Mary's Church
High Road
Grays
Essex, RM16 5UE
Tel: 01375 372733

Closed Churchyards

- St Michaels, Aveley
- St Nicholas, South Ockendon
- St Peters and St Pauls, Grays
- St Mary, North Stifford
- St Mary the Virgin, Little Thurrock
- St Mary, Chadwell St Mary
- St James, West Tilbury

3.1 Opening Hours

The Cemeteries are open to the public every day of the year. Vehicles may only enter the cemeteries at any time to allow their occupants to visit their loved ones

Cemeteries will be open as stated above, however, the Council has the right to close, limit entry or vary the opening times. Please be aware, from time to time, the Cemeteries may be patrolled.

3.2 Management of Cemeteries

Conduct of Visitors

At any Cemetery Visitors are welcome and are requested to treat the Cemetery with respect.

Under the local Authorities Cemeteries Order 1977, it is an offence to wilfully:

- Create any disturbance in a cemetery
- Commit any nuisance in a cemetery
- Camping within a cemetery
- Interfere with any burial taking place in a cemetery
- Interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants in any such matter
- Play any game or sport in a cemetery
- Enter or remain in a cemetery when it is closed to the public, unless authorised by the council to do so
- It is prohibited for people to gather in any cemetery other than for the purpose of a funeral service.
- Vehicles (other than maintenance vehicles and grass cutters) shall not be allowed on any grassed area of the cemetery or pedestrian walkway.
- All vehicles entering the cemetery shall abide by the 10mph speed restriction and drive only on approved vehicular routes.

The council reserves the right to refuse access to a cemetery if anyone is intoxicated or showing signs of drug abuse that could lead them to cause a public nuisance or disorder. Alcoholic drinks shall not be consumed in any cemetery.

All visitors should enter and exit the cemeteries using the main entrances and pedestrian gates only

Children under the age of 12 are not authorised to visit our cemeteries unless under the supervision of a responsible adult.

No person is to display any printed paper, notice or sign without the authorisation of the burial authority.

No person may canvass, promote or sell their services to visitors in a cemetery.

No person shall take commercial photographs or film within the Cemetery without the express permission of the Council in writing.

Dogs are only allowed within the cemeteries when kept on the lead.

3.3 Maintenance

The Council reserves the right to prune, cut down or remove any shrub, tree, plant or flowers if, in the opinion of the Cemeteries Officer, they have become unsightly, overgrown or dangerous in any area of the cemetery.

Grass cutting, leaf and litter clearing, upkeep of trees, shrubs, flower beds and hedges will be carried out by the Council or their contractor, at a frequency determined by the Council.

The Council reserves the right to disconnect the water supply when notice has been given that there is a risk of drought, freezing condition or the water supply is abused.

The Council has the right to remove from graves: flowers, wreaths, weeds, rubbish, fencing, border edging, glass objects and other decorations which have either perished and/or are a hazard or encroach on an adjacent grave space and dispose of such items without prior notice to the owner.

Consideration should be given to wildlife in cemeteries and be aware that they can cause damage to tributes on graves such as flowers and plants. The nature of their activity can also cause the ground to be uneven and small holes may appear therefore it is recommended that flat shoes should be worn, and attention should be given for any trip hazards whilst visiting the cemetery.

3.4 Regulations for Cemeteries

Items NOT permitted

- Fences, edging stones, surrounds on a lawn section grave
- Planting of any kind on a lawn section grave
- Glass porcelain, brittle plastics, fragile items
- Noisy items
- Electronic or light emitting items
- Food and drink (not permitted because it can attract vermin)
- Balloons
- Toys or ornaments

(Many for the above items often end up on the surrounding grass and can cause injury or damage to machinery and the operator. Wildlife will often take items away, causing distress to owners.)

Weathered artificial flowers or mementos will be removed at the discretion of the Registrar.

Glass is a major hazard to people, animals, machinery and other memorials and should not be left on or around a grave.

Trees, shrubs or large plants are not permitted and will be removed by the Council without notice.

Thurrock Council will keep all grassed areas tidy, however, the memorials will not be cleaned or maintained by the Council. Memorials are the responsibility of the grave owner.

4. Fees and Payment

Fees and Charges for all Cemetery related matters are set out in the Thurrock Council Website, a copy of which is available upon request or by visiting <https://www.thurrock.gov.uk/deaths-burials-and-cremations/fees-and-charges>

5. Arranging a Burial

The majority of burials will be arranged by a Funeral Director of your choice, although you can arrange a funeral yourself.

The council reserves the right to delay or cancel any interment where, in its opinion, ownership of the Exclusive Right of Burial is disputed.

Reservations for burial services must be made to the Cemeteries Office providing a minimum of 4 working days notification.

Reservations are considered “provisional” until the formal document the ‘Notice of Interment’ is received.

No interments will be permitted on Saturday, Sunday, Public Holiday or other council approved holiday.

5.1 Notice of Interment Form

It is important that the ‘Notice of Interment’ is completed clearly and checked by the applicant before signing as the Council will not be responsible for any misunderstandings which may arise as a result of any telephone instructions.

The completed ‘Notice of Interment’ document should be received no later than two full working days before the proposed date of the funeral, this excludes Saturdays, Sundays and Public Holidays.

Note:

No Interment can take place unless the council has received a “Certificate of Disposal” from the Registrar of Births, Deaths and Marriages or an “Order for Burial” from the coroner. No interment of ashes can take place without a “Certificate of Cremation”. Failure to provide this will result in a delay of the burial until the certificate can be produced. Any additional expense incurred by the Council as a result of incorrect or missing information/paperwork will be charged to the person making the application.

No body may be buried or cremated remains interred unless the grave owner signs the 'Notice of Interment form' except where the deceased is the grave owner. The order of interment will then be signed by the person making the funeral arrangements.

We accept notice of burial as 'confirmed' when we receive all forms and certificates to fulfil both Statutory and the Burial Authority requirements.

5.2 The Interment

To organise a date for an interment, contact the Burials Office.

The owner of the grave or his/her representative or the appointed funeral director should advise the council if the deceased to be buried has died of an infectious disease which may require special arrangements.

- The body of a person who has died from an infectious or contagious disease under the Public Health (Control of Disease) Act 1984 must be taken directly to the grave in a sealed coffin. Information regarding the circumstances must be given at the time of booking the interment.

A burial can take place with or without a religious service. It is the responsibility of the bereaved family or funeral director to arrange for a recognised Minister or other persons authorised to officiate at the burial.

The time booked for a funeral must be when the procession is to arrive at the cemetery. The time stated for a funeral must be strictly adhered to, to prevent inconvenience to other services. If a funeral arrives late there may be an additional fee to be paid. Services in the Cemetery Chapels are limited to thirty minutes, unless otherwise previously arranged with the Registrar.

We require prior notice for extraordinary funeral processions. For example, the use of a horse drawn hearse, a military funeral, a cortege of vehicles exceeding 10 cars or when a police escort is to be in attendance.

The person arranging the funeral, or the funeral director is responsible for providing sufficient bearers to transfer the coffin from the hearse to the graveside. Cemetery staff are not permitted to assist with bearing.

Interments may only take place between the following hours:

Monday to Thursday	09:00 - 14:00
Friday	09:00 – 13:00

The council may amend these times for recognised religious reasons.

Excavation of all graves shall be carried out by staff employed by or on behalf of the council. No grave shall be excavated beyond such a depth as the council may determine.

The grave will be excavated by the council in accordance with the Cemeteries Act, and all current applicable Health and Safety Legislation. If any health and safety issue is compromised on excavation, the excavation will be discontinued until all issues relating to health and safety are resolved to a satisfactory conclusion. If this results in any delay or postponement of a funeral there will be no compensation for this and on occasion, this may necessitate a new grave being excavated by the council to replace the allocated grave. Where the allocated space was a reserved plot, a new Exclusive Right of Burial Deed will be issued by the council at no cost to the owner but will be for the same lease period as originally issued.

Graves will be of a sufficient size to admit coffins or caskets to the dimensions specified on the "Notice of Interment" form submitted by the funeral director or the person arranging the funeral. If the grave has to be enlarged, the Cemeteries Officer may add an extra charge.

For any oversized grave, the council has the right to charge for two grave spaces.

All coffins/caskets must be made of perishable materials. Coffins/caskets made of or lined with materials such as metal or plastic are not permitted.

Grave digging staff will backfill the grave following the burial, normally once mourners have left the cemetery. If mourners wish to backfill the grave, please notify the cemetery office prior to burial. The cemetery office will arrange for a small quantity of soil to be made available for the symbolic backfill of the grave, in accordance with Health and Safety regulations.

6. Purchasing a Private Grave Space

You can purchase the burial rights to the grave at the time of an interment.

When a grave is purchased, this refers to the purchase of the Exclusive Right of Burial in the grave space and not the purchase of land itself. This means that you do not own the land but have the Exclusive right to say who can be buried in the grave during the lease period.

In accordance with The Local Authorities Cemeteries Order 1977 all burial rights are issued for a fixed period, from the date of issue, and you have the option to renew the rights at the end of the period.

Thurrock Council currently issue the lease for the Exclusive Right of Burial for a maximum of 50 years for a grave and 25 years for a cremated remains grave.

The allocation of a new grave space is managed by the Burials office and will normally be in strict rotation. If there is availability and you wish to select a grave, a selection fee may be charged.

Families may purchase one additional adjacent grave at the time of purchasing a grave for burial.

A pre-purchased grave with no interments may be bought back by the Council if it is no longer needed by the owner of the Exclusive Right of Burial. The refund will be 75% of the fee originally paid.

6.1 The Deed of Grant for the Exclusive Right of Burial

Owning The Deed of Grant for the Exclusive Right of Burial does not give ownership of the actual land (grave) but does give the owner the Exclusive Right to:

- Be buried in the grave, if space is available
- Authorise further burials in the grave, if space is available, or the interment of cremated remains in the grave.
- Place a memorial on the grave, subject to a permit application being authorised by the cemeteries office
- Have inscriptions added, maintenance, cleaning or other work to a memorial subject to permit application being authorised by the cemeteries office

The Deed of Grant for the Exclusive Right of Burial, like any other deed, is an important document and should be kept in a safe place. Thurrock Council will not issue duplicate deeds.

Following the death of the owner of the Deed for the Exclusive Right of Burial the grave space must be transferred to a new owner before the grave can be further re-opened or any memorial/headstone erected on the grave or any existing memorial be repaired, altered or removed.

The Deeds of Exclusive Right of Burial cannot be registered in the name of a funeral director, firm of funerals directors or a partner director or employee of such firms: neither will a Deed be registered in the name of a monumental mason.

7. Cemetery Grave Sections

This section covers the various sections of the cemeteries and the rules relating to each section.

7.1 Graves

General rules for all sections of the cemetery:

- Any open grave is a potential danger and should not be entered by anyone other than authorised staff of the council or their contractor.
- Without exception all graves must be dug by employees of the Council
- The removal of a memorial or kerb set including the fee's associated with the removal, to facilitate an interment, shall be the sole responsibility of the funeral director or persons organising the funeral. These items are not to be stored on neighbouring graves.
- Pre-leased grave spaces which may have been purchased for three burials will need to be tested for sufficient depth and then permission may be given for a third interment. The top coffin must be at least three feet below the surface of the ground.
- The Council cannot be held responsible if, due to factors outside their control, the full number of interments in a grave cannot be achieved.
- Grave digging staff will backfill the grave following the burial, normally once mourners have left the cemetery. The cemetery staff will mound the grave and place the floral tributes on the grave. If mourners wish to backfill the grave please notify the cemetery office prior to burial.
- When a grave is reopened it is not always possible to remove surplus soil. Soil boards or a soil box may be placed on neighbouring grave to store the soil until the interment has taken place
- Any containers left on the grave must be of a non-breakable material
- Any items left on a grave are at the owners own risk
- The council cannot be held responsible for any breakages however caused
- The council may remove any articles from any grave that are likely to cause risk, damage or offence or which may interfere with the council's maintenance of the site.
- Memorials cannot be erected on a grave without a memorial permit being in place
- Memorial Benches must not to be installed on a grave.

Note:

(Thurrock Council offers a sponsorship scheme for memorial benches please, if you wish to participate in the scheme, please contact the Cemetery Office.)

The council reserves the right to retain any grave space for its own purposes.

The council and any contractor appointed by the council has the right to place soil on graves when digging an adjacent plot for a burial without any notice. Cemetery staff will remove the soil immediately following a funeral and leave the area tidy.

The authorised officer will determine the method of excavation of a grave taking into account the location, access and health and safety.

7.2 Floral Tributes

On the day of the funeral, flowers and wreathes may be placed upon the grave in which the burial takes place and may remain there for up to fourteen days after which they will generally be removed at the discretion of the cemetery officer.

8. Lawn Grave Sections

A lawn grave is a grave that remains as grass with the exception of the area at the top end of the grave where a headstones may be erected with the council's permission.

A headstone and base will be allowed at the top end of the grave the remaining grave area must be maintained as grass lawn.

- No additional planting is allowed on the grave space
- Artificial grass is not allowed on the grave space.
- Kerbs/fencing or any other memorial/artefact placed on the lawn section of the grave are not permitted and the council has the right to remove any such items without prior notice to the owner.

The following cemeteries have lawn grave sections:

- **Chadwell St Mary Cemetery**
- **Stanford le Hope Cemetery**
- **West Thurrock Cemetery**

Lawn Area – Grave Space for full Interment	<p>The surface of every grave will be grassed and maintained at ground level after settlement in order to achieve the Council's aim to keep the Cemetery in an attractive, tidy and safe condition.</p> <p>The Council provides an area for the erection of an approved memorial.</p> <p>Kerb sets/traditional memorials are not permitted</p> <p>Items NOT permitted on lawn area graves</p> <ul style="list-style-type: none">• Fences, wooden borders, railings or any type of surround• Edging Stones, loose chippings, pebbles or wood chippings• Breakable items such as glass vases, jars or bottles• Artificial Grass• Ornaments, large garden plant pots• Noisy Items• Electronic or Light emitting items• Food and drink (can attract vermin)• Balloons
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	<ul style="list-style-type: none"> • Toys • Ornaments • Planting of trees, flowers or any kind of shrub is not permitted <p>The Council has the right to remove any such items without prior notice to the owner.</p>
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8.1 Non Lawn Sections

Non lawn grave (otherwise known as traditional/full kerb graves) are normally in the older sections of the cemeteries and are permitted to have both a headstone and a kerb memorial placed on the grave.

The planting of annual and seasonal bulbs or miniature shrubs to the height of 12” (30cm) are permitted within the kerb area of the grave space but must not be allowed to encroach on any neighbouring grave space.

The following cemetery have non lawn grave sections:

- **Chadwell St Mary Cemetery** – Mixed sections
- **Corringham Cemetery** – Non Lawn Cemetery (covenants on the land state traditional cemetery only, graves are purchased at traditional grave fee)

<p>Traditional/Full kerb graves – Headstone and Kerb memorial</p>	<p>A kerb set memorial differs from lawn memorials because it can cover the full grave. The central area of the kerb set memorial can also be filled with either plants, chippings or a matching natural stone cover slab.</p> <p>Planting of annual and seasonal bulbs or miniature shrubs to the height of 12” are permitted within the central area of the kerb, but must not encroach on any neighbouring grave space.</p> <p>Items NOT permitted on Traditional/Full kerb graves</p> <ul style="list-style-type: none"> • Fences, wooden borders, metal railings • Edging Stones, loose chippings, pebbles other than those within the central area of the kerb • Breakable items such as glass vases, jars or bottles • Artificial Grass • Ornaments, large garden plant pots • Noisy Items • Electronic or Light emitting items • Food and drink (can attract vermin) • Balloons • Toys • Ornaments • Planting of trees, flowers or any kind of shrub is not permitted other than those planted within the central area of the kerb
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8.2 Muslim Burials

The provision of Muslim Burials is currently offered in the dedicated Muslim Section at West Thurrock Cemetery full details for this can be found via the Thurrock Council Website.

8.3 Cremated Remains Graves

Cremated remains grave spaces are smaller than that of full graves, but can hold up to four individual caskets of ashes. The Exclusive Right of Burial for a cremated remains grave is granted for a period of 40 years.

Memorials within the cremated remains sections are smaller and within a designated concrete/wooden plinth section, memorials must not exceed the plinth section
The following cemeteries have cremated remains sections:

- **Grays New Cemetery**
- **Stanford le Hope Cemetery**
- **West Thurrock Cemetery**

Cremated Remains Graves	<p>A small upright memorial may be permitted in the designated concrete/wooden plinth area.</p> <p>The remaining area will be grassed and maintained to achieve the Council’s aim to keep the Cemetery in an attractive, tidy and safe condition.</p> <p>No items are allowed outside of the designated concrete/wooden plinth area.</p> <p>Items NOT permitted outside the within or outside the plinth area</p> <ul style="list-style-type: none"> • Fences, wooden borders, railings or any type of surround • Edging Stones, loose chippings, pebbles or wood chippings • Breakable items such as glass vases, jars or bottles • Artificial Grass • Ornaments, large garden plant pots • Noisy Items • Electronic or Light emitting items • Food and drink (can attract vermin) • Balloons • Toys • Ornaments • Planting of trees, flowers or any kind of shrub is not permitted
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8.4 Memorial Gardens

Thurrock Council has designated memorial gardens where ashes can be loosely interred. The burial of cremated remains takes place in the grassed area behind the kerb. The plot allows up to two interments of loosely interred cremated remains. Memorial plaques are provided for a fixed term lease of 7 years which can be renewed.

The plaque allows for an inscription of 56 characters, plaques must be purchased through the cemeteries office. We do not allow flower vases, pot plants or other memorialisation on the lawn area.

The following cemeteries have memorial garden sections:

- Chadwell St Mary Cemetery
- Corringham Cemetery
- South Ockendon Cemetery (A new memorial garden is planned for the interment of Cremated Remains only)
- West Thurrock (A new memorial garden is planned for the scattering of Cremated Remains within the Nepalese section)

Note:

The scattering of cremated remains over graves, or in any area of the cemetery is not permitted. The unauthorised disposal of cremated remains within the Council’s cemeteries is deemed a criminal offence and those found to be carrying out this act will be prosecuted.

Memorial Gardens	<p>A memorial plaque will be fixed to the kerb within the grassed area.</p> <p>Items NOT permitted on lawn area</p> <ul style="list-style-type: none"> • Fences, wooden borders, railings • Edging Stones, loose chippings, pebbles or wood chippings • Breakable items such as glass vases, jars or bottles • Artificial Grass • Ornaments, large garden plant pots • Noisy Items • Electronic or Light emitting items • Food and drink (can attract vermin) • Balloons • Toys • Ornaments • Planting of trees, flowers or any kind of shrub is not permitted
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8.5 Vase blocks

Vase blocks are being planned for the interment of Cremated Remains only at South Ockendon Cemetery. These will be of a sloping granite design allowing for a larger inscription than a kerb and will be purchased for a lease period of 10 years.

8.6 Scattering of Ashes within a Scatter Garden at South Ockendon Cemetery (A new memorial garden is planned for the interment of Cremated Remains only)

The scatter garden provides relatives with an alternative to other cremation services currently offered in the cemetery.

A record is kept of where the ashes have been laid to rest but the precise location is not recorded. If you wish to know the exact spot where the ashes have been strewn, you can attend to witness the scattering.

If you wish to purchase a memorial plaque after the ashes have been scattered we cannot guarantee that the plaque will be located near to where the ashes have been strewn.

8.7 Green burial of Ashes within Designated natural burials areas

Burial of Ashes in a Bio-degradable urn in our unmarked woodland area

This is a green choice and is available for those who want to bury Ashes in an urn in an unmarked area. The urn dissolves after a short period of time and the ashes form part of the soil, it is important to note that the Ashes cannot therefore be moved from this area at a later date.

8.8 Burial of Ashes loosely in an unmarked woodland area

This is an option where one of our team bury the Ashes loosely in an unmarked woodland area for you and it is not witnessed by any family or friends. It is important to note that the Ashes cannot therefore be moved from this area at a later date.

8.9 Public Graves

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection with those buried in this type of grave.

The Council reserves the right to reuse any Common Grave for future interment

There are no memorial rights on unpurchased graves so no headstone or other memorial can be erected unless an Exclusive Right of burial is purchased.

Thurrock Council do allow a tablet to mark the grave:-

There are no memorial rights on unpurchased graves, any permission would be at the discretion of the Registrar and in accordance with Regulations.

- Where permission is granted, it is subject to the right of the representation of other persons interred in the grave to be commemorated on the memorial.
- Where permission is granted it will allow a memorial tablet to be placed on the unmarked grave not exceeding:
50cm (20") x 45cms (18") x 15cms(6")
- As there is no right to a public grave, any permission given to mark the grave with a memorial does not in itself give any rights to the grave and the grave remains the property of the Council

9. Memorials

Memorials may only be placed on grave in which The Deed of Grant for the Exclusive Right of Burial has been purchased.

All memorial work carried out in any Thurrock Borough Cemetery must conform to the British Register of Accredited Memorial Masons (BRAMM) or National Association of Memorial Masons (NAMM).

Qualified Memorial Masons erecting a memorial within any of Thurrock Councils cemeteries must have public liability insurance. All lawn/cremation memorials and/or kerb set must conform to the standards sizes as set out in the Councils memorial regulations. The stonemason will be required to supply to the Cemeteries Service a copy of their NAMM/BRAMM certificate along with their current insurance certificates before any permits will be issued.

Every grave that has a current Deed of Grant for the Exclusive Right of Burial with a memorial placed on the grave, must be kept in good repair and condition by the owner and remains at the owner's sole risk. The Council is not responsible for any damage or injury which may occur to the memorial or caused by the memorial to a person visiting or working in the cemetery grounds.

The Council may remove, without notice, any monument, memorial, stone, tree, shrub, plant or item erected or placed in the cemetery in contravention of these regulations or reaches a condition that can be a health and safety risk. This is covered in our Memorial Safety Policy and procedures

Only one memorial is allowed per grave space or cremated remains plot.

The Council may refuse permission for any memorial of any type or inscription of which it does not approve.

All Stonemasons will need to register to Thurrock Councils Memorial Registration Scheme before being allowed to work within Thurrock Cemeteries.

9.1 Erecting a Memorial

An application for permission to carry out any type of work including Erecting a Memorial shall be made to the Council on the Council's "Memorial Application Form" and shall contain full and accurate details of the proposed work. The application must be signed by the registered owner of the grave on which the memorial is to be placed.

The Memorial application must be approved by the Registrar prior to any memorials being erected, repaired, altered or cleaned in any of Thurrock Council's cemeteries.

A memorial application form can be obtained from Thurrock Council website www.thurrock.gov.uk or via the cemetery office. All fees must be paid prior to a memorial being placed on a grave. The application must be signed by the registered owner i.e. the owner of "The Deed of Grant" for the grave on which the memorial is to be placed.

The plot number and cemetery section must be engraved on the reverse of memorials whether in a lawn or traditional section and on the front of a memorial within the cremated remains section.

A memorial must be cut from the best quarried natural stone and must be durable and sound.

No memorials or materials may be taken into a cemetery before 09.00 am on any working day or at any time on Saturdays, Sundays, Good Friday, Christmas Day, or Bank Holidays unless with the prior consent of the Registrar.

The structure must be ground anchored by an approved method and most suitable for the soil condition. Fixings generally shall be in accordance with the current Code of Working Practice of Memorial Mason i.e. NAMM/BRAMM.

The Memorial Masons shall inform the Council of the date when an approved memorial work is complete by completing and returning the appropriate section on the Memorial Application Form.

All surplus materials, rubble and rubbish must be removed from the cemetery grounds immediately following any work undertaken and where a removal of a memorial has been required prior to an interment the area should be cleared in time for the funeral cortege arrival.

9.2 Dimension and Construction of Memorials

9.2.1 Lawn Grave Memorial/Headstone

Only one Memorial/headstone will be allowed on any one grave space

A memorial shall consist of a headstone with base only

The following dimensions apply

- Maximum overall height of 90cm (3ft) which includes the depth of the base
- Maximum width 76cm (2ft 6inches)
- Maximum thickness of 12.5cm (5inches)
- Minimum thickness 7.5cm (3inches)
- The plot number and cemetery section must be engraved on the reverse of memorials whether in a lawn or traditional section.

A space of 12" (30cm) deep is allowed in front of the memorial as a personalisation area.

9.2.2 Traditional/Kerb Memorial/Headstone

The Memorial/Headstone must be contained within the grave space

The following dimensions apply

- Maximum overall height 120cm (4ft)
- Maximum width 76cm (2ft 6inches)
- Maximum base 196cm x 76cm (6ft 6inches length x 2ft 6 inches wide)
- The plot number and cemetery section must be engraved on the reverse of memorials whether in a lawn or traditional section.




9.2.3 Cremated Remains Memorial/Headstone

The Cremated Remains Memorial/Headstone are smaller than a lawn grave memorial, all cremated remains memorials/headstones must stay within plinth area and must not encroach lawn space.

The following dimensions apply

- Maximum overall height 76cm (2ft 6inches)
- Maximum width 61cm (2ft)
- Base: A maximum depth (front to back) of 30cm (12inches)
- The plot number and cemetery section on the front of a memorial

9.3 Memorial Measurements and Type

								
Cemetery	Address	New Lawn Graves	New Traditional/kerb Graves	Cremated Remains Plots	Re-open Existing Graves Only	Chapel available	Lapsed Graves	Memorial Gardens
Chadwell St Mary	Brentwood Rd Chadwell St Mary RM16 4JH	√	√			√	√	√
Corringham	Fobbing Road Corringham SS17 9BJ		√					√
Grays New	Chadwell Road Grays RM17 6SY			√	√		√	
North Stifford	High Road North Stifford RM16 5UE				√			
South Ockendon	South Road South Ockendon RM16 5SD				√			
Stanford le Hope	Wharf Road Stanford le Hope SS17 OBA	√		√				

West Thurrock	Sandy Lane West Thurrock RM20 4BH	√		√		√	√	
Information and Maximum Memorial Size		Headstone: Height 90cm (3ft) Width 76cm (2ft 6 ins) Base 30cm (12 ins) Personalisation area 30cm (12 ins) in front of Headstone	Headstone: 120cm (4ft) high x 76cm (2ft 6ins) wide Base: 196cm (6ft 6ins) length x 76cm	Headstone: 76cm (2ft 6 ins) x 61)cm (2ft) x Base 30cm (1ft)				

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10. Memorial Safety

In line with the Memorial Safety Policy

The Health & Safety at Work Act 1974 required all burial authorities to ensure that memorials are safe so the potential for injury to those visiting and working in the cemetery is reduced.

Memorials remain in the ownership of the grave owner i.e. the grantee of the Exclusive Right of Burial who is responsible for all future maintenance.

The council will undertake a programme of inspections rolling over a 5 year period and will categorise headstones as follows:

- A. Category 1 – immediate action is required to make the memorial safe or to stop the public accessing the memorial
- B. Category 2 – the memorial is not an immediate danger but is not fully stable and will, therefore, need to be monitored every 12 months to assess any further deterioration.
- C. Category 3 – The memorial is stable and will need to be re-inspected in 5 years.

If a memorial is identified as a Category 1 this may result in the memorial being laid down or other means of making safe

Notification will be sent to the owner of any headstone/memorial that is identified during the inspection or at any other time that it has been graded as at Category 1 or Category 2 risk and requires remedial works.

If the name and/or address of the owner is not known where records have not been updated, a notice shall be considered properly served if placed upon the grave space, monument or memorial.

It is illegal for anyone to remove, alter or disturb a monument, headstone, tombstone, flat stone, gravestone or memorial inscription which has been erected, placed or made in any cemetery without the council's consent.

If the owner or another person removes any protective banding or barriers without approved repairs being carried out they will be responsible for any injury or death caused by unsafe memorials.

11. Memorial Trees

Trees are a living part of our landscape and enhance the cemeteries.

A New Memorial Tree section has been created at Stanford le Hope Cemetery, and we will look at other areas where appropriate.

11.1 Adopt a Tree

The Council will order the tree on your behalf, trees that fail within the first year of planting will be replaced at the Council's expense and any further replacements will be at the expense of the customer.

11.2 Adopt a planted New Tree

The Council will be planting a number of new trees within section A of Stanford le Hope Cemetery that can be adopted for the lease period.

A tree can be dedicated to the deceased for a lease period of 10 years

(Please contact the Cemeteries Office for an application form).

The Cemeteries where we currently allow a memorial tree is

- Stanford le Hope

All applications for a memorial tree must be agreed by the Council and private installations are not permitted within any of the Council's Cemeteries.

Sponsorship will entitle you to have a memorial plaque placed on a stake at the base of the tree, which can be inscribed with an epitaph of approximately 100 characters.

Thurrock Council requires that you do not surround or attach objects to the memorial tree as this may hinder the growth of the tree.

Note: Under no circumstances are trees allowed to be planted within Council cemeteries that are not purchased through Thurrock Council.

12. Memorial Bench

Thurrock Council offers the opportunity of sponsoring one of our memorial benches for a lease period of 10 years. A quality Memorial Bench dedicated to the deceased and to be placed at a choice of locations within the grounds of a cemetery. The exact location of the bench will generally be agreed in consultation with you but will depend on the availability of an appropriate vacant site.

(Please contact the Cemeteries Office for an application form).

The Cemeteries where we currently allow memorial benches are.

- Chadwell St Mary
- Corringham
- Stanford le Hope
- West Thurrock

Sponsorship will entitle you to have a memorial plaque placed on the top rail of the bench, which can be inscribed with an epitaph of approximately 100 characters.

Thurrock Council requires that you do not surround or attach objects to your memorial as this may hinder grounds maintenance or raise health and safety issues.

All applications for a memorial bench must be agreed by the Council and private installations are not permitted within any of the Council's Cemeteries.

The bench will remain the property of Thurrock Council who will take responsibility for reasonable maintenance for a period of 10 years but cannot unfortunately undertake to replace benches which are vandalised beyond economic repair or stolen.

The sponsor at the expiration of the term of the arrangement will be offered the opportunity to re-sponsor the memorial bench, subject to it being in good condition, for a further term, at an additional cost to be determined at that time.

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