

Fees and Charges Information

Basis for fees and charges.

The fees charged for the purchase of the Exclusive Right of Burial of a grave, will be based upon the residential qualification of the purchaser (the Grantee) for a period of 40 years.

All fees in respect of both interment and memorial work will be based on the residential qualification of the person being interred, not the Grantee.

Definition of Resident

A “resident” is a person who resides in the Borough or has done so within the last five years.

The five years will be calculated from either the date of purchase (for the purpose of the Exclusive Right of Burial of a grave) or from the date of death (for the purpose of interment and memorial charges.)

Before becoming eligible for the status of “resident” the person must have:

1. resided in the borough for a period of a least one year during the five year qualifying period, **and**
2. the residence which was occupied must be the only or principal permanent place of residence of the individual.

If, at the time of death the person resided in a nursing home, residential home or a hospital in the Borough,” the non resident” scale of charges will apply for interment and memorial fees unless it can be shown that the person would otherwise have qualified as a resident under the above definitions.

Definition of Non Resident

A “non resident” will include all those persons not included in the definition “resident”.

How Residency will be established.

Residency qualification will be determined through reference by the Cemetery Superintendent to either the Electoral Register or to records indicating the person responsible for payment of Council Tax on the property they occupy or occupied. If neither source confirms residential status then the Superintendent will require independent written confirmation of proof of residence, normally in the form of a Solicitor’s letter.

Special Cases.

Where the person who purchased the Exclusive Right of Burial of a grave as a “resident” and at the date of their death had not lived in the Borough for five years or more as their only or principal place of residence, the interment and memorial fees will be at the “non resident” scale.

However, where the initial interment was for a “resident” the subsequent interment and memorial fees for the spouse will also be charged as resident notwithstanding that the spouse may no longer be resident in the Borough.

In the case of persons under the age of 18 years, the basis of the charge will be the residential qualification of either parent or guardian of that person.

Fees Schedule

Cemetery fees are reviewed every financial year and any changes take effect on 1st April.

The Schedule of fees for the current financial year is shown on Page 5

Part 1 – Exclusive Right of Burial (40 Years)

Epsom Cemetery offers a choice of graves from Pergola Front Row, Front Row Traditional, Other Row Traditional, Lawn or Cremation space, for which the exclusive right of burial may be purchased.

The selection of a particular grave is only available on Pergola Front Row and Front Row Graves and is in every case subject to the approval of the Superintendent.

The Exclusive Right of Burial is purchased in the form of a Deed of Grant, for a period of 40 years and upon expiry can be extended for a further period on payment of a nominal sum. Under current legislation such further period cannot exceed 100 years.

The person purchasing the Exclusive Right of Burial is termed the “Grantee” and their written permission is required on all matters concerning the grave.

The Deed of Grant may be assigned under certain conditions but will normally be inherited by the next of kin.

“Assignment of Rights” between a “Resident” and a “Non Resident” will be allowed only following payment of the difference in the purchase fee.

We are able to arrange the purchase of Exclusive right of burial for future use in all types of graves excluding the Islamic Section.

The Council will repurchase any unused graves at the original fee paid by the “Grantee”.

No person or household will be permitted to obtain the Exclusive Right of Burial in more than two unused graves.

In all cases there is a separate fee for interment see Part 2 overleaf.

Part 2 – Interments

Interment fees are based on the residential qualification of the deceased, “Residents” and “Non Residents” scale of charges apply.

Each grave can accommodate up to four interments (11ft) with the exception of graves in the Islamic section which are for one interment only (5ft). The depth of the first interment determines the number of subsequent burials.

Cremation spaces are in our Garden of Remembrance and will accommodate up to two sets of Cremated Remains.

Cremated Remains can also be interred in a full grave, but would then close that grave to subsequent body burial. A full Grave space will accommodate several sets of Cremated Remains dependent upon the size of the Cremated Remains container, with further space available for scattering.

Part 3 – Memorials

All memorial fees are based on the residential qualification of the deceased, not the Grantee.

Where regulations allow a memorial to be placed on two adjoining grave spaces the memorial fees will be double the schedule fee.

The style and size of a memorial permitted on a grave is dependent on the type of grave and it's location, and is subject to the approval of the Cemetery Superintendent. We advise a settlement period of the grave for a minimum of 8 months, before a memorial is fitted.

Lawn graves are turfed or seeded following interment, so the planting out, placing of encumbrances or enclosure of these graves is not allowed. A headstone can be drilled and dowelled to the existing concrete beam soon after the funeral, there is no need to wait for any settlement period.

Cremation spaces are turfed following interment, and planting out, placing of chippings, stones or other encumbrances are not allowed. A headstone up to 2ft in width and height, or a tablet up to 18ins width can be placed on the Cremation space subject to the approval of the Superintendent.

It is the Grantee's responsibility to maintain the memorial in a sound condition, and repair or re-fix it if required.

Under the Health and Safety at Work Act 1974, and the Local Authorities Cemetery Order 1977 the Council has a duty of care to all persons entering the Cemetery and the power to remove the danger of an unsafe memorial which may be by laying it down flat.

Current Health and Safety guidelines, require the periodic testing of memorials for stability. The Cemetery will regularly test memorials, and those which fail this safety test, will where possible, be made safe by temporary staking or laying the memorial flat whilst we endeavour to contact the Grantee.

In some instances where staking is not a feasible option or we are unable to trace the Grantee or the Grantee declines to make the necessary repairs we may remove or lay the memorial down.(L.A.C.O. 1977)

The Grantee is strongly advised to check the warranty provided by their mason and consider taking out appropriate insurance.

All Memorial work must conform to the NAMM current code of practice and BS8415.

CEMETERY 2018/2019		
PART 1 – EXCLUSIVE RIGHTS OF BURIAL (40years)	Resident £	Non- resident £
Earthen Graves:		
Front Row Pergola Plot:	3,216.00	6,432.00
In front row from path: (Traditional)	3,237.00	6,473.00
In any other row: (Traditional)	1,722.00	3,444.00
Lawn Section	1,486.00	2,971.00
Baby: Butterfly Lawn Section	960.00	960.00
Garden of Remembrance (cremated remains only)	538.00	1,077.00
PART 2 – INTERMENTS		
Purchased Graves:		
Dug to 2ft. Cremated Remains)	278.00	584.00
Dug to 4ft (Child only)	380.00	834.00
Dug to 7ft	946.00	1,972.00
Dug to 9ft	1,063.00	2,339.00
Dug to 11ft	1,286.00	2,920.00
More than 11 feet	POA	POA
Walled Graves	POA	
PART 3 – MEMORIALS		
Not exceeding 3ft 6”	178.00	348.00
Kerbs/ Ledger	178.00	348.00
Ground Level Surround	343.00	679.00
Additional Inscription	106.00	212.00
Vase etc	118.00	234.00
Memorial in the Garden of Remembrance	173.00	343.00
Small memorial baby grave (18 ins high x 12 ins wide)	105.00	208.00
Butterfly Baby Grave Memorial (15ins high x 18ins wide)	105.00	105.00
Flat stone Tablet	141.00	234.00
Butterfly Memorial plaque	147.00	147.00
Part 4 – Sundry Charges		

Exhumation	POA	POA
Issue of duplicate Deed of Grant	101.00	101.00
Burial Register search fee	POA	POA
Hire of music facility / Chapel / Organ	Free	Free
Part 5 – Planting		
Plants - Summer and Winter	149.00	149.00
Moulding / Turfing	70.00	70.00

Part 4 – Total cost of Part 1 (Exclusive Right of Burial) & Part 2-(Interments) Part 3 Memorials are extra

EPSOM CEMETERY 2018/2019							
Depth	Pergola Front Row £	Front Row Traditional £	Other Row Traditional £	Lawn Section £	Cremation Space £	Re-Open (Body) £	Re-Open (Ashes) £
Resident							
7 ft	4,162.00	4,183.00	2,668.00	2,432.00	-	946.00	-
9 ft	4,279.00	4,300.00	2,785.00	2,549.00	-	1,063.00	-
11ft	4,502.00	4,523.00	3,008.00	2,772.00	-	1,286.00	-
Interment of Ashes	3,494.00	3,515.00	2,000.00	1,764.00	816.00	-	278.00
Future Use	3,216.00	3,237.00	1,722.00	1,486.00	538.00	-	-
Non-Resident							
7 ft	8,404.00	8,445.00	5,416.00	4,943.00	-	1,972.00	-
9 ft	8,771.00	8,812.00	5,783.00	5,310.00	-	2,339.00	-
11ft	9,352.00	9,393.00	6,364.00	5,891.00	-	2,920.00	-
Interment of Ashes	7,016.00	7,057.00	4,028.00	3,555.00	1,661.00		584.00
Future Use	6,432.00	6,473.00	3,444.00	2,971.00	1,077.00	-	-
Baby Graves							
		£			£		
Baby Butterfly Lawn Section		960.00			960.00		
Late Burial Fee after 3.00pm		296.00			296.00		

BOROUGH OF EPSOM AND EWELL

EPSOM CEMETERY

Regulations relating to Interment, Memorials, Inscriptions etc

Epsom Cemetery is owned and managed by Epsom Borough Council and regulated under the powers contained within the Local Authorities Cemeteries Order 1977

INTERMENTS

1. Forms of application for interments can be obtained from: **Cemetery Services at the “Town Hall, The Parade, Epsom, Surrey KT18 5BY** or the EEBC Website www.epsom-ewell.gov.uk. The forms duly completed with the necessary particulars and fees must be delivered to the Cemetery Superintendent not less than 3 clear working days before the date of the interment.
2. All arrangements for the time and date of the burial must be made with the Cemetery Superintendent (**Tel: 01372 732000**) All interments must take place between the hours of:
 1. **09.30 – 15.00 hours, or 9.30 - 2.30pm when a service is held in the Cemetery Chapel, Monday to Friday.**If possible, weekend burials may be allowed at certain times by special arrangement with the Superintendent and payment of an additional fee.
3. All arrangements for the conducting of the burial service must be made with the Minister by relations or friends of the deceased.
4. The Registrar's Certificate for burial or cremation, or the Coroners Order for burial where an inquest has been held, or the Certificate of the Crematorium Authority where the interment is of cremated remains, must be delivered to the Cemetery Superintendent before the burial can proceed.
5. The Certificate relating to still births issued by the Registrar under the provisions of the Births and Deaths Registration Act 1926, or the order of the Coroner where an inquest has been held, must be delivered to the Cemetery Superintendent before the burial of a still born child can proceed.
6. The Certificate relating to the delivery of a Non Viable Foetus must be issued by the Midwife or Doctor in attendance, and delivered to the Cemetery Superintendent before the burial of a Non Viable Foetus can proceed.
7. If the person procuring the burial of a body of a deceased person in the Cemetery cannot at the time of disposal produce a Registrar's Certificate or a Coroner's order, the burial will be proceeded with only if a written declaration is made by such a person in the prescribed form in pursuance to Section 1 (1) of the Births and Deaths Registration Act 1926, as amended by

Section 11 (2) and (3) and Section 24 of the Births and Deaths Registration Act 1953 that a certificate or order in respect of the deceased has been issued. The declaration must be handed to the Superintendent with the sum of **£25.00** to cover any expense the Council may be put to in subsequently obtaining such certificate or order, or a duplicate. If the certificate or order, or a duplicate, is delivered to the Cemetery Superintendent within 24 hours after the interment the Council will refund the deposit in full, but failing this the Council will proceed to obtain either the original or a duplicate and the deposit will be forfeited.

8. Burials of un-coffined bodies will only be allowed for religious reasons, however all bodies must be coffined on arrival at the Cemetery.
9. No coffin shall be buried in any unwallied grave within 3ft of the ordinary level of the ground, unless it contains the body of a child under 12 years of age when it shall not be less than 2ft below that level.
10. No body shall be buried in any vault or walled grave unless the coffin is separately entombed in an air-tight manner, that is, by properly cemented stone, concrete or brickwork, so as to ensure that the body shall never be disturbed.
11. Bodies of persons dying from highly infectious or notifiable diseases will only be allowed in the cemetery chapel providing adequate precautions have been taken to avoid seepage.
12. The selection of graves is only available on front row spaces and is in every case subject to the approval of the Superintendent.
13. Before a burial can take place, the consent in writing of the grantee, or the person in whom the right is vested, or the deed of grant must be delivered to the Cemetery Superintendent before a grave is opened in respect of which there is a current exclusive right of burial. Failure to deliver such documents may result in a delay or postponement of the funeral.
14. No person will be permitted to obtain the exclusive right of burial in more than two unused grave spaces. Assignment of Rights between a "Resident" and a "Non Resident" will be allowed only following payment of the difference in the purchase fee. The Council will re-purchase any unused grave spaces at the same cost paid at the time of purchase.
15. The Funeral Director or other person arranging the funeral must provide sufficient persons to act as pallbearers to convey the coffin into and out of the chapel and for lowering the coffin into the grave.
16. No human remains will be removed from any grave after committal without a Home Office licence, Bishop's Faculty or both (Section 25 Burial Act 1857)
17. The Council or it's servants will not be responsible for any error or consequences thereof that may arise by reason of any inaccuracy in or late receipt of a Notice of Interment and will accept orders and instructions by

telephone only at the risk of the caller. Telephone instructions must be confirmed in writing as soon as possible and no later than the period stated on the notice or as agreed with the Cemetery Superintendent or his representative.

18. The exact maximum outside coffin dimensions including handles must be entered on the Notice of Interment. The Council shall not be held liable for any delay or accident, which may occur as a result of such dimensions being omitted from or incorrectly entered on the Notice of Interment.
19. Only persons employed by or under contract to the Council will dig graves. All Funerals at the Cemetery are under the control and direction of the Superintendent or designated officers.
20. The Council reserves the right of access over all grave spaces and the right to temporarily remove any memorial from any grave without notice, in order to facilitate the digging of any adjacent grave for the purposes of interment. The Council reserves the right to place excavated spoil on graves adjacent to those that need to be opened for an interment, without notice. The spoil will be removed immediately following the interment and the surrounding area left in a tidy condition.
21. Where a Memorial has to be removed to allow an interment to take place, the Funeral Director or Stonemason must make arrangements to ensure that the memorial is completely taken away from the Cemetery, including landing stones ,and foundations.

MEMORIALS, INSCRIPTIONS ETC

Memorials may only be erected over graves in respect of which the Exclusive Right of Burial has been purchased. The right to erect a memorial rests with the “Grantee” and their written permission must be given and the appropriate fee paid to the council before a permit will be issued. Additional inscriptions will only be permitted for those persons buried within Epsom Cemetery.

22. All Memorial work carried out in the Cemetery must be fixed by a qualified stonemason and conform to the current NAMM Code of working practice and BS 8415. All memorial work will be carried out in the Cemetery on a strictly by appointment basis only. All Spoil is to be removed from site, with the memorial and the surrounding area left in a neat, safe and tidy condition.
23. Forms of application for the right to erect or place memorials on graves, or to place additional inscriptions on existing memorials, can be obtained at the Cemetery Superintendents office at the Town Hall or the EEBC website www.epsom-ewell.gov.uk.
24. Memorials shall not exceed the following heights:
- | | | |
|---|------------------------------------|-------------------|
| * | Cremation Space | 2 ft 0ins |
| * | In a Front Row Space and Lawn area | 3 ft 0 ins |
| * | In any other row | 3 ft 6 ins |
25. No memorial erected or placed in any one grave space shall exceed 6ft 6ins in length or 2ft 6ins in width.
All Memorials and Kerbs must not be less than 3ins in thickness.
26. The height of all memorials shall be measured from the level of the ground surrounding the graves. The height of a memorial shall include any base, bases and kerb –stones.
Corner stones will be permitted for kerbs provided such corner stones do not exceed 12ins in height.
27. All memorials must be made from natural quarried stone. Concrete is not permitted.
28. Every memorial when first erected or when refixed after an interment shall have a foundation consisting of not less than two reinforced concrete bearers, such bearers to be at least.
**3ft 6ins in length,
1ft 6ins in width and
3 ins thickness.**
and shall otherwise be constructed in all respects to the Council's satisfaction.
29. Bearers shall be provided where the memorial is placed on a landing or one piece foundation frame

30. A memorial on the "Lawn Area" of the Cemetery must be fixed by drilling and dowelling to the existing reinforced concrete beam.
31. In the older traditional area of the Cemetery 6 inch wide surrounds will be permitted around the kerb edge of a traditional memorial, on payment of an additional fee, subject to the approval of the Superintendent.
32. In the Cemetery top extension, the Pergola plot memorials will be restricted to 6ft 6" long x 2ft 6ins wide. Surrounds or Double memorials will not be permitted.
33. The section letter and number of the grave space must be cut in a prominent position on all memorials erected or placed in the cemetery.
34. All brickwork, foundations for memorials and work involved in re-fixing memorials after removal shall be subject to the approval of the Cemetery Superintendent.
32. Graves, Vaults and memorials must be maintained and kept in good condition and repair by the person in whom the rights of burial are vested, (Grantee) . Any memorial that for reasons of age or neglect has fallen into a state of disrepair may be laid down and made safe or removed by the Council.
33. The Council will not be responsible for any damage to memorials or gravestones by storm, wind, lightening, subsidence, vandalism or acts of third parties,
34. The Council reserve the right to decide to which class of memorial any design submitted for approval belongs, and to refuse permission for the erection of any memorial or the placing on a memorial of any inscription which they may consider unsuitable.
35. The fees for memorials will be calculated so as to include the fees chargeable for each component part, eg Headstone with Kerbs, Headstone with Footstone and Kerbs.
36. Memorials on Cremated Remains spaces in the Garden of Remembrance shall not exceed 2ft in height and width, with the exception of Tablets or raised plaques which are restricted to 18 ins x 18 ins and 3ins thick.
37. Where the exclusive right of burial has not been purchased, a flat memorial stone on these graves will be restricted to 2ft in length x 6ins in width by 2ins in thickness.
38. No Glass, earthenware, concrete edging, paving slabs, chippings, loose stones, astroturf. wooden or trellis type memorials or plastic surrounds shall be placed on or around any grave in the Cemetery. These are hazardous to our contractors during Cemetery operations.

39. Annual planting may, subject to the approval of the Council, be allowed on Front Row, Pergola or Traditional grave spaces only. Grave planting must not exceed the grave dimensions of 6ft 6 ins in length by 2ft 6ins in width and must be regularly maintained by the Grantee to ensure they do not exceed these dimensions or encroach on the surrounding area. Trees are not allowed to be planted on Graves spaces. Shrubs or Roses must be contained within the grave dimensions above, regularly maintained and restricted in height to the height of the headstone. Lanterns, Solar lights, windmills etc are not allowed to be placed on the grass on the lawn section. They may be placed in pots or flower containers within the memorial. Excessive memorialisation or items will be removed at the Councils discretion particularly in cases where they exceed the dimensions of the grave spaces or encroach along the sides of the graves and inhibit free access along walkways. Temporary grave markers (Wooden Crosses/Plaques etc) will be removed after a period of six months following the last interment.
40. The Council reserves the right to prune, cut down or remove any plant or shrub at any time if in its opinion the same may have become unsightly or overgrown, or when removal is necessary to enable the grave to be used again. In those parts of the Cemetery designated as "Lawn Areas" full memorials and /or Garden tops will not be allowed.
41. The Council reserves the right to remove any unauthorised memorials from the cemetery and recover any costs incurred by so doing from the person by whom the order for the memorial was placed.
42. In accordance with the Councils Memorial Safety Policy the Council reserves the right without notice to :
1. Remove or make safe any memorial, which in the opinion of the Superintendent is a danger or could become a danger to any person in the cemetery.
 2. Remove temporarily any memorial or part of any memorial if such course of action appears to the Council to be desirable.
 3. Recover from the owner of the rights of burial all reasonable cost incurred in making the memorial safe.

GENERAL

43. Under the powers contained in the Local Authorities Cemeteries Order 1977, a burial authority may do all such things as they consider necessary or desirable for the proper management regulation and control of a Cemetery.
44. 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.
45. No unauthorised person shall enter or remain in a cemetery at any hours when it is closed to the public. No person shall sit, stand climb upon or over any memorial, gate, wall fence or building within or belonging to the Cemetery.
46. No person in the cemetery shall behave in a noisy, disorderly or unseemly manner, consume alcohol, gamble, hold any picnic or barbecue, sunbathe or play any game, use improper or indecent language, trespass on any portion of the cemetery , damage, or destroy any tree, shrub plant headstone, monument, memorial, grave or any other property within the Cemetery or obstruct any officer in the execution of their duties. All persons shall conduct themselves in a decent quiet and orderly manner.
- 46 All fees and charges must be paid to the Cemetery Superintendent when the application for an interment is made or before the erection of a memorial is commenced. The applicant must make all necessary arrangements regarding the date and time of the interment with the Cemetery Superintendent.
47. Applications for the right to erect or place memorials on graves must be accompanied by drawings with all the necessary dimensions and particulars and be approved by the Cemetery Superintendent prior to any work being carried out.
48. A plan of the Cemetery is displayed on the Cemetery notice board and also available by request.
49. Cemetery Services are now based at the Town Hall and can be contacted on 01372 732000 from 9.00am – 5.00pm Monday to Friday only. The offices will not be open on Saturdays, Sundays, Good Friday, Christmas Day and Bank Holidays, or when otherwise decided by the Council.
50. The Cemetery is open from 9.00 am, 364 days a year with the exception of Derby Day, when the Cemetery is closed. The Council reserve the right to close the Cemetery or to limit the entry of persons thereto anytime.
- 51 Children will not be admitted into the cemetery except in the charge of a responsible adult.

52. No servant of the Council is allowed either to take any gratuity, or to undertake privately work of any kind in connection with the cemetery whether in his own time or during the Council's times.
53. All persons admitted to the cemetery shall conform to the Regulations in force and the Superintendent or other duly authorised officer of the Council may remove from the cemetery all persons infringing such regulations or otherwise misconducting themselves.
54. No dogs will be permitted to enter the cemetery.
55. The parking of vehicles in the cemetery shall be at the discretion of the Cemetery Superintendent, and must not be parked in a position that obstructs other motor vehicles or any other form of access. All Vehicles are restricted to the carriageway and must not drive or park over verges. Any costs incurred as a result of damage caused by indiscriminate parking or driving over grassed areas will be the responsibility of the driver.
56. Any person using a motor vehicle in a cemetery shall only do so on a carriageway suited to the purpose and with the consent of the Council. All Vehicles will be restricted to a speed not greater than **10MPH**.
The Superintendent will exclude from the grounds any vehicle which he or she deems unsuitable.
57. No person shall drop, throw or otherwise deposit any wastepaper, cans, bottles, spoil or other detritus material of any kind in the Cemetery except in the litterbins provided.
58. Visitors or persons attending funerals shall not interrupt or interfere with the Contracts staff working in the Cemetery, nor employ them to plant graves or execute any private works whatsoever in the Cemetery.
59. Memorial Trees may be planted subject to the approval of the Cemetery Superintendent and upon payment of the appropriate fee. Location of plaques Trees, or donated Benches will be made in consultation with the Cemetery Superintendent whose decision will be final.
60. All persons entering the Cemetery do so at their own risk, and the Council will not accept any liability for injuries or damage sustained for any reason whatsoever.
61. The Council shall not be held responsible for the safe keeping of any wreaths, flowers, plants or any other objects placed in the Cemetery.
61. The Council reserve the right to make any alterations or additions to the foregoing Regulations from time to time.

Revised April 2018
Kathryn Beldon
Chief Executive.

