

**THE ROYAL BOROUGH OF KENSINGTON AND CHELSEA**

**GUNNERSBURY AND HANWELL CEMETERIES**

**RULES AND REGULATIONS**



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**



**RULES AND REGULATIONS** made the 17<sup>th</sup> January 2011 and operative from that date for the management of cemeteries and burial grounds owned by The Mayor and Burgesses of the Royal Borough of Kensington and Chelsea of The Town Hall, Hornton Street, London W8 7NX.

## **PART 1 – INTERPRETATION, ADMISSION AND FEES**

### **1. DEFINITIONS**

- (a) “Council” means The Mayor and Burgesses of the Royal Borough of Kensington and Chelsea and its authorised officials.
- (b) “Cemeteries” means the cemeteries provided by the Council at Gunnersbury and Hanwell and any future acquisition of burial land and “Cemetery” means any of such cemeteries or burial land.
- (c) “Memorial” means any shrub, plant, tombstone, gravestone, headstone, footstone, cross, ledge, kerb, tablet, vase or monument.
- (d) “Cemeteries Manager” means the Council’s Manager for the time being or the officer in charge of each of the Cemeteries as appropriate.
- (e) “Burial” “grave” “tombstone” “vault” and “walled grave” shall have the meaning ascribed to them in the Local Authorities Cemeteries Order 1977.
- (f) “Cemetery Office” means the Cemetery Office situate at Gunnersbury Avenue.
- (g) References to the Local Authorities Cemeteries Order 1977 or any provision thereof shall include any order or provision substituted therefor by statutory instrument or other authorised means.
- (h) “The Director” shall mean the Director of Waste Management, Culture and Leisure for the time being appointed by the Council.
- (i) A “private grave” shall be a grave in which the exclusive right of burial has been granted to an individual or individuals by the Council.
- (j) A “grant” shall be the grant of the exclusive right of burial to an individual as issued by the Director.
- (k) Except where a rule or regulation refers specifically to Gunnersbury Cemetery or Hanwell Cemetery all rules and regulations shall be considered as applying to all Cemeteries owned by The Royal Borough of Kensington and Chelsea from time to time.
- (l) “Owner” means the person or persons registered as the owner of a private grave.
- (m) “Grave Space” means the parcel of land bought for the purpose of interment.

- (n) "Section" and "Sections" means the area or areas of land upon which a Grave Space is located.
- (o) "Number" means the grave number.
- (p) "Normal office hours" means 9.00 am to 5.00 pm Monday to Friday excluding Public and Bank Holidays or such other hours as the Council may by resolution from time to time determine.
- (q) "Resident" means a person whose only or main residence for a period of at least two years continuously in the last five years was within The Royal Borough of Kensington and Chelsea.
- (r) "Former Resident" means a person who would have qualified as a Resident but who left The Royal Borough of Kensington and Chelsea more than five years ago.
- (s) "Non-Resident" means a person resident outside of The Royal Borough of Kensington and Chelsea.

## 2. HOURS OF OPENING

- (a) The Cemeteries ground shall be open to the public from:-

Monday to Saturday	9.00 am to 7.00 pm	April, May, September
	9.00 am to 5.30 pm	February, March, October
	9.00 am to 8.00 pm	June, July, August
	9.00 am to 4.30 pm	January, November, December
Sundays and Bank Holidays	9.00 am to 6.00 pm	April, May, September
	9.00 am to 5:30 pm	February, March, October
	9.00 am to 7.00 pm	June, July, August
	9.00 am to 4:30 pm	January, November, December
Christmas Day and Boxing Day	9.00 am to 4.30 pm	

- (b) The Cemetery Office shall be open for the transaction of business during normal office hours. Notice of changes will be published at least a week in advance on Cemetery Notice Boards.

### **3. ADMISSION TO CEMETERIES**

- (a) No person other than a servant of the Council shall enter or be in any of the Cemeteries at any hour during which the Cemeteries are closed to the public except by the permission of the Cemeteries Manager.
- (b) Children under 14 years of age will not be admitted except under the care of a responsible adult.
- (c) No cars, vans, motorcycles or other vehicles will be admitted to the Cemeteries except with the consent of the Cemeteries Manager. Permission to hold a funeral will include the consent for such vehicles as may be reasonably required for that purpose to be brought into the Cemetery subject to the direction of the Cemeteries Manager. Special arrangements may be made with the Cemeteries Manager to facilitate vehicular access for people with disabilities.
- (d) Dogs must be kept on a lead.

### **4. FEES AND CHARGES**

Unless the Council has approved other arrangements in any given case all fees and charges must be paid to the Cemeteries Manager prior to any interment or any works for the placing or erection of any Memorial being carried out. The official receipt and permit must then be produced at the Cemetery Office before any interment or the erection of any Memorial takes place. The matters in respect of which fees or other charges are payable and the amount of such fees and charges shall be determined from time to time by the Council by resolution. A table of the matters in respect of which fees or other charges are payable and the fees and charges currently in force shall be available for inspection by the public at the Cemetery Office during normal office hours.

### **5. RESIDENT/FORMER RESIDENT/NON-RESIDENT**

A Resident of the Borough may acquire the exclusive right of burial in a grave and single fees will be charged therefor and in respect of his interment therein. Single fees will also be charged for interment of a Resident in an unpurchased grave for which no exclusive right of burial has been granted.

The fees, payments or sums for any interment for the exclusive right of burial in an earthen grave, will be trebled in the case of any person who is a Non-Resident of The Royal Borough of Kensington and Chelsea and doubled in the case of a Former Resident.

## **PART II – PURCHASE OF EXCLUSIVE RIGHTS OF BURIAL AND INTERMENT**

### **GENERALLY**

### **6. PURCHASE OF A PRIVATE GRAVE**

- (a) The exclusive right of burial in a grave may be purchased subject to the following rules and regulations. Such rights shall be limited to a period of seventy five years from the date they are granted.

- (b) The selection of a Grave Space is in every case subject to the approval of the Cemeteries Manager.
- (c) A private grave may be reserved on payment of the fees for the exclusive right of burial and including a 50 per cent surcharge. The interment fees will become payable when the grave is opened.
- (d) All applications for the purchase of a new private grave must give the full name and address of the purchaser with suitable evidence such as a Passport, Driving Licence, Credit Card and last account, Council Tax demand and up-to date payment receipt and any person who makes a false statement in connection with this paragraph will be in breach of these rules and regulations and liable to the penalties set out in paragraph 28 below.
- (e) No grant will be issued in the name of an undertaker or firm of undertakers or a partner of such a firm unless satisfactory written evidence is submitted that the grave is required for use by the applicant as a private individual and not for business or other purposes.

## **7. TRANSFER OF A PRIVATE GRAVE GRANT**

- (a) No grant of a private grave shall be transferred except with the written consent of the Director.
- (b) An application for the transfer of a grant in cases where the Owner is deceased should be accompanied by Probate, Will or Letters of Administration or such other written evidence as the Director may reasonably require proving the applicant's legal right to ownership. In the event of no Probate, Will or Letters of Administration being produced, the Director may transfer the ownership of a grave to any person proving that he or she has legal or legitimate right of ownership.
- (c) A fee as determined by the Council from time to time will be payable in respect of every transfer of ownership effected.
- (d) Upon a transfer of any grant (other than by devolution under a Will or intestacy) to a person who is a Non-Resident of The Royal Borough of Kensington and Chelsea of an exclusive right of burial, the difference (if any) between the fees which were paid by the Transferor and the fees which the Council would be entitled to receive from the Transferee as purchaser at the time of transfer must be paid to the Council.

## **8. REMOVAL OF HUMAN REMAINS**

No human remains may be removed from a grave on consecrated ground after committal without the necessary Faculty from the Bishop of the Diocese and/or Licence from the Home Secretary being first obtained. In cases where other coffins are to be disturbed, written authority of the next-of-kin of the deceased persons buried in the coffins must be obtained.

## **9. NOTICE OF INTERMENT**

- (a) Notice of any intended interment shall be given on the form prescribed by the Council obtainable from the Cemetery Office and all information required to complete the Notice shall be entered thereon.
- (b) The Notice must be delivered together with the appropriate fee and where applicable the Owner's consent referred to in Paragraph 13 and other supporting documentation specified by the Cemeteries Manager during normal office hours to the Cemetery Office at least four clear working days prior to the interment. No Notice will be accepted outside normal office hours except in cases of urgent necessity.
- (c) The Cemeteries Manager shall refuse any application for interment if any of the said documentation has not been supplied, is incorrect or incomplete.
- (d) Where it is desired to bury more than one person in the same coffin separate Notices of Interment shall be given for each person to be buried.
- (e) No authority is required for the burial of the registered the Owner but the grant of the grave should be produced for endorsement.
- (f) The Council shall not be held liable for any interment in a private grave inconsistent with the strict legal right of the grantee. The Council may insist on the production of Probate or other evidence to prove devolution of the title. The Council may also require the completion of a form indemnifying the Council against any actions, claims etc signed by the person who claims that he or she has a legal right to authorise an interment to take place in the grave.

## **10. CERTIFICATE OF DISPOSAL**

A burial will not proceed unless the Certificate of the Registrar of Deaths or Coroner's Order for the disposal of the body to be buried is first delivered to the Cemeteries Manager before interment.

## **11. HOURS OF INTERMENT**

- (a) The time of any proposed interment shall first be arranged with the Cemeteries Manager at the Cemetery Office. Services in the Cemetery Chapels should not be longer than sixty minutes without the written consent of the Cemeteries Manager. In the event of a funeral being delayed through no fault of the Council, the Cemeteries Manager reserves the right to re-arrange or curtail a funeral ceremony to enable other funerals arranged for the same day to take place.
- (b) All interments shall take place after 10 am and shall be completed before 4.00 pm. No interments are permitted on Saturdays, Sundays, Christmas Day, Good Friday or Bank Holidays. The Council reserves the right at any time to close the Cemetery on any day should it consider that circumstances so warrant.

- (c) All persons arranging funerals are required to comply at all times with the instructions of the Cemeteries Manager or persons appointed to discharge those duties and to notify the Cemeteries Manager if a funeral is likely to be attended by an unusually large number of persons, or where special arrangements or facilities are required.

## **12. CLERGY**

It is the responsibility of the person having charge of the funeral to make all arrangements in advance with the Clergy or other Minister to officiate.

## **13. OWNER'S CONSENT**

The written consent of the Owner or his or her legally authorised representative of a vault or grave in which the exclusive right of burial has been purchased must be deposited at the Cemetery Office before the grave shall be opened, except in cases specified in Article 10(6) of the Local Authorities Cemeteries Order 1977 as being exceptions to the need for such consent. In all cases, the relationship of the Owner to the person interred must be stated. Where applicable the Owner's consent must be delivered to the Cemeteries Manager in accordance with the time limited specified in Paragraph (b) of Regulation 9.

## **14. DEPTH OF GRAVE**

- (a) A grave will be dug, excavated and filled in by persons appointed by the Council under the supervision of the Cemeteries Manager.
- (b) A body shall not be buried in a grave so that any part of the coffin containing the body shall be at a depth of less than three feet below the level of the surface of the ground adjoining the grave unless the Council specifically so authorise in any given case.
- (c) A body shall not be buried in a grave in which an interment has already taken place unless the coffin containing the body is effectually separated from any other coffin already placed and remaining in the same grave by means of an undisturbed layer of earth not less than six inches in thickness and provided always that any human remains already interred in the grave shall not be disturbed. Soil shall not be removed from the grave.

## **15. VAULT AND WALLED GRAVE**

- (a) A vault and walled grave will not be constructed.
- (b) No body shall be buried in any existing vault or walled grave unless:-
  - (i) It is in a sealed metallic coffin.

OR

- (ii) It is in a sealed wooden coffin and separately entombed in an air tight manner, that is, by properly cemented stone or brickwork which shall never be disturbed.



## **16. COFFINS**

- (a) No body shall be delivered to the Cemeteries for burial unless in a closed cardboard, wooden or metallic coffin.
- (b) In a grave in respect of which the exclusive right of burial has not been purchased, coffins of cardboard or wood only will be allowed to be interred.
- (c) Not more than one body will be allowed in any coffin except in the case of mother and child or children of the same parents or casket of cremated remains. The name of the person whose body is to be interred must be indelibly engraved on a non corrodible plate affixed to the coffin.
- (d) The Cemeteries Manager in his absolute discretion may direct that a coffin shall not be admitted to the Chapel or other Cemetery building if the circumstances so require.

## **17. NOTIFIABLE DISEASES**

The Cemeteries Manager must be informed in writing prior to the funeral if the person to be interred died of a notifiable disease as defined by the Public Health (Infectious Diseases) Act 1988 and the Public Health (Control of Diseases) Act 1988. The body of a person who died of a notifiable disease shall not be allowed in a Chapel or other Cemetery building without prior written consent of the Cemeteries Manager.

## **18. BANDS AND MUSIC**

The Cemeteries Manager shall be given full details of any instrument, band or music of any kind which is to be played at a funeral other than music normally provided in the course of a service in the Cemetery Chapel and his written consent in respect thereof must be obtained which may include restrictions as to such times and positions within the Cemetery where such instrument, band, music or thing which is played.

## **PART III – CEMETERY MAINTENANCE AND EXECUTION OF WORK**

### **19. APPROVAL OF A MEMORIAL AND INSCRIPTIONS**

- (a) Before the erection of any Memorial, the written consent of the Cemeteries Manager must first be obtained.
- (b) No Memorial or erection of any kind shall be permitted upon or over any grave unless the exclusive right of burial therein has first been purchased.
- (c) Subject to the exception hereinafter mentioned, the Section and Number of the Grave Space must be cut clearly in one inch letters at the foot of each Memorial erected over or on the grave.
- (d) A trade name may be cut clearly in one inch letters at the foot of each Memorial erected over or on the grave.

- (e) The prior written approval by the Cemeteries Manager and payment of the appropriate fees must have occurred prior to any Memorial being erected or any inscriptions affixed thereon.
- (f) In no circumstances shall the Owner define, or attempt to define, the Grave Space in any manner not approved by the Council.

## **20. ARRANGEMENTS FOR FIXING OF A MEMORIAL**

The fixing of a Memorial or the placing of an inscription on a Memorial already erected may only take place during normal office hours and then only under the direction of and the authority of the Cemeteries Manager who may in his absolute discretion either require work to cease or for adjoining areas to be fully protected from the said work.

## **21. SIZE, FOUNDATIONS AND FIXING OF A MEMORIAL**

- (a) Before any work is commenced the Cemeteries Manager must be satisfied that any Memorial to be fixed in any of the Cemeteries has proper and adequate foundations and shall be of such dimensions and construction that the Memorial shall be unlikely to sink or move from the position in which it is placed at the time of erection.
- (b) If any Memorial is removed from a grave for the purpose of an interment or otherwise it must not be replaced unless the requirements of Regulation 19 have been complied with. Any additional inscription or other works shall require approval under Regulation 19.
- (c) A headstone, footstone and cross in the front row of Sections A, B, C, F, M, N, O and P in the inner area of Gunnersbury Cemetery must not exceed two feet six inches in height measured from the natural surface of the ground. In the remaining portions of Sections A, B, C, M, N, O and P and in Sections MA, NA, OA, E, D, J, K and L of Gunnersbury Cemetery, no headstone, footstone or cross shall exceed three feet in height above the natural ground level.

In Sections EA, EE, F, H, JA and KB of Gunnersbury Cemetery, plots are a standard Grave Space seven feet x three feet. Please note that a traditional Memorial must be seven feet long, three feet wide and three feet high.

For a lawn type headstone and base the dimensions must be three feet high, base three feet wide and eighteen inches in depth. The concrete foundation must be three feet wide and two feet in depth.

A kerb must measure seven inches x four inches.

- (d) Except as provided by paragraph (c) of Regulation 21, a headstone in Gunnersbury Cemetery must not exceed four feet six inches, a plain cross five feet and a footstone eighteen inches in height measured from the natural surface of the ground. They must not be less than three inches nor more than six inches in thickness.

- (e) A headstone at Hanwell Cemetery must not exceed four feet in height in the front row or five feet elsewhere and a footstone must not exceed eighteen inches in height measured from the natural surface of the ground. Ornamental stones may be erected in the front row four feet to the shoulder and five feet overall.
- (f) The following are the maximum sizes permitted for erection of a Memorial on the surface of the ground:-
- Cremated Remains Section - two feet by two feet
  - Double Grave Space - six feet six inches by six feet
  - Single Grave Space - six feet six inches by two feet six inches
  - 
  - Large Grave Space - nine feet by four feet
  - Standard Grave Space - seven feet by three feet
- (g) Without prejudice to paragraphs (c) and (d) of this Regulation:-
- (i) A Memorial without a kerb must be dowelled or joggled into a foundation of not less than four inches in thickness which foundation must be of a width corresponding with the width of the Grave Space.
- (ii) A Memorial must be fixed securely on a solid concrete or hand sawn York Stone landing of not less than four inches in thickness which landing must be of such dimensions that it will rest securely upon the whole of the four sides of the Grave Space or alternatively cover the Grave Space entirely.
- (iii) The thickness of a kerb must not be less than three inches if consisting of granite or marble and not less than four inches if consisting of any other approved stone and not more than six inches. Adequate drainage must be provided where a kerb is fixed on the solid landing.
- (iv) A Memorial must be fixed with copper or galvanized cramps. A base of a cross and a base of a headstone must be securely fastened by dowels.
- (v) Chippings shall be laid on a foundation of not less than two inches thickness of concrete, on three inches of hard core or on two inches of pre-cast concrete slabs raised on bricks of three inches in height.
- (h) The whole of the work in connection with the fixing of a Memorial must be carried out and completed to the satisfaction of the Cemeteries Manager. Such work must, subject to Regulation 19, be carried out continuously and completed with all reasonable expedition.
- (i) No hewing or dressing of stones within the Cemeteries will be allowed and all unnecessary materials brought into the Cemeteries by the person erecting the Memorial must be removed immediately.

- (j) A Memorial placed in the Cemeteries is so placed at the sole risk of the Owner and the Council accepts no responsibility for any loss, damage or otherwise thereto.
- (k) The Council reserves the right of passage over any grave and the right to cover or move a Memorial in connection with a burial in the Cemeteries.
- (l) The Council reserves the right to temporarily place on any grave a Memorial from an adjoining grave. Any damage caused will be made good by the Council.

## **22. REPAIR AND REMOVAL OF A MEMORIAL**

- (a) If a Memorial or vault is not kept in proper order or is deemed by the Cemetery Manager to be unsafe, then the Council may remove or alter it in any way and any expenses incurred shall be paid forthwith by the Owner. The Owner will be advised in writing prior to such works taking place, unless emergency repairs are necessary. A Memorial removed for the purpose of interment shall be replaced by the Council's Contractor within twelve months of such interment taking place.
- (b) No temporary Memorial erected on a grave shall remain for more than twelve months unless the written consent of the Cemeteries Manager is first obtained.

## **23. PLANTING OF ANY SHRUB, PLANT OR FLOWERS**

Except in respect of interment in a Garden of Rest, the Owner of any purchased grave may place small any shrub, plant or flowers on the Grave Space and shall keep the same in a good and proper and tidy condition. The Council reserves the right to cut down or remove any shrub, plant or flowers which they consider in their absolute discretion to be unsightly or overgrown. The Council reserves the right to remove any receptacle or neglected or dangerous articles or materials from any grave. Any Memorial, shrub or plant may not be removed from any grave without prior written notice given to the Cemeteries Manager and the cost to the Council of undertaking any of the aforementioned shall be paid by the Owner.

## **24. DAMAGE FROM EXECUTION OF WORKS**

All damage caused by making or re-opening or closing a vault or the erection of a Memorial on any part of the Cemeteries must be forthwith repaired and made good to the satisfaction of the Cemeteries Manager by the person causing such damage. In default of such damage not being repaired or made good then the Council may undertake such works themselves and recover the cost thereof from the person causing such damage.

## **PART IV – LAWN SECTION AND GARDEN OF REST**

### **25. LAWN SECTION**

Where any part of a Cemetery has been laid out as Lawn Section the following rules and regulations shall apply thereto in addition to the Cemeteries as a whole:-

- (a) No kerb shall be permitted over or around any grave but the surface will be turfed level with the surrounding ground and kept mown by the Council. An area of twelve inches wide will be left at the head of the grave for the provision of a Memorial if required or planting by the Owner, the maintenance of which being carried out by the Council.
- (b) If no Memorial is erected, a plant ordinarily growing at no greater height than eighteen inches may be planted in the space provided at the head of the grave or one flower vase, not glass or ceramic and not exceeding ten inches in diameter or nine inches in height, may be placed thereon.
- (c) Purchasers of the exclusive right of burial shall not carry out or have carried out any turfing of the grave, such work being carried out by the Council.
- (d) A Memorial will be between rows at their heads and subject to the following:-
  - (i) to the granting of consent in accordance with the other provisions of these rules and regulations;
  - (ii) any such permitted Memorial.
- (e) A foundation shall be provided by the person erecting the Memorial. The foundation shall be a concrete slab two feet by one foot by two inches thick with a concrete block four inches thick, tailored to meet the size of the base of the Memorial.
- (f) The Number shall be cut in accordance with these rules and regulations but at the bottom of the right hand side of the Memorial as viewed from the front or back.

### **26. GARDENS OF REST**

- (a) In that part of any Cemetery laid out as a Garden of Rest for the interment of cremated remains the following rules and regulations shall apply in addition to or where necessary in substitution for those applicable to the Cemeteries as a whole.
- (b) The space allocated for each grave for the interment of cremated remains shall be three feet by two feet.
- (c) Not more than four interments of cremated remains in any Grave Space of the above size.

- (d) A Memorial in the form of a tablet will measure two feet in height on the outer circle, one foot six inches in height on the second inner circle and one foot on the rest of the inner circle from the natural ground surface and not exceed three inches in thickness. The Memorial will be properly anchored to a concrete base by dowelling and the concrete base must measure two feet x one foot x three inches in thickness.
- (e) Such tablet shall be supplied by the purchaser of the exclusive right of burial in each Grave Space and shall be so fixed that the top of the foundation is one inch below the level of the surrounding ground. The purchaser shall be thereafter responsible for the maintenance and replacement of the tablet at his own expense.
- (f) The tablet shall be placed in a position in conformity with the foregoing rules and regulations within a reasonable period of interment taking place in the Grave Space.
- (g) The space between the tablet and the outer edge of the Grave Space will be turfed and maintained by the Council or the planting of small low growing annual bedding plants will be permitted at the Owner's expense.
- (h) An Owner shall not carry out or have carried out any turfing of the grave as such work will be carried out by the Council.
- (i) Annual plants will be permitted to be planted on any grave but one flower vase incorporated into the design of a Memorial is preferred and must be agreed by the Cemeteries Manager.
- (j) A copy of the proposed inscription to be placed on the tablet shall accompany every application for the interment of cremated remains. A trade name can be cut on the reverse of the tablet in letters of one inch in height.

## **PART V – OFFENCES AND PENALTIES**

### **27. OBSERVANCE OF RULES AND REGULATIONS AND OFFENCES**

- (a) All persons admitted to the Cemeteries are required to comply in all respects to the rules and regulations appertaining to the Cemeteries and shall be subject to the control and direction of the Cemeteries Manager.
- (b) No vehicle shall be allowed to travel at a speed of more than ten miles per hour and shall use the main carriageway only. No vehicle will be permitted at any time to use any side or intersecting pathway except stone masons carrying out work at the Cemeteries and then only with the prior consent of the Cemeteries Manager.
- (c) No person shall:-
  - (i) Create any noise, nuisance, annoyance or disturbance in the Cemeteries.
  - (ii) Interfere with any burial taking place in any Cemeteries.

- (iii) Damage, destroy, injure, deface, daub or interfere with any erection, structure (whether or not static), apparatus, wall or fence belonging to the Council or any Memorial, grave, vault, walled garden or inscription or any shrub, plant or flowers or any other things within the Cemeteries.
  - (iv) Play at any game or sport or unauthorised activity in the Cemeteries.
  - (v) Pursue or take any vermin, game or other animal in the Cemeteries except for dogs on a lead.
  - (vi) Interrupt Cemetery employees in the course of their duties or without proper cause seek or attempt to obtain from any employee either directly or indirectly information relating to the Owner of a private grave or pay or attempt to pay any gratuity to any employee.
  - (vii) Distribute any business card or advertisement, seek or solicit orders for sale or offer for sale any articles or service of any kind, or carry on any other business in the Cemeteries which has not been authorised in writing by the Cemeteries Manager.
  - (viii) Make for profit, gain or any other purpose (unless authorised so to do in writing by the Cemeteries Manager) by drawing or sketch or taking any photographs of any grave, Memorial, building or funeral procession within the Cemeteries.
  - (ix) Deposit or leave in the Cemeteries dead flowers, wreaths, weeds and other matter removed from a grave other than in the refuse baskets provided.
  - (x) Other than an authorised officer or invitee of the Council no person or persons are permitted to remain in the Cemeteries after they are closed.
- (d) All persons visiting and/or working within the Cemeteries must comply in all respects to the rules and regulations in force at that time and be subject to the control of the Cemeteries Manager.
  - (e) Companies carrying out work in the Cemeteries will be required to make good any damage or meet any claim for such damage which may be caused by them in the process of their work.
  - (f) No member of the Council's staff may demand or receive any gratuity or unauthorised fee. Printed receipts signed by the Cemeteries Manager shall be given in all cases where money is received and no other receipt will be acknowledged by the Council.
  - (g) An application for permission to make films within the Cemeteries must be made in writing to the Cemeteries Manager and will be subject to the approval of the Director and the payment of any necessary charges.

- (h) Fly-tipping and/or the dumping of any refuse are prohibited in the Cemeteries.
- (i) Any member of the public having any complaint to make should report it in the first instance to the Cemeteries Office. If, however, dissatisfaction is still felt after that course of action has been taken, the matter should then be referred to the Cemeteries Manager and thereafter (if the matter remains unresolved) to the Director. Should this procedure fail to satisfy the complainant, a written application may be made to the Council on an official complaints form obtainable from The Formal Complaints Officer, Council Offices, 37 Pembroke Road, London W8 6PW – Telephone 020 7341 5105.

## 28. PENALTIES

- (a) The Cemeteries Manager shall have power to eject from the Cemeteries any intoxicated or disorderly person or any person in breach of any of the rules and regulations appertaining to the Cemeteries and such persons shall not return to the Cemeteries without prior written permission from the Cemeteries Manager.
- (b) Any person committing an offence or in breach of the rules and regulations may also be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £100 for each day during which the offence continues after conviction therefor under Article 19 of The Local Authorities Cemeteries Order 1977.

## PART VI – REPEAL

The foregoing rules and regulations shall have effect in substitution for the rules and regulations made the 21<sup>st</sup> day of March 1996 and any other rules and regulations relating to the same subject matter and heretofore made in relation to the Cemeteries.

The Council reserves to themselves the right to make any alteration or addition to the foregoing rules and regulations from time to time as may be found necessary or desirable.

SIGNED by TOT BRILL Executive )  
Director – Transport, Environment and )  
and Leisure Services for and on behalf )  
of The Mayor and Burgesses of the )  
Royal Borough of Kensington and )  
Chelsea )