

Epsom Cemetery

Ashley Road, Epsom, KT18 5BP



Regulations and Charges

2024/2025

01372 732000

cemetery@epsom-ewell.gov.uk

www.epsom-ewell.gov.uk/cemetery-services

Town Hall, The Parade, Epsom, Surrey, KT18 5BY

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Fees and Charges Explained

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 Manager 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 Manager 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 detailed in this booklet.

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 Manager.

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 the prescribed fee. 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.

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** below.

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) except for 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.

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 its location and is subject to the approval of the Cemetery Manager. 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 chip-pings, 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 Manager.

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.

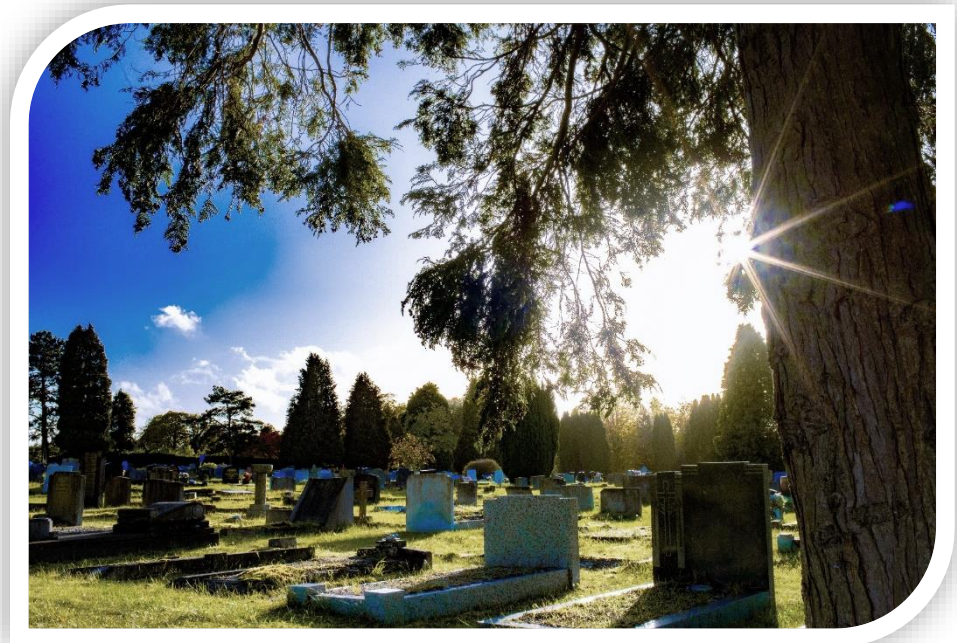
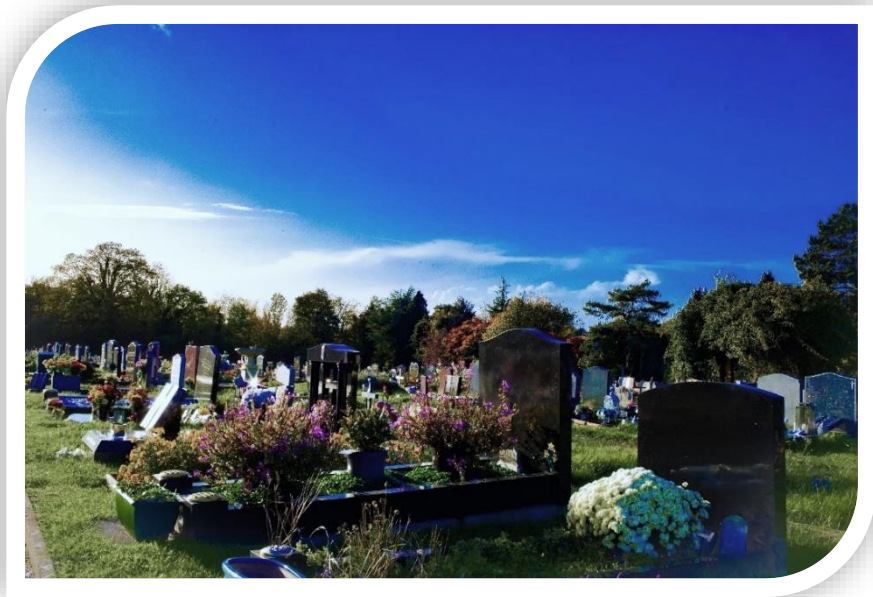
In some instances where staking is not a feasible option, or we are unable to trace the Grantee, or the Grantee declines to make the necessary repairs we may remove or lay the

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.

Memsafe LTD conduct a full site safety survey and inspection to ensure that all possible hazards are highlighted.



Fees and Charges 2024-2025

PART 1- Rights of Burial - 40 years Earthen Grave - Price per grave	Non-resident	Resident
Front row path traditional	£7,977	£4,102
Any other row traditional/Islamic	£4,250	£2,178
Butterfly lawn section (baby grave)	£1,214	£1,214
Garden of Remembrance (cremated remains only)	£1,375	£710
In pergola plot	£7,897	£4,065
New lawn section	£3,652	£1,887
PART 2 – Interments Monday to Friday - Price per grave	Non-resident	Resident
Dug to 2ft (0.609m) or less (cremated remains)	£880	£440
Dug to 4ft (1.219m) or less (Child under 12 only)	£1,023	£488
Dug to 5 or 7ft (2.133m)	£2,427	£1,198
Dug to 9ft (2.743m)	£2,878	£1,346
Dug to 11ft (3.352m)	£3,583	£1,627
Interments Saturday Service - Price per grave	Non-resident	Resident
Dug to 2ft (0.609m) or less (cremated remains)	£1,800	£900
Dug to 4ft (1.219m) or less (Child under 12 only)	£1,776	£1,166
Dug to 5 or 7ft (2.133m)	£3,238	£1,998
Dug to 9ft (2.743m)	£3,684	£2,136
Dug to 11ft (3.352m)	£4,516	£2,528
PART 3 – Memorials - Price per item	Non-resident	Resident
Butterfly Baby Grave Memorial	£138	£138
Butterfly memorial plaque	£138	£138
Flat stone tablet	£292	£180
Ground level surround	£837	£440
Kerbs	£435	£228
Memorial in the Garden of Remembrance	£424	£223
Not exceeding 3ft 6ins (1.066m)	£429	£228
Princess Balustrades including up to 80 characters per inscription	£1,972	£1,972
Small memorial baby grave	£254	£138
Tablets/Vases etc	£292	£154
Other Cemetery Charges	Non-resident	Resident
Additional Inscription – per inscription	£265	£138
Exhumation	POA	POA
Hire of music facility/chapel – per event	£250	£250
Issue of duplicate Deed of Grant – per issue	£138	£138
Grave planting – per season (summer/winter)	£195	£195
Late burial fee after 2pm	£300	£300
NB: Caskets require burial at an additional depth, i.e. a grave for two caskets requires a 9ft depth.		

Epsom Cemetery Regulations

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 Manager not less than 7 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 Manager (Tel: 01372 732000). All interments must take place between the hours of **09.30 and 15.00, or 09.30 and 14.30 when a service is held in the Cemetery Chapel, Monday to Friday**. Weekend burials may be allowed at certain times by special arrangement with the Manager 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 Manager 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 Manager 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 Manager 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 Manager 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 Manager 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 un-walled 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 Manager.
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 Manager 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 its 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 Manager or their 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 Manager 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 Managers office at the Town Hall or online at the EEBC website www.epsom-ewell.gov.uk.
24. Memorials shall not exceed the following heights:
 - Cremation Space **2 ft 0 ins**
 - 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 kerbstones.
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 6 ins in length,
 - 1ft 6 ins 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 Manager.
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 Manager.
35. 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.
36. The Council will not be responsible for any damage to memorials or gravestones by storm, wind, lightning, subsidence, vandalism or acts of third parties.
37. 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.
38. 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.
39. 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.
40. Where the exclusive right of burial has not been purchased, a flat memorial stone on these graves will be restricted to 2ft in width x 6ins in length by 2ins in thickness.
41. No Glass, metal, earthenware, concrete edging, paving slabs, chippings, loose stones, artificial grass or materials, metal 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.
42. 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 6ins 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 Grave 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 Council's 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.

43. 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.
44. 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.
45. In accordance with the Council's Memorial Safety Policy the Council reserves the right without notice to:
 1. Remove or make safe any memorial, which in the opinion of the Manager 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

46. 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.
47. 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 thereon
48. 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.
49. 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.
50. All fees and charges must be paid to the Cemetery Manager 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 Manager.
51. 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 Manager prior to any work being carried out.

52. A plan of the Cemetery is displayed on the Cemetery notice board and also available by request.
53. 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.
54. The Cemetery is open from 9.00 am, 364 days a year except for Derby Day, when the Cemetery is closed. The Council reserves the right to close the Cemetery or to limit the entry of persons thereto anytime.
55. Children will not be admitted into the cemetery except in the charge of a responsible adult.
56. 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.
57. All persons admitted to the cemetery shall conform to the Regulations in force and the Manager or other duly authorised officer of the Council may remove from the cemetery all persons infringing such regulations or otherwise misconducting themselves.
58. **No dogs will be permitted to enter the cemetery.**
59. The parking of vehicles in the cemetery shall be at the discretion of the Cemetery Manager. Vehicles 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.
60. 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 Manager will exclude from the grounds any vehicle which he or she deems unsuitable.
61. 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.
62. 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.
63. Memorial Trees may be planted subject to the approval of the Cemetery Manager and upon payment of the appropriate fee. Location of plaques, trees, or donated benches will be made in consultation with the Cemetery Manager whose decision will be final.
64. 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.
65. The Council shall not be held responsible for the safe keeping of any wreaths, flowers, plants or any other objects placed in the Cemetery.

66. The Council reserves the right to make any alterations or additions to the foregoing regulations from time to time.

Revised March 2024
Jackie King
Chief Executive.

