

LONDON BOROUGH OF WALTHAM FOREST

**REGULATIONS FOR THE MANAGEMENT OF CHINGFORD MOUNT  
AND WALTHAMSTOW (QUEENS ROAD) CEMETERIES**

**1. Opening and Closing Hours for Chingford Mount and Walthamstow (Queens Road) Cemeteries**

	<b>Weekdays</b>	<b>Sundays</b>
January	7.30am – 4.00pm	10.00am – 4.00pm
February	7.30am – 5.00pm	10.00am – 5.00pm
March	7.30am – 6.00pm	10.00am – 5.00pm
April	7.30am – 7.30pm	10.00am – 6.00pm
May	7.30am – 7.30pm	10.00am – 6.00pm
June	7.30am – 7.30pm	10.00am – 6.00pm
July	7.30am – 7.30pm	10.00am – 6.00pm
August	7.30am – 7.30pm	10.00am – 6.00pm
September	7.30am – 6.30pm	10.00am – 5.00pm
October	7.30am – 5.00pm	10.00am – 5.00pm
November	7.30am – 4.00pm	10.00am – 4.00pm
December	7.30am – 4.00pm	10.00am – 4.00pm

**Bank Holidays and Good Friday** – 7.30am – 4.00pm

**Christmas Day** – 7.30am – 4.00pm

**Boxing Day** – 7.30am – 4.00pm

2. (a) The Council reserve the right to limit public entry or to close the cemeteries at any time
  - (b) Children under 15 years will only be admitted to the cemeteries when accompanied by an adult
  - (c) Dogs, with the exception of Guide Dogs for the Blind, are banned from the Cemeteries
  - (d) All vehicles are restricted to main roadways and parking is only allowed in those areas indicated by cemeteries staff.
3. (a) Only Lawn type graves are permitted
  - (b) Following an allowed period for ground settlement all graves will be grassed over and maintained by the Council An area 18" x 30" is allowed at the head of the grave for the placement of a memorial, flower vases or plants
  - (c) No items are permitted outside the area provided at the head of the grave
  - (d) Following an interment, the Council will provide a temporary marker All other memorials or markers must be permanent and must conform to these regulations

**4. Memorials**

There is no obligation to erect a memorial on a grave and the Council do not appoint or nominate contractors to provide or erect memorials

Erection of memorials must be carried out by a qualified Stonemason

The right to erect and maintain memorials is combined with the Exclusive Right of Burial Memorials must conform to the Council's specifications - details below:

<b>Headstone:</b>	Marble, granite or other approved stone or wooden cross to measure 3'x2'6" x3" or 4".
<b>Vase:</b>	Marble or granite — 8" x 8" x 8" — maximum two per grave.
<b>Kerbs:</b>	May be erected within the allowed 18" x 30" area at the head of the grave Kerbs must not exceed 3" high and must be erected on a frame or slab base not exceeding 18" x 30". Kerbs can be filled with soil, chippings or covered by a plate of marble, granite or other approved stone.
<b>Figures or Books:</b>	Must not exceed 15" high and must be fixed to the Headstone base.

**Application for Permits**

- (a) Application forms for memorials can be obtained from the Cemetery Office at Chingford Mount Permits to erect must be given in at the Cemetery Office before work can proceed
- (b) All stone work must be prepared ready for fixing before it is brought to the cemetery.
- (c) Stonemasons are only allowed to work in the cemetery during normal working hours and must leave the working area clean and tidy

## 5. **Orders for Interments**

Orders for interments must be on forms provided by the Council, accompanied by the appropriate fee and must be delivered to the Cemetery Office at least two clear days before the interment is required (excluding Saturdays, Sundays, Bank Holidays or other days on which Council offices are closed).

In the case of epidemic disease, or when other special circumstances warrant, the council may agree to a shorter notice period.

The Council will not accept responsibility for any delay or loss of orders sent through the post or for misunderstanding arising out of orders given over the telephone. All telephone orders must be immediately confirmed in writing

## 6. **Times of Interments**

Interments are not permitted on Saturdays, Sundays, Bank Holidays or at any time when the cemeteries are closed

On all other days Interments can only take place from 10am – 12.15pm and 1.30 – 3.15pm.

Last interment on Fridays will be at 2.15pm.

## 7. **Certificate of Disposal**

No Interment can take place without the Certificate of Disposal or Coroner's Order for Burial This document must be provided to the Cemetery staff prior to Burial.

## 8. **Exclusive Right of Burial**

The deceased must be resident in the London Borough of Waltham Forest at the time of death

Grant of Exclusive Right of Burial will subsist for a period of 75 years from the date of the last interment with the exception of plots for cremated remains where the period of Exclusive Rights will subsist for a period of 25 years from the date of the last interment.

## 9. **Selection of Grave Spaces**

The Cemetery Superintendent Registrar will determine all grave spaces.

## 10. **Coffins**

All deceased persons must be in a coffin and coffins must be made of wood.

## 11. **Digging of Graves**

All graves must be dug by Cemetery staff operating under the supervision of the Cemetery Superintendent Registrar or delegated deputy

## 12. **Disposal of Cremated Remains**

Cremated remains can be buried or scattered in graves for which the Exclusive Right of Burial is held.

## 13. **Infectious Diseases**

The bodies of diseased persons will not be allowed in the Cemetery Chapel. Graveside Services will be allowed.

## 14. **Authority to Re-Open Graves**

An Indemnity Form must be signed by the next-of-kin and The Grant of Exclusive Right of Burial must be produced before a grave can be opened

## 15. **Alterations**

The Council reserves the right to make alterations to their Rules, Regulations and Scale of Charges.

## 16. **Gratuities**

Employees of the Council are not permitted to request or receive gratuities.