

## London Borough of Enfield Interment Notice

### Instructions for Funeral Arrangers

This form must be received at the Enfield Civic Centre Cemeteries Office at least two clear working days before the burial. This period does not include Saturday, Sunday and Bank Holidays. A Certificate for Burial issued by the Registrar of Births, Deaths and Marriages or a Coroners Order for Burial must be produced on the day of the burial. For an interment of ashes, a Certificate of Cremated Remains for Burial Purposes issued by the Crematorium Registrar must be produced on the day of the burial and handed to the Cemetery Officer.

You must ask the Cemeteries Office if any headstone or memorial needs to be removed to allow the grave to be dug. If necessary, you must arrange for the removal at least 5 working days before the burial. For Health and Safety reasons the memorial may have to be removed at the time of preparing the grave without giving you prior notice. It is your responsibility to arrange the replacement of the memorial at the appropriate time.

### Section A - Funeral Director or Applicant Details

<b>Mr/Mrs/Ms</b>	<b>Name and Address</b>			
		<b>Postcode</b>		
<b>Email</b>			<b>Telephone</b>	
<b>Completed By</b>			<b>Signed</b>	

### Section B - Deceased Details & Cemetery Information

<b>Mr/Mrs/Ms</b>	<b>Surname</b>		<b>First Name</b>	
<b>Other Name(s)</b> <i>If different</i>				<b>Male / Female</b>
<b>Address</b>				
<b>Occupation</b>			<b>Marital Status</b>	
<b>Date of Death</b>			<b>Age</b>	
<b>Owners Burial</b>	<b>Yes / No</b>		<b>Place of Death</b>	

<b>Cemetery</b> (Please Indicate)	<b>EDMONTON</b>	<b>LAVENDER HILL</b>	<b>STRAYFIELD ROAD</b>	<b>HERTFORD ROAD</b>	<b>SOUTHGATE</b>
<b>Day and Date of Interment</b>					
<b>Time of Arrival</b>		<b>Chapel Required</b> (Available at Edmonton, Lavender Hill and Strayfield)		<b>Yes / No</b>	

### FOR CEMETERY OFFICE USE ONLY

<b>Site Fee</b>		<b>Casket/Oversized Coffin Fee</b>	
<b>Digging &amp; Interment Fee</b>		<b>Chapel Fee</b>	
<b>Misc Fee</b>		<b>Invoice Number / Customer Number</b>	

### Section C - New Purchase of Exclusive Right of Burial

*Please refer to the table on the back page and indicate the cemetery and type of grave required.*

Lawn Grave		Traditional Grave		Private Child Grave (0-2 yrs.)	
Mausoleum		Burial Chamber		Premium Burial Chamber	
Shared Adult Grave		Shared Child Grave (Maximum coffin size 18" x 9")		Niche	
Garden of Rest		Kerbside Memorial Plot		Garden of Remembrance	

### New Grave Owner Details

<b>Mr/Mrs/Ms</b>	<b>Surname</b>	<b>First Name(s)</b>	
<b>Address</b>			
	<b>Postcode</b>		
<b>Resident</b>	<b>Yes / No</b> <span style="color: red;"><i>If Yes, please provide proof of residency (Only Council Tax bill or Electoral roll)</i></span>		
<b>Telephone Number</b>		<b>Email Address</b>	
<p>I have received the leaflet "Information About the Council's Cemeteries and the Maintenance of Graves" and agree to abide by the Cemetery Regulations. I understand that the grave remains the property of Enfield Council and that I have the right to decide who is buried in the grave during the lease period. I agree to obtain an approved permit before placing a memorial on the grave and understand that I am responsible for maintaining and repairing the memorial.</p>			
<b>Signature of Purchaser</b>			

### Section D - Re-opening of a grave (Existing Grave Owner Details)

<b>Mr/Mrs/Ms</b>	<b>Surname</b>	<b>First Names</b>	
<b>Address</b>			
	<b>Postcode</b>		
<b>Telephone</b>		<b>Email</b>	
<b>Signature</b>			

Please contact the Cemeteries Office to arrange the transfer of the ownership of the Exclusive Right of Burial if the current owner is deceased. There is a fee for this service.

### Section E - Public / Shared Grave Applicant Consent

<b>Mr/Mrs/Ms</b>	<b>Surname</b>	<b>First Names</b>	
<b>Address</b>			
	<b>Postcode</b>		
<b>Telephone</b>		<b>Email</b>	
<p>I the undersigned being the person responsible for the burial of the undermentioned deceased, hereby state that it is understood by me that the body is to be interred in a Public/Shared grave in which other bodies may have been interred. The purchase of a private grave for the purpose of this interment is not desired. <b>All coffins must comply with the maximum sizes allowed.</b></p>			
<b>Signature</b>			

Section F - Grave Details									
<b>New Grave</b> (Minimum grave depth for 2 people)		<b>Reopen</b>		<b>Pre-purchased</b>			<b>Childs Grave</b> (Shared or Private)		
<b>Grave Section</b>				<b>Grave Number</b>					
<b>Is There a Memorial To Be Removed?</b> Memorials must be removed by a registered BRAMM memorial mason at least 5 working days before the burial.						<b>Yes / No / Don't Know</b>			
<b>Proposed Depth</b>	<b>9' Open for 3</b>		<b>7'6" Open for 2</b>		<b>5' Open for 1</b>		<b>18" Burial of Ashes</b>		
<b>Burials</b>	<b>Type of container</b> (Oversized coffins in excess of 6'10" long x 2' 6" wide x 1'10" at the foot will be charged as a casket)	<b>Coffin</b>	<b>Casket</b> (Incurs an extra charge)	<b>Last Supper</b>	<b>Metal</b>	<b>Wicker</b>	<b>Zinc Lined</b>	<b>Other</b> (please state)	
	(Please Indicate size of container in feet and inches)	<b>Length</b> ft	in	<b>Width</b> ft	in	in	<b>Foot</b> ft	in	
<b>Ashes</b>	<b>Type of container</b>	<b>Poly</b>	<b>Wooden Casket</b>	<b>Urn</b>	<b>Other</b> (please state)				
	(Please Indicate size of container in feet and inches)	<b>Length</b> ft	In	<b>Width</b> ft	In		<b>Height</b> ft	in	

Section G - Additional Information						
<b>Extra Webs required</b> (2 normally supplied)	<b>Yes / No</b>	<b>Approx. number of mourners</b>		<b>10-50</b>	<b>50-150</b>	<b>150+</b>
<b>Horse Drawn</b>	<b>Yes / No</b>	<b>Backfill</b>		<b>Yes / No</b>		
<b>Large Vehicles</b>	<b>Yes / No</b>	<b>Doves</b>		<b>Yes / No</b>		
<b>Soil Box Service</b> (no charge)	<b>Yes / No</b>	<b>Rose Petal Service</b> (this incurs an extra charge)		<b>Yes / No</b>		
<b>Temporary Grave Surround</b> (Supplied by Enfield Council and will be placed on the grave until a memorial stone has been installed and incurs an extra charge. Available for Traditional graves only)				<b>Yes / No</b>		
<b>Any other information</b>						










**Cemetery Opening Hours Monday to Saturday:** December & January – 9:00am – 4:00pm November & February – 9:00am – 4:30pm March, April, Sept & Oct – 9:00am – 5:30pm May, June, July & Aug: 9:00am – 7:00pm

**Cemetery Opening Hours Sunday:** December & January – 10:00am – 4:00pm November & February – 10:00am – 4:30pm March, April, Sept & Oct – 10:00am – 5:30pm May, June, July & Aug: 10:00am – 7:30pm

**Office Reception Opening Hours:** By telephone Monday to Friday: 9.00am to 4.30pm. For visitors Monday to Friday: 9.00am to 4.30pm. Tel: 0208 379 3767. The main office is based at the Civic Centre, B Block North, Silver Street, Enfield, EN1 3XA.

Email: [cemeteries@enfield.gov.uk](mailto:cemeteries@enfield.gov.uk)

The purchase of a grave or a cremation plot secures the Exclusive Right of Burial to the deed holder and the right to place and maintain a memorial for the period of the lease. Permission is required by the Cemeteries Office to erect or make changes to a memorial and a permit fee is payable dependant on the dimensions of the memorial.

									
CEMETERY	Lawn Graves 100 Year Lease	Traditional Graves 100 Year Lease	Garden of Rest 50 Year Lease	Garden of Remembrance 50 Year Lease	Child Graves (Shared and Private) 100 Year Lease for Private	Burial Chamber 100 Year Lease	Mausoleum 100 Year Lease	Mini Kerbs for Lawn Graves only	Oak Tree Memorial Garden 50 Year Lease
EDMONTON		√	√	√		√	√	√	
LAVENDER HILL		√	√	√	√			√	√
STRAYFIELD ROAD	√							√	
SOUTHGATE		√	√		√ - Private Only				
HERTFORD ROAD			√					√	
Information and Memorial Size	<b>Headstone:</b> Height – 2'9" to 3' Width – 2' to 2'6" Thickness – 3" to 6"  <b>Base:</b> Must be 2'6" Wide	<b>Headstone:</b> Height – Up to 3'6" Width – 2'6" Length – 6'6"	Plaques are 18" x 18" and hold 4 containers of ashes.	Plaques are 6" x 4" fixed onto a concrete base and holds 2 containers of ashes.	<b>Shared:</b> Height – 1'6" Width – 1'10" Base – 10" Thickness – 2" <b>Private:</b> Height – 2'3" Width – 1'6" Base – 10" Kerbs -3'	Granite Tablet is pre-fixed onto Burial Chamber	Granite Tablet is pre-fixed onto Mausolea	18" deep x 2'6" wide	Plaques are 8" x 3 1/2" fixed onto a Kerb base and holds 2 poly containers.

February 2019

**Cemeteries Team, B Block North,  
Civic Centre, Silver Street  
Enfield  
EN1 3XA  
Email: cemeteries@enfield.gov.uk**



### **Information about the Council's Cemeteries and the Maintenance of Graves**

This may possibly be the first time that you have needed to know about the Council's cemeteries. The following information will help you when visiting.

The Council runs Edmonton, Lavender Hill, Strayfield Road, Southgate and Hertford Road Cemeteries. The opening times are:

<b>Cemetery Opening Times</b>		
	<b>Monday to Saturday</b>	<b>Sunday and Bank Holidays</b>
December and January	9:00am to 16:00pm	10:00am to 16:00pm
November and February	9:00am to 16:30pm	10:00am to 16:30pm
March, April, September and October	9:00am to 17:30pm	10:00am to 17:30pm
May, June, July and August	9:00am to 19:00pm	10:00am to 19:30pm

We remove flowers from funerals once they are in poor condition. This is usually about ten days after the funeral. If you wish to keep anything, please remove it before this time. You are welcome to place new flowers and personal mementoes at the head of the grave as well as a temporary wooden cross. If you have purchased a new plot you will need to make sure that memorabilia is placed within the plot and is not encroaching on another family's plot. Please do not place anything that could blow away and become litter. Similarly, please do not place anything valuable on the grave because when it becomes weathered and unsightly we will remove it. We do not allow breakable items such as glass, china, vases and lanterns because they can be dangerous and they will be removed. Please note that wild animals such as rabbits eat fresh flowers. Memorabilia is left at the risk of the owner and we are not responsible for any damage or theft.

A grave will continue to settle for up to a year. During this time we will top up the grave with a mound of new soil regularly, but settlement can be very noticeable after wet weather. Please do not plant or place anything on the grave until it has finished settling. You are not permitted to plant trees as they will eventually damage the memorial and can encroach on other family plots for lawn graves. We normally top soil and grass-seed graves in the autumn or spring, once the grave has settled after one year. For traditional graves you may place a temporary wooden surround on the grave supplied by the Council.

We aim to cut and strim around the memorials 16 times each year. This means the grass is cut approximately every two weeks between March and October, depending on the weather conditions and is within a planned maintenance timetable. Occasionally there may be grass strimmings blown onto memorials which is unavoidable. Where there are items left in the grass in front of a headstone and there are no kerbs to define the area, we will strim around the whole space.

Please use litter bins to keep the cemetery tidy. Please don't put grass clippings, earth or rocks in litter bins which are emptied daily. We aim to sweep the paths and pick up loose litter every day.

Our cemeteries are working cemeteries and there will be times when a burial may take place in a grave near to your family grave. We may have to make access for equipment, and to place soil on your family grave for a short time. We will keep any disturbance to a minimum and make sure that the area is left tidy afterwards.

**APPLICANT, GRAVE OWNER OR PROPOSED OWNER MUST TEAR OFF AND KEEP**

## **Exclusive Rights of Burial**

Most of our graves are private graves, known as “purchased graves”, where the Exclusive Right of Burial can be bought for a period of 100 years for a grave or 50 years for a cremated remains plot. The grave remains the property of the Council, but the registered owner of the grave is the only person who can authorise who will be buried in the grave, and place and maintain a memorial in line with our cemetery regulations.

We can open a grave for the burial of the owner. In all other cases we must receive authorisation from the owner. If the owner has died, a new owner must be registered before we can open a grave or any work is done to a memorial. Changing the grave owner is easier when Probate has been granted. If you want more information on registering a new owner, please ask the Cemeteries Office for advice.

When you buy a grave we will send you a Deed of Grant. This deed is not a request for payment, but is your official record of the grave. You should keep it in a safe place because you may be asked for it if you re-open the grave or for any works to the memorial on the grave. We can add details of later burials to the Deed. If you move you should let us know your new address so we can contact you in the future.

We also have graves that are not privately owned. These are “unpurchased” graves, sometimes known as public, common or shared graves. The Council has control over these graves, and decides who will be buried in them. This might not be members of the same family; however the next of kin are still able to commemorate their loved one. Please ask the Cemeteries Office for advice.

## **Memorials**

Grave owners can place a memorial on their grave in accordance with our cemetery regulations and the information set out in Page 4.

A memorial is the property of the grave owner. Maintaining and repairing it is the owner’s responsibility. You can buy maintenance and insurance contracts for memorials from Funeral Directors and Memorial Masons. We will regularly inspect memorials for safety. If a memorial is unsafe the Council will take whatever action is necessary to remove the danger. If we find that a memorial is unsafe, we will always try to contact the grave owner so that you can have it repaired. We may charge the grave owner the cost of making a memorial safe. If a memorial is not made safe, we may remove it.

## **Further information**

You can get copies of the cemetery regulations from the Cemetery Office or online at [www.enfield.gov.uk](http://www.enfield.gov.uk). If you would like to know anything else about our service, please contact the Cemeteries Team using the above details.