

## **Temporary Memorials Policy**

### **1. Introduction**

Islington and Camden Cemetery Service (ICCS) recognises that service users wish to remember loved ones with memorials. Memorials of a temporary nature are often placed in the interim period before a permanent headstone is erected. ICCS recognise the importance of this and permit this within Islington and St Pancras, Hampstead and Trent Park Cemeteries.

### **2. Guiding Principles of this Policy**

2.1 This policy has been developed whilst following these principles:

- To ensure anyone seeking to install a temporary memorial can do so in an environment where they are treated both respectfully and sympathetically.
- All temporary memorials are to be of solid structure and therefore safe to visitors and staff and the environment.
- Maintenance, repair, and replacement responsibilities between the ICCS and the registered rights holder are clearly defined.

2.2 All memorials must meet the following criteria before being agreed:

- The memorial must be approved by the registered rights holder.
- The memorial must be sufficiently supported so to minimise risk of falling.
- Memorials must be installed to current regulations by a qualified person.
- The memorial must not cause offence to others.

2.3 This policy applies to memorials placed on Islington and St Pancras Cemetery, Hampstead Cemetery and Trent Park Cemetery land.

### **3. General**

- 3.1 The registered rights holder must approve placement of any memorial at grave spaces to which they hold the rights.
- 3.2 Where requested, ICCS will work with the applicant to identify an appropriate memorial and will do it's best to accommodate the wishes of the applicant.
- 3.3 Temporary memorials must be of a solid structure and sufficiently installed to prevent risk to staff or other service users.
- 3.4 All purchase and fitting costs are to be met by the applicant.
- 3.5 ICCS accept no responsibility if a memorial or plaque is damaged, vandalised or stolen and all costs associated with the repair or replacement will be the responsibility of the applicant. In the event that the applicant cannot be contacted the memorial will be removed.
- 3.6 Flags, banners, balloons, glass, sharps, are not permitted.
- 3.7 Any memorial placed must conform to the permitted dimensions applicable to the type and size of grave.
- 3.8 ICCS reserve the right to remove any memorial that does not conform or is considered a safety risk.
- 3.9 In the case that a memorial has been removed, efforts will be made to contact the rights holder and the memorial will be retained for collection for one month.

### **4. Memorial Benches**

- 4.1 Applicants can apply for benches to be installed in memory of a loved one. Benches may only be considered for placement at approved positions or if the memorial rights are held within a position of a grave. All benches must be supplied by ICCS.
- 4.2 If a bench is to be placed on grass it will be fitted to a concrete base. ICCS will arrange for the installation work as part of any purchase.
- 4.3 ICCS reserve the right to remove any benches that have been altered, fallen into disrepair or is considered a safety risk.
- 4.4 ICCS reserve the right to temporarily move a memorial bench where there is a need. The bench will be replaced to the original position and all costs relating to this will be covered by the cemetery service.

## **5. Trees (including Plants)**

- 5.1 Memorial plaques, photos or other memorialisation will not be permitted on or near trees. This includes around the tree.
- 5.2 The planting of trees is not permitted in any grave or other location within the cemetery.
- 5.3 ICCS will remove without notice any items placed in line with its current maintenance programme.

## **6. Other types of memorial**

- 6.1 Applications for other types of memorials will be considered on a case-by-case basis.
- 6.2 ICCS does not permit the erection of shrines on its land.