

Please make yourself familiar with all of the regulations and ask a member of our staff if there is anything that you do not understand. Our regulations seek to provide a balance between individual rights and the need to regulate for a safe, tidy and dignified environment with respect for both our historic character and the needs of other grave owners. For example, the prohibition of glass, plastics and artificial flowers is based on these items being potential hazards as well as for aesthetic considerations.

GENERAL

1. Those visiting or carrying out work in Highgate Cemetery are required to follow these regulations and any instructions given by a member of staff.

2. Highgate Cemetery reserves the right to alter these regulations at any time, without prior notice, and any amendments must be adhered to. Copies of amended regulations will be available on request.

OPENING TIMES

3. The Cemetery is open to the public every day of the year except Christmas Day and Boxing Day. Access to the West Cemetery is restricted to grave owners with passes and to the public by guided tour.

- From 1 March to 31 October the Cemetery is open from 10am to 5pm Monday to Friday, and from 11am to 5pm Saturday, Sunday and bank holidays.
- From 1 November to the end of February the Cemetery is open from 10am to 4pm Monday to Friday, and from 11am to 4pm Saturday, Sunday and bank holidays.

The last time of entry is 30 minutes before closing. During funerals and periods of inclement weather access may be restricted.

The Office (located to the right of the Chapel) is normally open via appointment only from Monday to Friday from 9.30am until 5pm. The office is closed at weekends and on bank holidays.

Appointments can be made by calling 020 8340 1834.

SAFETY AND CONDUCT OF VISITORS

4. Highgate Cemetery is still an active burial place and visitors are expected to behave in a quiet and orderly manner. The Chief Executive or his delegate may exclude or remove from the Cemetery any person whom he in his discretion may think fit so to exclude or remove. Inappropriate conduct, which is prohibited, includes but is not limited to:

- a) creating any disturbance or committing any nuisance
- b) interfering with any burial taking place
- c) drinking alcohol, holding picnics or barbeques
- d) smoking
- e) distributing literature or other advertisements or undertaking any business activity without permission
- f) sunbathing, jogging, rollerblading, skating or playing any sport or games
- g) bringing in a bike, moped, or bicycle or using a scooter, skateboard, or skates

- h) damaging, destroying, climbing any tree or plant, headstone, monument, memorial, grave, wall, fence or any other property within the Cemetery
- i) picking flowers or foliage
- j) littering or leaving any refuse apart from in the bins provided
- k) the playing of any musical instrument or any device used to generate or amplify sound, except as permitted at funeral services
- l) obstructing any member of staff or volunteer.

5. Visitors must not climb on or under any monument and should stay well clear of any monuments marked with yellow tape as they may be unstable.

6. Group visits are permitted by appointment only.

PHOTOGRAPHY AND FILMING

7. Photography is allowed for personal use only. However, whether for personal use or otherwise, a permit must always be obtained for projects involving:

- special equipment such as lighting or screens. Tripods are allowed, but must not be used on tours.
- posed subjects, fashion shoots, music videos or subjects with a supernatural element (but permission is most unlikely to be granted)
- funerals or people visiting graves (but permission is unlikely to be granted)
- guided tours or other events
- commercial photography
- making films or videos.

Requests for a permit must be submitted at least two weeks in advance.

8. Permission to photograph or make any sound or video recordings at Highgate Cemetery is granted at the discretion of the Chief Executive.

CHILDREN

9. For their own safety, children under 12 years old are not permitted into the Cemetery unless they are in the care of a responsible adult. Children must be supervised at all times.

DOGS

10. Dogs are not permitted into the Cemetery with the exception of assistance dogs.

GRAVE PASSES

11. Passes are issued to registered grave owners, granting permission to visit the

owned grave(s) without charge during opening times. Passes to the West Cemetery are issued to enable access to the owned grave(s) only and do not confer any right to wander around the Cemetery. A grave owner may request additional passes. The pass must be shown on entry. Upon expiry, passes must be renewed by the registered grave owner(s) by application to the Office. Passes are not renewed automatically.

VEHICLES

12. Grave owners are discouraged from bringing their cars into the Cemetery, except for Blue Badge holders or those less able to walk or when delivering heavy or bulky items to their grave. Limited parking is available in front of the Chapel.

13. The Cemetery speed limit is 5mph and pedestrians have priority at all times.

BURIALS

BOOKING TIMES

14. Applications for burial must be made to the Registrar between the hours of 9.30am and 5pm, Monday to Friday (except bank holidays). No service is available outside office hours.

NOTICE OF INTERMENT

15. The completed Interment Notice must be delivered to the Registrar at least five working days before the planned day of the burial. The coffin or casket sizes must be confirmed in writing. If we do not receive the completed Interment Notice by the required time, the Registrar may postpone the burial. Exceptions may be permitted upon application.

FEES

16. All fees and charges must be paid five working days before the burial. We prefer payment by bank transfer. We do not accept large sums in cash.

ARRIVING AT THE CEMETERY

17. The time booked for a burial is the time that the cortege is due to arrive at the Cemetery entrance. This is essential to avoid disruption to other funerals. If the cortege arrives early or late, the funeral must wait until it is convenient to continue, as directed by Cemetery staff.

CERTIFICATE

18. The Registrar's Certificate for Disposal or Coroner's Order for Burial or Certificate of Cremation must be delivered to the Registrar before the burial.

If you do not deliver the Registrar's Certificate or Coroner's Order to the Registrar, the burial will not take place EXCEPT where Highgate Cemetery accepts a signed declaration in accordance with Section 1(1) the *Births and Deaths Registration Act 1926* before the funeral can take place. This declaration must explain why the certificate has not been delivered and that it will be delivered to the Registrar on the same day as the burial, or in exceptional circumstances on the next day.

19. Each individual body must be brought into the Cemetery in a separate coffin, casket or shroud. The exceptions are where a mother dies in childbirth (when both mother and baby can be in the same coffin) and when twins or multiple births die during childbirth (when the babies may be in the same coffin). Other exceptions are at the discretion of the Registrar.

COFFIN IN THE CHAPEL

20. Coffins may be opened in the chapel during the service by prior arrangement with the Registrar.

SIZE AND STRUCTURE OF THE COFFIN

21. For burial purposes, coffins must be made of wood, metal, wicker or cardboard. Shrouds are also allowed but you must advise the Registrar of the type of coffin or casket and the size at the time of booking or no later than two days before the burial.

OPENING GRAVES

22. A grave, vault or catacomb for which a Grant of Exclusive Right of Burial applies may only be opened with the written permission of the registered owner(s) unless the burial is to be that of the said registered owner. The name of the deceased as shown on the Registrar's Certificate for Disposal or Certificate of Cremation must be exactly the same as the name on the Grant of Exclusive Right of Burial or Application for Interment. This is to ensure that the correct person is buried in the grave. Any variation in the names must be explained and confirmed by Statutory Declaration before the burial. Please note that when a registered owner dies, the ownership does not automatically pass to the next of kin. Free advice on how a transfer of ownership may be arranged is available upon request.

PRODUCING THE GRAVE DEED

23. We have the right to demand to see the Grant of Exclusive Right of Burial when asked to open the grave.

CONTACT DETAILS

24. Grave owners must keep the Cemetery advised of any change of address in writing, such notice to be signed by the registered owner.

SOIL BOX

25. We have the right to put soil boxes on graves (next to those that need to be opened for a burial) without notice. We will remove the soil box after the burial and

restore the grave to its original condition as soon as possible.

MOVING MEMORIALS AND FLOWERS

26. When digging graves in certain areas of the Cemetery, we may need to move memorials and flowers from surrounding graves without notice to make room for equipment. This is a health and safety requirement. We will replace memorials in their correct position as soon as possible after the burial.

MEMORIALS

27. Memorial work must only be undertaken with a permit issued by Highgate Cemetery and subject to the payment of all appropriate fees. Memorials may not be erected or altered without our approval.

28. All memorials are erected at the owner(s) risk. Detailed regulations governing the design and fixing of the differing memorials permitted are available upon request. The installation of new memorials, renovation of existing memorials and added inscriptions is carefully controlled to ensure that:

- (a) work is only carried out with the grave owner(s) consent
- (b) that all memorials are kept safe and in keeping with the historic cemetery landscape.

29. Memorials and surrounds may not be erected over any grave in which the Exclusive Right of Burial has not been purchased. The exact size of the purchased grave is stated on the deed of grant and monuments, planting and other decorations may not be placed outside this area.

30. You must keep memorials in a good repair and safe condition. Should you fail to do so, Highgate Cemetery is allowed to repair or remove any monument as it sees fit in its absolute discretion, and the grant of the right of burial may become void.

31. Every memorial must have the grave and square numbers of the grave/vault that it is being erected over engraved thereon. Highgate Cemetery will decide where the numbers will be inscribed.

32. Vase-plates and all items not fixed to the memorial should have the number and square of the grave clearly inscribed on them.

33. We do not allow bell glasses, shells, grass wreaths or other movable or fragile items in the cemetery.

34. You may not bring a memorial into the cemetery or allow one to be put up unless you accept that it is at your own risk. We are not responsible if the memorial is damaged.

35. Only approved monumental masons are permitted to carry out work here. Appointments must be made before they carry out the work.

36. All monumental masons' vans and trucks must be removed from the cemetery by half an hour before closing Monday to Friday. No work is permitted at weekends. We may require work to stop temporarily, for example, to allow funerals and tours.

ITEMS ON GRAVES

37. The following items are not permitted on graves, and may be removed without notice

- fragile items (e.g. glass, ceramic or plaster statues, vases, picture frames etc)
- artificial flowers, trinkets, wind chimes, solar lights etc
- tools, cleaning products and containers
- conifers, shrubs or other spreading/large plants without prior approval
- fences
- naked flames (except candles within a fireproof container)
- gravel, stone or glass chippings, except slate

This is not an exhaustive list. If you are in any doubt, please contact the office.

38. Permitted items are left at the owner(s) risk. Highgate Cemetery cannot be held responsible for loss or damage due to anything (except the deliberate actions of our own staff), including wildlife, extreme weather, cemetery visitors or accidental damage during landscape maintenance.

PESTICIDES

39. Highgate Cemetery is a Site of Metropolitan Importance for Nature Conservation. We do not allow the use of pesticides such as slug pellets as they harm other wildlife.

FLORAL TRIBUTES

40. Wreaths and floral tributes will be removed from graves two weeks following the interment except when arrangements to the contrary have been made. All other dead flowers will be removed from time to time.

CREMATED REMAINS

41. Scattering of ashes is not permitted in the Cemetery. Please do not scatter ashes or attempt to bury them yourself. Cremated remains do not break down or disperse and harm the environment. They can be upsetting for other visitors. Cremated remains scattered without consent will be removed without notice.