



**Secular Clergy Common Fund  
St Mary's Catholic Cemetery  
Harrow Road  
London  
NW10 5NU  
Registered Charity number - 234473 (1)**



#### **OFFICE DETAILS & OPENING TIMES**

**Monday to Friday 9am to 3pm. (closing time varies in the Winter months).**

**Telephone 0208 969 1145**

**Email – [stmarys@secularclergy.org.uk](mailto:stmarys@secularclergy.org.uk)**

**Cemetery Superintendent – Anna Humphrey**

#### **MISSION STATEMENT**

St. Mary's Cemetery meets the needs of all Catholics in preparation for, at the time of, and following the death of a loved one. In providing a consecrated place for burial, we treat the human body with dignity and respect after death and offer an environment which encourages frequent visitation with attendant prayer for the deceased, an environment in which love is remembered and faith is awakened and strengthened. We serve as a symbol of the extended community of the church – and celebrate the Death and Resurrection of the Lord, which offer to us the promise of eternal life.

#### **HISTORY & OWNERSHIP**

St. Mary's Catholic Cemetery is a registered charity and was established in 1858 for the burial of Roman Catholics and is administered by the Trustees of the Secular Clergy Common Fund which encapsulates the Chief Administrator, and five Assistant Administrators one from each of the five Dioceses involved. (Archdiocese of Westminster, Archdiocese of Southwark, and the Dioceses of Arundel & Brighton, Brentwood & Portsmouth). This specially designated area is for the remains of present and future departed, to be buried with the many clergy, religious and laity already interred, which total 170,000, also for the cremated remains of deceased Catholics which may be interred in a grave, commonly referred to as burial, or in a tomb or mausoleum. St. Mary's Cemetery is a holy place of prayer and remembrance. To preserve its sacred character admission is granted to those who conduct themselves in accordance with the Rules & Regulations and act in concert with Catholic belief, tradition, and decorum. Priest members of the Fund offer the Holy Sacrifice of the Mass for those who are buried in this Cemetery and for all Benefactors of the Secular Clergy Common Fund.

V1.1 December 2020



## RULES AND REGULATIONS

St. Mary's Catholic Cemetery's rules and regulations chart a course of mutual protection for all those buried in the Cemetery. They are intended to help sanctify the memories of those buried within the Cemetery and to create an environment within the Cemetery which awakens faith and brings consolation. The enforcement of the rules assists in protecting the Cemetery, creating, and preserving their beauty and ensuring that the interests of all concerned parties are equally addressed.

### Those permitted to be buried

St. Mary's Cemetery was established for the burial of Catholics. Others may be granted Christian burial in these grounds at the discretion of the Administrators in line with the rites and teaching of the Catholic Church.

#### General

1. Those visiting or carrying out work in St Mary's Cemetery are required to follow these regulations and any instructions given by a member of staff.
2. The Secular Clergy Common Fund (SCCF) 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.
3. 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 always be supervised.
4. Dogs are not permitted into the Cemetery, except for assistance dogs.

#### Safety and conduct of visitors

5. Visitors are reminded that they enter the Cemetery at their own risk and that extra care should be taken, as burial grounds can be uneven, and dilapidated memorials can become unsafe.
6. Visitors must not climb on or under any monument.
7. Visitors are expected to behave in a quiet and respectful manner. The Cemetery Superintendent may exclude any person whom in his/her discretion may deem appropriate to exclude or remove. Inappropriate conduct, which includes but is not limited to:
  - a) creating any disturbance or committing any nuisance.
  - b) interfering with any burial taking place
  - c) drinking alcohol and holding picnics.
  - d) Undertaking any business activity without permission.
  - e) Sunbathing, jogging, rollerblading, skating or playing any sport or games.
  - f) damaging/destroying, climbing any headstone, memorial, grave, wall, fence, tree.
  - g) or plant or any other property within the Cemetery
  - g) picking flowers or foliage.
  - h) littering or leaving any refuse apart from in the bins provided.
  - i) playing loud music, except as permitted at funeral services.
  - j) obstructing or any anti-social behaviour directed towards any member of staff
8. It is not permitted for a person to enter or remain in the Cemetery when it is closed to the public.

#### Burials

9. Two clear working days' notice must be given to the superintendent's office of any intended interment together with the burial rights certificate and written instructions from the undertaker. No interment will be permitted without production of the interment certificate.
10. All fees due for any interment must be received 2 clear working days before the notified time of the interment or arranged by BACS, and the Cemetery staff informed of this by email. No interment will be allowed to take place unless the above conditions are adhered to. The only exception will be strictly on medical instructions (two doctor's orders being required) or on legal instruction with all orders being signed by the appropriate authorities.
11. If a rights certificate is lost or destroyed it is the responsibility of the rights owner to provide all the necessary details for the production of a statutory declaration.
12. Coffin sizes must be confirmed in writing at the latest 2 clear working days prior to the day of the burial.
13. In the lawn sections of the Cemetery no caskets are permitted only standard size coffins are allowed.
14. The family of the deceased are not permitted to select a grave for the funeral, as graves are buried in rotation. They may visit the Cemetery prior to the burial to see the area, by prior appointment with the Cemetery Superintendent.
15. Coffins may be opened in the Cemetery Chapel, only at the Priest's discretion.
16. A grave, vault or catacomb may only be opened with the written permission of the registered owner(s) as on the grave Deed, unless the burial is to be that of the said registered owner.
17. Advice on how a transfer of ownership may be arranged and is available upon request.
18. We have the right to demand to see the Grave Deed when asked to open the grave.
19. Grave Owners must keep the Cemetery advised of any change of address in writing, such notice to be signed by the registered owner.

#### Cremated Remains

20. Scattering of cremated remains in the Cemetery is **not permitted**, these must be buried in the family grave or in an allocated plot and arranged with the Cemetery superintendent.

V1.1 December 2020



## Graves

### Future Use Graves

21. All graves previously purchased for 'future use' will be for a period of fifty years. Once this period has ended, if the grave is still unused, the rights will be returned to the Cemetery.
22. The purchase of 'future use' graves has now ceased due to limited burial space.

### Memorial Masons

23. All new memorials must comply with memorial regulations which can be obtained from the Cemetery Office.
24. Memorial work can only be undertaken when a permit has been issued and is subject to the payment of all appropriate fees.
25. Monument fees as well as a list of other charges can be obtained from the Cemetery office or can be found on our website.
26. Memorials may not be erected or altered without our approval.
27. Before any work commences, the Cemetery must be satisfied that any memorial to be fixed will be provided with proper and adequate foundations of suitable dimensions and construction; and that the memorial will not be likely to move from the position in which it is placed at the time of erection.
28. The Cemetery has the right to demand that the Memorial Mason dismantles a memorial to demonstrate that the correct fixing methods have been used, at the Memorial Mason's cost.

### Grave Owner

29. When digging graves in certain areas of the Cemetery, we may need to move memorials or flowers from surrounding graves without notice. This is a health and safety requirement. We will replace memorials in their correct position as soon as possible after the burial. In some instances, additional declarations may need to be signed and fees payable.
30. The maintenance of graves is the responsibility of the owner of the burial rights.
31. No flowers or shrubs may be planted in the lawn sections of the Cemetery, no fencing or benches permitted. Where any of these are seen our staff have the right to remove and dispose of them.
32. All memorials in the lawn section must comply with the Lawn Cemetery regulations.
33. Any monument erected without a permit will be removed and disposed of regardless of whose instructions it was erected on.
34. 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 and issued to the Grave owner at the time of purchase. This is carefully controlled to ensure that:
  - a) work is only carried out with the registered grave owner's consent

- b) that all memorials are kept safe and in keeping with the historical Cemetery landscape

35. Visitors are always requested to respect the integrity of adjoining graves.
36. Items left on memorials are left at the owner's risk. St Mary's 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.

### Duty of Care

37. It is St Mary's Cemetery's responsibility to ensure the Cemetery is safe for all visitors and employees. This may include the inspection of memorials to ensure they are safe.
38. Stonemasons have a duty of care to ensure all work on memorials is carried out in a safe manner and that memorials are safe.
39. Grave Owners, in the case of memorials, have the primary responsibility for ensuring they are safe, it is their responsibility to ensure the memorial is maintained to a safe standard.

### Vehicles

40. The sounding of horns is not permitted.
41. Drivers of vehicles must respect the 5 MPH speed limit whilst in the Cemetery.
42. Car drivers leaving their cars within the Cemetery do so at their own risk and should keep doors locked and valuables out of sight.
43. Limited parking is available on site, please do not park blocking roads or access for others.

### Photography and Filming

44. Filming or photography projects may only take place with permission granted from the Cemetery authorities, those without permission will be asked to leave.
45. Requests for filming must be submitted at least 2 weeks in advance.

### GDPR

46. In line with current GDPR guidelines our Data Protection Policy, Retention and Archiving Policy and Subject Access Requests can be obtained from the Cemetery office should you wish to view them.

### COVID-19

47. The Cemetery will follow all government guidelines regarding global pandemics.
48. Grave owners are to sign COVID-19- 19 declaration when booking funerals to agree to adherence of any related government restrictions.
49. During pandemics, backfill will not be permitted for health and safety reasons.

V1.1 December 2020