



**London Borough of  
Hackney  
Parks and Green Spaces  
Memorial Policy**

## **1. Introduction**

1.1 Hackney Council recognises the wish of many residents to remember loved ones with a memorial in a public park or green space. We are happy to accommodate requests for memorials in most cases, but it is important to remember that green spaces are enjoyed by a wide range of park users and residents. The Council will therefore ensure that the memorial process is managed and regulated for the mutual benefit of all.

## **2. Objectives**

2.1 This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial
- To be clear and easily understood by residents and park users
- To balance the contrasting needs of a variety of park users
- To ensure that the parks' primary recreational purpose is not compromised and the high quality of their appearances are maintained
- To establish responsibility for the maintenance, repair and replacement of memorials

2.2 The policy will ensure that memorials:

- Have permission from the next of kin
- Have a common appearance, style and size
- Will not cause offence to others
- Are not out of place in the park in which they are placed

2.3 This policy relates to all parks and green spaces that Hackney owns and manages, with the exception of cemeteries and churchyards.

## **3. General**

3.1 All applications for memorials and to scatter ashes in parks and green spaces should be made using the official application form and should be signed by the applicant. The applicant should have permission from the next of kin. The application form can be found at [www.hackney.gov.uk/memorials](http://www.hackney.gov.uk/memorials), or by telephoning the Leisure and Green Spaces Service.

3.2 All memorials must be paid for by the applicant before the completion of installation.

3.3 The Council will attempt to accommodate the wishes of applicants at all times, but it may limit the number of memorials in a particular area or park.

3.4 The Council accepts no responsibility if a memorial is damaged, vandalised or stolen.

3.5 The Council reserves the right to remove memorials at any time.

3.6 The Council will only permit memorials to individuals. Applications for memorials to any historical event or deceased pets will not be considered.

#### **4. Memorial Benches**

4.1 Applicants can apply for benches to be installed in parks in memory of loved ones. These will mainly be replacements for old benches, but additional benches in new locations may sometimes be considered. The affixing of plaques to existing benches will not be allowed.

4.2 Benches must be of the type and colour specified by the Council in order to be coordinated with any other benches already situated in the intended location.

4.3 If the bench is to be placed on grass it will usually be fitted to a concrete base. The Council will be responsible for all installation work.

4.4 Memorial plaques fitted to benches are to be a maximum height of 5cm and will be fitted in the centre of the upper most lath of the back of the bench.

4.5 Memorial plaques will be bought and engraved by the applicant. The inscription on the plaque is to be restricted to 'In the Memory of' the name of the person and the dates of birth and death. Wording such as "Beloved wife and mother of" will not be permitted. The engraved plaque will be fitted to the bench by the Council.

4.6 The Council, in accordance with its current maintenance programme, will maintain any memorial bench. It accepts no replacement liability for the plaque or bench at the end of its useful life. Any replacements of benches or plaques will be the responsibility of the original applicant and this process must follow the same application procedure within this Policy.

4.7 No additional mementoes, e.g. statues, flowers, wreaths, vases, etc. will be permitted on or around the bench.

4.8 Any maintenance by a third party after initial installation of benches or plaques will be in strict agreement with the Council.

4.9 The total cost of the installation of a memorial bench will be dependent on the type of bench allowed and the type of fittings required. The Council will charge for the bench, base, material and labour at cost plus an administration charge of ten percent. The Council will procure the bench, all materials and labour.

4.10 Should there already be sufficient benches in the park of the applicant's choice; the applicant may be offered an alternative choice of park for a bench installation.

4.11 Should the park of the applicant's choice have sufficient benches and the applicant does not wish to consider an alternative park, they may be offered an existing bench within the park to place a memorial plaque, but they will be

charged the cost of a new bench for this service. This offer will be at the sole discretion of the Council.

## **5. Memorial Trees**

- 5.1 Memorial plaques will not be permitted on or near trees. No additional mementoes, e.g. statues, vases, etc. will be permitted on or around the plant or tree.
- 5.2 Trees will need to be chosen to fit into the planting scheme of the chosen park. A choice of trees and plants and their cost will be provided to the applicant. The applicant's memorial choice needs to be clearly named on the application form. Non-native trees will not generally be supported.
- 5.3 The planting of trees may not be possible in some parks or areas of parks – locations will need to be discussed with the Council's Arboricultural Officer.
- 5.4 The total cost of a tree or plant will be dependent of the species of that chosen by the applicant. The Council will charge for the plant and planting labour at cost plus ten percent.
- 5.5 The Council will maintain the tree or plant in line with its current maintenance programme.
- 5.6 The Council will not be liable for the replacement of old or diseased plants. Any replacements of memorial trees or plants will be the responsibility of the original applicants and will follow the same process as the procedure within this Policy.
- 5.7 The Council will only plant trees during the winter months, when they have the best chance of survival.

## **6. Ashes**

- 6.1 Ashes will only be scattered in a location agreed in advance by the Head of Leisure and Green Spaces or his / her Authorised Officer, at a predetermined time, day and date in consultation with the next of kin and Executor.
- 6.2 No flowers or similar memorials shall be permitted to mark the occasion or the site at any time.

## **7. Other types of memorial**

- 7.1 Applications for other types of memorial will be considered on a case-by-case basis. As a general rule, memorials should be standard park features (e.g. shrubs or gates) rather than additional sculptures or pieces of art.

## **8. Review**

- 8.1 The content of this Policy will be revised every five years.