

Re: Notice of formal licencing process for access to Woodvale Cemetery

If you are the sole tenant or live in a house of multiple occupancy (HMO), please forward this letter directly to your property manager and/or landlord.

Dear neighbour,

Over the past few years Woodvale Cemetery and Crematorium has experienced frequent disruption through increasing cases of trespassing from scaffolders undertaking work of behalf of residents of Gladstone Place, Newmarket Road, Newmarket Terrace and Shanklin Road. This increase in trespassing has resulted in some members of the public experiencing unwelcomed disruption to funeral services and damage to Council property.

As a result, Brighton & Hove City Council would like to formally make all residents of Gladstone Place, Newmarket Road, Newmarket Terrace and Shanklin Road whose properties back onto Woodvale Cemetery, aware that there is a formalised licencing process for accessing Woodvale Cemetery land for scaffolding erection, site clearance and emergency repairs to their property.

The decision to implement a formal licencing process is driven by our commitment to ensuring that funerals, cemetery visitors and general activities within the cemetery are conducted in a manner that preserves its sanctity and respects the resting places of our loved ones.

Key Details of the Licencing Process:

Purpose of Licence: The licence will be required to secure access rights for activities such as scaffolding erection, site clearance, and emergency repairs within the cemetery grounds. The licence will cover access for scaffolding erection & disassembly on the same or different dates.

Notice Period: Licence requests must be submitted to bereavement services, giving a minimum of six weeks' notice in non-emergency cases. This will allow the Council time to assess the request thoroughly, prepare licence documents and give Bereavement services time to plan access around future funeral services. Earlier access can be obtained in cases of emergency repairs or based on staff capacity. Bereavement services can be contacted via Woodvale@brighton-hove.gov.uk or in person at the cemetery office.

Licence fees: The licence will be prepared by BHCC legal team, and the fee charged ranges between £250 - £500. Each property requesting a licence will be reviewed on a case-by-case basis. The fee charged will be determined based on the nature of the request, its duration for which scaffolding, and access is required, proximity to cemetery buildings, the level of disruption caused to the cemetery funeral services and the level of disruption to the cemeteries environment i.e. if access is required over badger's burrow land, which the Council are obligated to protect under the Protection of Badgers Act 1992. The Council will also provide a fast track licencing service for emergency access at £750.

Requesting a licence: A licence for access to Woodvale Cemetery can be requested from the by contacting Woodvale@brighton-hove.gov.uk. When requesting a licence to access the cemetery residents will be asked to complete a form.

Form details required from resident's appointed scaffolders in advance of issuing licence:

- Registered Address, Company name & No.
- Point of Contact – Name, Email address & Telephone/Mobile Number
- Public indemnity insurance details (Certificate) – **(Not to be less than £10,000,000)**
- Estimated length of time the scaffolding is going to be up for
- Dates & Times access is required for I.E date for assembly & estimated date for deconstruction
- Purpose for the access licence

To avoid delay, it is recommended that you obtain this information from your appointed scaffolder in advance of contacting the cemetery. Payment will be requested prior to the granting of any licence.

Some scaffolders, if not given prior notice, may be tempted to access the cemetery without authorisation to avoid paying this fee. Please note, this action is considered trespassing on private land. The cemetery is fitted with CCTV, trespassers will be identified, contacted and subject to a fine in addition to the appropriate licence fee. It is the responsibility of the instructing party (freeholders/leaseholders or tenants) to make sure that their appointed scaffolders are aware of this process and have contacted bereavement services in advance to avoid delay.

We understand that this process may raise questions, but we believe that this is now necessary to ensure that a respectable standard of service can be provided to those who wish to pay their respects to their loved ones with dignity and without disruption.

We appreciate your understanding and cooperation in ensuring that Woodvale Cemetery remains a place of peace and respect for all. Should you have any questions or concerns, please do not hesitate to contact the Estates team on the number provided or directly with the cemetery. A plan of the affected properties has been attached to this letter (Page 3).

Thank you for your attention to this matter, and for your continued cooperation in maintaining the sanctity of Woodvale cemetery.

Yours sincerely,



**Ben Nwanze MRICS
Senior Estates Surveyor
Finance & Property**

