

## Rules and Regulations

### Cemeteries and Crematorium

#### CEMETERIES

##### **1 Selection of Grave Spaces**

The selection of any grave space shall, in all cases, be subject to the approval of the Council and consistent with the general arrangements of the Cemeteries. When the interment is to take place in a public grave the site thereof shall be determined by the Cemetery and Crematorium Manager. (Hereafter referred to as "The Manager").

##### **2 Fee and Charges**

The fees and charges payable to the Council in respect of internments in the Cemeteries, and in respect of grave spaces, monuments, headstones, memorial stones, inscriptions and other matters in connection with the Cemeteries shall be such as are approved from time to time by the council. Copies of such fees and charges are available from the Cemetery Office.

##### **3 Gratuities**

No employee of this authority shall receive any fee or gratuity whatsoever for his/her own use. Employees receiving gratuities may be subject to dismissal.

##### **4 Deed of Grant of Exclusive Right of Burial**

On the purchase of the exclusive right of burial in a grave a form of grant shall be issued to the person whom, or on whose behalf, the said exclusive right of burial is purchased and such person shall be registered in the books of the Council as the owner of the same. Whenever an interment takes place in the grave the form of grant shall be produced at the Cemetery Office, to be endorsed with the date of such interment and the name and age of the person interred and the burial number.

##### **5 Production of Documents of Title**

No purchased grave, including walled graves or vault, in which the exclusive right of burial has been purchased shall be opened without the production of the form of grant and the written consent of the owner, or of his or her legal representative, provided always that in cases where the form of grant has been lost or mislaid, or where the consent of the owner cannot be obtained, the grave will be opened on the application of any person whom the Council shall consider entitled thereto, on such person making to the satisfaction of the Council a Statutory Declaration and giving an indemnity to the Council at his own expense. A form of Declaration and Indemnity must be completed.

##### **6 Transfer of Title**

- (a) A transfer of the exclusive right of burial in a purchased grave or vault, will not be deemed valid unless such transfer has been previously registered at the Cemetery Office.
- (b) In the event of the death of the owner of the exclusive right of burial in a grave or vault, the person claiming to be entitled to the said exclusive right of burial must, within six months of

such death or within such time as the Council may in the particular case allow, produce the form of grant at the Cemetery Office and furnish proof of his or her title to the grave.

## **7 Certificate of Registration of Death**

A properly authorised Certificate of Registration of Death or in the case of an Inquest, the Coroners Order, must be delivered to the Cemetery Office before an internment can take place. For the burial of a still-born child a duly authorised certificate must be produced and for the burial of foetal remains a certificate of the Medical Practitioner or Midwife is required. If for any reason the Registrars Certificate or Coroners Order cannot be delivered before the burial a declaration available from the Cemetery Office should be signed, a further check will then be made with the registrar before the internment will be permitted.

## **8 Coffins**

A body will not be accepted for internment unless it is enclosed within a coffin or such other container approved by the Manager. All coffins must be properly identified by a name plate on the lid of the coffin with the name of the deceased suitably inscribed. The Manager or his/her representative must check the details on the coffin plaque before the internment takes place. This will be done discreetly, prior to the coffin being removed from the hearse.

## **9 Times of Burials**

Burials will be accepted between the hours of 09:15 hrs. and 12:00hrs and 13:15hrs and 15:00hrs Monday - Thursday and on Friday until 14:15hrs . Burials may be accepted at other times at the discretion of the Manager.

## **10 Infectious Disease**

The Manager must be informed of any bodies which have died from an infectious disease.

## **11 Funerals - Control of the Manager.**

All funerals at the Cemetery shall be under the control and discretion of the Manager or his/her appointed representative.

## **12 Public Graves**

The charge for internment in a public grave shall not include any right or privilege other than a right of burial in a grave selected by the Manager. No memorial will be allowed upon the grave and nothing shall be placed upon such graves without the consent of the Manager.

## **13 Monuments, Memorials and Headstones**

- (a) The Council reserve the right to remove any headstone or other memorial stone erected without the approval of the Council.
- (b) An application on a form supplied by the Council must be completed and submitted to the Cemetery Office, approved by the Manager and the appropriate fees paid before the memorial is erected. Once approved a permit allowing work to take place will then be issued. This permit must be kept by the person carrying out the work and be available for inspection at all times.

All Memorial Masons entering the cemetery must first call into the office to sign in and produce the permit to the cemetery staff.

Once the work has been completed the permit will be returned to the cemetery office, the work will then be checked by the Manager. The Manager will notify the Mason of any faults or problems with 48 hours of him receiving confirmation that the work is completed.

**ALL** work in the cemeteries will require permission in the form of a proper permit. This includes, repair work, additional inscriptions etc.

- (c) The owners of vaults and graves are required to keep all monuments and memorials in repair, good order and in a safe condition. In default of this regulation the Council may remove the same at their discretion or after six months notice in writing to the owner, may execute any necessary work and charge the owner with the cost thereof.
- (d) Memorial headstones not exceeding 4'6" in height (measured from ground level) are only allowed in the Cemetery.
- (e) Headstones may only be erected by Memorial Masons registered with the Council and will be erected to the National Association of Memorial Masons standard.
- (f) The section and number of the grave shall be cut in every memorial.
- (g) All headstones shall be finished before they are admitted to the cemetery, work upon a memorial unless it is erecting, dismantling, or cutting an additional inscription within the Cemetery is prohibited.
- (h) Touting for business within the cemetery is not allowed.
- (i) Masons will be held responsible and charged a re-instatement cost for any damage done by them whilst in the cemetery.
- (j) No wooden or plastic memorials will be allowed in the cemetery.
- (k) All headstones and other memorial stones will be erected and remain at the owners sole risk and the Council shall not be held responsible for any damage that may occur.
- (l) All rubbish, stones, soil and other materials left after the erection of the headstone must be removed immediately after the completion of the work and all works must be done to the satisfaction of the Manager
- (m) Kerbstones are not permitted in the cemetery except in the Jewish section of the cemetery.
- (n) An area of 2'6" is allowed from the head of the grave to incorporate **ALL** memorialisation including the headstone. Any items placed outside this area may be removed by the council after 28 days written notice being given to the grave owner.
- (o) The turfing and maintenance of all lawned grave areas will be undertaken by the council at no cost to the guardian of the grant of right.
- (p) The funeral director will be responsible for supplying sufficient bearers to transfer the coffin from the hearse to the grave side and to lower the coffin into the grave.

- (q) The length of notice for burials shall be no less than 2 days for internment in an earthen grave and 4 days in the case of a bricked grave or vault.
- (r) All Internment Application Forms must be properly completed and delivered to the Cemetery Officer, New Hall Lane, Preston, no later than **48 hours** prior to the burial. These forms must be fully completed and contain an accurate coffin size to include handles and fittings.
- (s) The Council reserves the right to exclude from the cemeteries at any time all or any persons who in their opinion are causing a disturbance.
- (t) Dogs must always be on a lead in the cemetery and it is an offence not to clear up after a dog has fouled.

#### **14 Infant Graves**

- (a) There shall within the Cemetery be an area designated for infant graves for the burial of children under 5 years of age.
- (b) That there is no fee for the purchase of infants graves and for the right to erect a monument thereon included in the schedule of fees and charges.
- (c) An applicant will be entitled to a grant of exclusive right of burial and also the right to erect a memorial.

#### **CREMATORIUM.**

- 15 All statutory forms for cremation must be delivered to the Medical referee by 10:00hrs. on a working day prior to the cremation.
- 16 All coffins must be properly identified with the name of the deceased. Any coffin **NOT** containing proper identification will not be accepted at the crematorium.
- 17 The coffin must be made of wood or a wood by-product which, when placed in a cremator and subjected to the accepted cremation process, is easily combustible and does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion.
- 18 No metal furniture or fittings whatever shall be used on a coffin for cremation. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. If it is devised to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose.
- 19 The coffin must not be painted or varnished but may be covered with a suitable cloth. Products manufactured in polyvinyl chloride (PVC) must not be used in the construction of the coffin or its furnishings. The use of polystyrene must be restricted to the coffin name plate only and in which case it must not exceed 90 grams in weight.
- 20 In the lining of the coffin the use of sawdust or cotton-wool must be avoided. If circumstances require, suitable sealing material may be used but no rubber or polyvinyl chloride will be permitted and on no account must pitch or similar substances be used.
- 21 Zinc or Lead lined coffins will NOT be accepted for Cremation.

- 22 No extraneous items shall be placed in the coffin without the express permission of the Manager.
- 23 No person shall be allowed to enter the cremator room without the express permission of the Manager.
- 24 The funeral director is responsible for supplying the appropriate number of bearers to ensure that the coffin is conveyed and placed on the catafalque with reverence and respect.
- 25 When the coffin is placed on the catafalque it becomes the responsibility of the cremation authority.
- 26 No cremation shall take place except on the written authority of the Medical Referee, who may in any case decline to allow the cremation without stating any reasons.
- 27 A body shall not be removed from the Crematorium after the Service of Committal unless for a lawful purpose.
- 28 No portion of the coffin or its contents shall be removed following the Committal Service, they shall be put into the cremator exactly as received.
29. The cremation times available are between the hours of 9.00am to 3.30pm Monday to Thursday and between 9.00am and 3.00pm on Friday.
30. All cremation services are for a period of 20 minutes at half hour intervals except for the committal times at 12.00 noon and 12.15pm each day. The funeral director is responsible for ensuring that the funeral cortege arrives on time and that the minister is aware of the amount of time he or she has in the chapel.
31. Cremated remains will be stored at the crematorium for a period of one month after the cremation. After this time the Cremation Authority will write to the applicant for the cremation to establish what is to be done with the remains. If after 14 days the applicant has not replied to the authorities letter the remains may be disposed of within the crematorium grounds.
32. All cremated remains that are removed from the crematorium must be signed for on a proper Authority to Collect slip.
33. Cremated Remains will only be released from the crematorium in either a polytainer supplied by Preston Borough Council or a funeral directors casket or urn that contains proper particulars (ie name and age) in the form of a securely inscribed plaque or similar. Unnamed caskets or caskets with loose pieces of paper attached will not be accepted.
- 34 Dogs must always be on a lead in the crematorium grounds. It is an offence not to clear up after a dog has fouled.

## **GENERAL**

### **31 Obstruction**

No person shall:-

- a) intentionally obstruct any officer of the Council in the proper execution of his/her duties;

- b) intentionally obstruct any person carrying out an act which is necessary to the proper execution of any contract with the Council;
- c) intentionally obstruct any other person in the proper use of the ground, or behave so as to give reasonable grounds for annoyance to other persons in the grounds.

**32 Removal of offenders.**

Any person offending against any of these rules and regulations may be removed from the grounds by an officer of the Council or a constable.

Vehicles and their contents are left at the owners own risk.

Preston Borough Council carries out safety inspections of all gravestones. Remedial action is taken to make unsafe memorials safe. The responsibility for the re-erection of any gravestone lies with the grave owner.

If a gravestone has been laid down re-erection must only be carried out by a mason registered with the Council.

The Preston Borough Council accepts no liability for defective gravestones.

*Regulations Adopted by Chief Environmental Health Officer, Helen Freeman, 1<sup>st</sup> April 1999*