

Stafford Bereavement Services Regulations



Stafford
BOROUGH COUNCIL

Bereavement Services
www.staffordbc.gov.uk



Crematorium Regulations

The regulations in this booklet have been introduced to assist the safety and welfare of all visitors and staff within the crematorium and cemeteries ground.

These regulations apply to Stafford Crematorium and also cemeteries at Tixall Road, Eccleshall Road, Stone and any other cemetery or crematorium which may be established by or come under the control of Stafford Borough Council.

Your co-operation in complying with the regulations is greatly appreciated.

CONTACT US

Stafford Bereavement Services, Tixall Road, Stafford ST18 0XZ

Tel 01785 242 594

Fax 01785 228 521

Email bereavementservices@staffordbc.gov.uk

Web www.staffordbc.gov.uk

OFFICE OPENING TIMES

Monday to Friday > 9.00am to 4.30pm

GROUNDS AND REMEMBRANCE ROOM OPENING TIMES

October to March

Monday to Saturday > 9.00am to 4.30pm

Sunday and Bank Holidays > 10.00am to 4.30pm

April to September

Monday to Saturday > 9.00am to 8.00pm

Sunday and Bank Holidays > 10.00am to 4.30pm

All information is correct at time of going to print.



Important

Through the process of normal cemetery management it may be necessary, at a later date, to excavate a grave space adjacent to the one you have purchased. This means we have no alternative but to mound soil on your grave space. Wherever possible access will be available to the head of the grave and you should only be inconvenienced for a maximum of 72 hours (more often only 24 hours). We apologise should this situation affect you in the future, but assure you there is at present, no alternative.

Additional fees for non Stafford Borough residents

The Exclusive Right of Burial (ERoB) and interment fees are multiplied by two and a half times the current fees when;

The deceased is not a resident or council taxpayer of the Borough of Stafford. However, if the deceased lived in the Borough for the majority of their life but took up residence outside the Borough boundary in a residential or nursing home registered by national Care Standards within two years of the death, they may be exempt. In this case the family is to provide the relevant information for claiming this exception to this burial authority and the managers decision is final.

When the burial rights are pre-purchased by anyone who is not a resident or council taxpayer of the Borough of Stafford.

Interpretation

In these rules and regulations, unless the context otherwise requires, the following words and expressions shall have these meanings assigned to them:

Additional Inscription

Each inscription, after the first, referring to one other deceased person whether or not that person be buried in the grave or not.

Cemetery

Any place provided by the Council for the burial of human remains and any reference to 'the cemeteries' shall refer to any or all of the cemeteries to which these regulations apply.

Contractor

Any person employed by the Council

Council

Stafford Borough Council and any authorised officer in its employment

Exclusive Right of Burial (ERoB)

The exclusive right, granted by deed, of the registered owner to determine who may be buried within a particular grave space, it is this ERoB that you may purchase, not the actual land itself such ERoB is for a limited period, determined by the Council, currently for a period of seventy five years.

Right to Erect a Memorial

Available by Grant to the owner of the Exclusive Right of Burial to erect a memorial on the grave in question, such right is for a limited period, determined by the council, currently for a period of thirty years.

Garden Border

The ungrassed area at the head of some 'lawn graves' where a memorial is placed.

Grave Space

The area allowed by the Council for the establishment of a grave. Positions and alignments will be determined solely by the Registrar. There is no legal requirement for graves to be aligned in a particular way.

Grave

A burial place (inclusive of those used for cremated remains) formed in the ground by excavation and without any internal brick work, stone, or any other lining.

Inscription

A reference on a memorial to one deceased person, whether that person be

buried in the grave or not.

Lawn Grave

A grave where only a memorial at the designated head end of the grave is permitted. Graves may be in single rows.

Local Authority Owned Grave

A grave in which no exclusive right of burial will be granted by the Council and in which unrelated persons will be interred: formerly known as a common or public grave. There will be no option to purchase.

Memorial

Any authorised stone, vase, tablet, kerbing or other object placed on a grave space (excluding wreaths and flowers).

Office

The cemeteries and crematorium office (address inside front cover).

Private Grave or Vault

A grave or vault in respect of which the exclusive right of burial is granted.

Registrar

The person, for the time being, holding the office of Registrar, as appointed by the Council, or the cemeteries and crematorium person who shall be acting for him/her, on his/her behalf or in his/her absence.

Sanctum

Consists of an above ground vault with a polished black granite plaque, a posy vase is provided for cut flowers.

Traditional Grave

A grave where a memorial and/or kerbing has been permitted to be placed on the grave.

Uninscribed Vase

A vase on a grave (private or local authority owned), the epitaph of which does not include the surname of the deceased person.

Vault

Includes an underground burial place of any description, except a grave to which the word 'grave', as interpreted above, applies.

Working Days

Days on which the office is open, i.e. Monday to Friday inclusive (excluding Public Holidays).

Management of the Cemeteries and Crematorium

- 1 The Cemeteries and Crematorium will be open to the public on such days and during such hours as the Council may, from time to time, determine.
- 2 At the time of adoption of these regulations by the Council, the cemeteries will be open during the following hours:
 - October to March
Monday to Saturday, 9.00am to 4.30pm
Sunday and Bank holidays, 10.00am to 4.30pm
 - April to September
Monday to Saturday, 9.00am to 8.00pm
 - Sunday and Bank Holidays, 10.00am to 8.00pm
- 3 Any unauthorised entry when the cemeteries are closed to the public contravenes Section 18(2) of The Local Authorities' Cemeteries Order 1977.
- 4 All persons entering the cemeteries or Crematorium will be subject to the orders and control of the Council.
- 5 All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of Section 18(1) of The Local Authorities' Cemeteries Order 1977, which states that no person shall:
 - a) wilfully create any disturbance in a cemetery;
 - b) commit any nuisance in a cemetery;
 - c) wilfully interfere with any burial taking place in a cemetery
 - d) wilfully interfere with any grave or vault, any tombstone or other memorial or any flowers or plants or any such similar matter; or
 - e) play at any game or sport or discharge a firearm (save at a military funeral) in a cemetery.
- 6 Visitors to the cemeteries and Crematorium shall not unreasonably interrupt the Council's employees or their contractors at their duties, or employ them to execute private work within the cemeteries or extend them any gratuity.
- 7 All complaints and requests by members of the public must be made to the office and not to the workers employed in the cemeteries or Crematorium.
- 8 All dogs must be kept on a lead at all times and must not foul within the cemetery grounds, (if this is unavoidable, the person in control of the dog must remove any deposit).

- 9 Children who are, or appear to be, under the age of 14 years will not be permitted in the cemeteries or Crematorium except under the care of a responsible person.
- 10 No person (other than those persons authorised by the Council) shall sell or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders for the same, within the cemeteries or Crematorium.
- 11 Any person using a motor vehicle in the cemeteries or Crematorium shall only do so on a carriageway suited to that purpose, except with the consent of the Registrar.
- 12 All visitors to the cemetery or Crematorium must keep to the footpaths or roads whilst visiting a grave or vault and refrain from interfering with trees, shrubs and flowers.
- 13 No person shall drop, throw or otherwise deposit and leave in the cemeteries or Crematorium, any wastepaper or refuse of any kind, except in the receptacles provided for the purpose.
- 14 The taking of photographs, video and tape recordings, within the cemeteries or Crematorium, shall be subject to the approval of the Registrar, who may demand production of the Deed of Grant of Exclusive Right of Burial or an indemnity in the Council's favour where it is proposed to photograph a private grave or memorial.
- 15 Smoking is prohibited in any of the Council's buildings.
- 16 No employee of the Council, or its contractors, is to demand or receive any gratuity.

Burials

- 17 Enquiries about sections of the cemeteries reserved for different religious groups should be made to the office.
- 18 In sections of the cemeteries consecrated in accordance with the rites of the established church, burials will only be permitted in accordance with the rites of a Christian denomination, or without any religious service, provided that any other rites are decorously performed.
- 19 Interments may only take place in accordance with the Regulations and between the hours of:
Monday to Friday, 10am to 3pm
- 20 Burial of cremated remains may be allowed outside these hours, on working days, on contacting the office. Burials will not normally be permitted on Saturday, Sunday, Good Friday, Christmas Day, or any other public holidays.
- 21 The time appointed for an burial will relate to when the funeral cortege is to arrive at the graveside where the burial is to take place. The funeral director, or person in charge of the funeral, arriving after the appointed time, must act under the direction of the Registrar as to when the funeral service may proceed.
- 22 Prior telephone booking is required for every interment. The Notice of Interment (on a form approved by the Registrar) and disposal certificate shall be delivered to the office so as to allow a minimum of 2 clear working days between the date of delivery of such Notice and the date of interment. The Notice of Interment is also confirmation of the telephone booking which is provisional until the Office checks the Notice of Interment.
- 23 The Council will accept no responsibility whatsoever for verbal arrangements where such arrangements have not been confirmed in writing on the prescribed form(s).
- 24 The Notice of Interment must contain full details of the deceased; the proposed interment; the grave to be used; the size of the coffin and the signature of the owner of the Exclusive Right of Burial (ERoB) or the Applicant for the ERoB for a new grave.
- 25 The Council will not accept responsibility for consequences arising from the loss or delay of any such notice, order or any other document sent by post, nor for the accuracy of the details contained in the Notice of Interment.

- 26 Regulations 22 and 24 may be waived in cases of emergency, certified by a medical authority acceptable to the Council as being in the interest of public health.
- 27 The person arranging the interment shall be responsible for the attendance of the officiate, to preside at the burial service, and for the payment of any fee to which the officiate is entitled.
- 28 A certificate for disposal issued by the Registrar of Births and Deaths or a Coroner's Order for burial must be delivered to the office before the burial takes place.
- 29 Any person procuring an interment without production of such certificate or order will be required to make a written declaration on the prescribed form in accordance with Section 1 (1) of the Births and Deaths Registration Act 1926.
- 30 In the case of an interment of cremated remains, a certificate for burial purposes, issued by the Cremation Authority, will be required.
- 31 In the case of foetuses, the Medical Practitioner's Confirmation of Delivery of Non-Viable Foetus will be required.
- 32 If a coffin is not used for burial the body must be enclosed in a shroud or winding sheet (the body is to be totally wrapped in this). Underneath will need to be incorporated a wooden board to provide rigidity for handling purposes. An 'outer shell' may be needed if the wrapped body may be visible to members of the public.
- 33 Employees of the Council will prepare all graves or vaults.
- 34 After burial, no body or cremated remains may be removed from a grave or vault without the production of the ecclesiastical faculty and/or licence for exhumation required by law. The original documents will be required for this purpose.
- 35 Ceremonies of a special nature are subject to the approval of the Registrar.
- 36 In the case of the re-opening of a private grave or vault, where the written consent of the legal owner of the burial rights is required, the Council will require to be indemnified against any action arising as a result of permitting the re-opening in such circumstances as the Deed of Grant of Exclusive Right of Burial being said to be lost or the death of the owner of the Deed of Grant of Exclusive Right of Burial. The office should be contacted for the appropriate form.

Exclusive Rights of Burial (ERoB)

- 37 ERoB can be purchased in respect of available grave space, in accordance with these Regulations and the Scale of Fees and Charges applicable to such purchase at that time.
- 38 No person may hold, at any one time, the ERoB to more than one unused grave.
- 39 Cremated remains graves will normally be allocated in strict rotation within each section. Plans showing the grave spaces available are kept at the offices, where they may be seen during normal office hours.
- 40 Whilst every effort will be made to achieve the full number of interments in a grave, the Council cannot be held responsible if this cannot be achieved due to factors outside its control, e.g. ground conditions; weather.
- 41 A grant of ERoB confers no other right, (e.g. right to erect a memorial; ownership of land), other than that of burial and each applicant for ERoB must confirm receipt, in writing, of the Deed of Grant.
- 42 All grants of ERoB will be made for a period of 75 years and, thereafter, for a period not exceeding 25 years.
- 43 At the expiration of that period, the purchaser and his/her successors, may have the option to renew the ERoB, subject to such restrictions and regulations as may be as may be in force at that time
- 44 Where the period of grant of ERoB has elapsed and no notification of an intention to renew has been received from the person who was granted the ERoB or his/her successors, the Council may grant a renewed ERoB to any other person, but before doing so will, where possible, attempt to notify the previous owner of the right of burial, or his/her heir or successor (if known) and give the option of renewal.
- 45 Any transfer of ownership of ERoB will be subject to the production of satisfactory evidence and title and the approval of the Council. Such transfer will be registered in the records of the cemetery and the Deed of Grant of ERoB must be produced for endorsement at the Registrar's Office and the appropriate transfer fee paid.

Memorials

- 46 The Right to Erect a Memorial is issued subject to the relevant fees being paid and a 'Guarantee of Workmanship' produced by the Monumental Mason for a period of not less than 25 years. Only those Memorial Masons registered with Stafford Borough Council are permitted to carry out work within the authorities cemeteries
- 47 Memorial masons are reminded that in case law the Liability for defective work rests with the relevant mason and that, "stonework properly erected ought to stand for at least 30 years without repair". (see Brown v Cotterill 1934).
- 48 A memorial may only be erected on a grave space within the cemeteries in accordance with these regulations, with the approval if the Registrar and upon payment of the appropriate fee. The Right to erect a memorial will be for the unexpired portion of the EROB.
- 49 Application for approval to place any memorial in the cemeteries, alter or add to any inscription, or replace, add to or remove from the cemeteries a memorial and must be submitted to the Registrar on the appropriate Application Form (available from the office).
- 50 Prior approval is required before any work is undertaken. Any approval is issued on the understanding that the work undertaken will fully comply with the details on the Application Form and the requirements of these Regulations. Any work that does not comply will not be permitted to remain in the cemeteries and may be removed without notice - the cost of this will be charged to the person who carried out the unauthorised work. (A permit is also required for cleaning, and/or remedial work and prior approval is required before any work is undertaken.)
- 51 Headstones etc. shall be placed at the end of a grave designated as the head end. Inscriptions may only be on one side of the headstone and shall face the length of the grave.
- 52 All memorials shall comply with the following, as appropriate:
 - A headstone or similar shall have a base fixed on a foundation of solid stone or concrete. The foundation should be no greater than the width of the grave on the plan less 50cm. Such base may incorporate one or two flower containers and include up to two vases, tablets or figures, so long as they shall comply with the following Regulations and shall not exceed beyond the perimeter of the base.
 - Full Sized Graves - Memorials may be up to 785mm (31") above ground level (inclusive of base), and not less than 75mm (3") and no more than

150mm (6") thick, fixed at the designated head end of the grave - 1 per grave; or vase or vases (up to 2) no greater than 22.5mm (9") in any dimension fixed securely on an appropriate base.

- Kerbing - this is permitted on traditional graves only. (Eccleshall Road and Stone Cemetery only).

53 The exception to the above Regulations is the Woodland Burial Section (Stone Cemetery only) which is as follows:

To maintain credibility in the 'return to nature' it is essential that native trees, supplied by the Burial Authority, will be the only type of memorial allowed.

54 All other memorials shall be set on a foundation of natural or pre-cast stone or concrete suitably reinforced, in one piece, 75mm (3") larger all round than the base of the memorial and not less than 75mm (3") in thickness and situated so that the top surface of the foundation or sub-base is flush to the adjoining ground level.

55 All joints must be properly cemented and cramped, joggled or doweled. Cramps or dowels, for this purpose, must be of non-ferrous metal or heavily galvanised steel not less than 16 mm (3/8") in diameter and 150mm (6") in length. There must be at least 2 dowels to each doweled joint.

56 Headstones shall be constructed from a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription. Such inlay shall not reduce the thickness of the main body of the headstone to less than 75mm (3") The inlaid material must not be raised above the surface of the headstone proper by more than 12mm (1/2") and must be contained within the overall dimensions of the headstone.

57 The base of all memorials shall be constructed of a single piece of stone, which may be drilled to accommodate up to 2 flower containers.

58 A memorial of concrete, sandstone, Bath or soft Caen stone, pottery, plastic or fibreglass is not permitted and will be removed and disposed of without notice. The cost of removal and disposal will be charged to the person(s) who erected the memorial.

59 Photographic plaques, not exceeding dimensions of 13cms, may be affixed to headstones or bronze plaques only.

60 The name of the memorial mason, section and grave number must be inscribed and inlaid to match the main inscription, in figures up to 20mm high on the right hand side of the base and also, if present, on the corner of kerbing at the foot of the grave.

61 No hewing or dressing of stone will be permitted in the cemeteries.

- 62 All materials and equipment shall be conveyed in the cemeteries in such a manner as to prevent damage to walks, paths, roads or grassed areas and all soil or waste material shall be removed from the cemeteries immediately in a professional manner. Mats, boards or canvas shall be used, as directed by the Council, to achieve this end.
- 63 All work personnel employed, on behalf of the owner of the EROB, to erect any memorial or to perform work on an existing vault, memorial etc., shall carry out their work strictly under the direction of the Registrar and shall:
- At the cost of the owner fill up and level the ground, remove off site all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work.
 - Perform the work during the normal opening hours of the office Monday to Friday, 8.30am to 4.30pm
 - Provide their own tools and equipment, bring mortar ready made and complete the work with due dispatch.
- 64 The Registrar must be informed on a form approved by the office, of the removal of any memorial from the cemeteries.
- 65 The removal and re-erection of a memorial to facilitate the re-opening of a private grave or vault, or to level such a grave or vault, shall be at the expense of the grave owner.
- 66 Any person removing a memorial to permit further interment, shall either remove same from the cemeteries, after informing the Registrar, or place it in a position indicated by the Registrar.
- 67 Any memorial removed from a grave to facilitate an interment shall be replaced as soon as possible after the first anniversary of the last interment, if not before.
- 68 Any memorial erected in the cemeteries remains there at the sole risk of, and must be kept in good state of repair by, the owner of the EROB and at his/her expense. The Council reserves the right to remove and dispose of, without notice, any memorial not kept in a good state of repair or which has become unsightly (Local Authorities' Cemeteries Act 1977).
- 69 The Council reserves the right to exclude or remove and dispose of without notice from the cemeteries, any memorial not executed in a workmanlike manner, or from sound materials or which would, in the Council's opinion, disfigure the cemeteries or offend public decency or which is considered unsafe.
- 70 The Council reserves the right to remove without notice, any memorial and take precautions necessary, to safeguard the Council's employees or contractors when digging graves adjacent to any memorial.

Maintenance and Upkeep

- 71 The surface of every grave or vault shall be at ground level, except for an approved memorial permitted in accordance with these Regulations.
- 72 The placing on graves or vaults of artificial wreaths or flowers, glass shades, items of pottery, glass jars, tins, plastic or any other material is strictly forbidden. Any item so placed in contravention of these Regulations will be removed and disposed of by the Council without notice.
- 73 The Council reserves the right to remove, without notice, from any grave or vault, flowers, plants or wreaths that, in its opinion, have become unsightly and to dispose of the same in such a manner as deemed fit.
- 74 Plants may only be planted in a 'garden border' or inside kerbing or where kerbing would have been permitted to be placed.(Eccleshall Road and Stone Cemetery only) Plants must be low growing and non-spreading in type.
- 75 Any plants which encroach outside of the grave area will be cut back or removed by the Council, without prior notice.
- 76 The repair of memorials or any other item permitted on a grave is the responsibility of the grave owner.

Cremation

- 77 Fully completed statutory and other required paperwork, must be delivered to the office no later than 48 hours immediately before the time of the funeral. Failure to comply may mean that the cremation will be postponed.
- 78 The placing in the crematorium buildings, or on the areas designated as the Gardens of Remembrance, of artificial wreaths or flowers, glass shades, items of pottery, glass jars, tins, plastic or wire mesh fences or any other items of wood, metal, plastic or any other material is strictly forbidden and any item so placed in contravention of these Regulations will be removed and disposed of by the Council without notice.

Fees and Charges

- 79 The fees and charges prescribed for the use of the cemeteries and Crematorium, shall be those specified in the scale of fees and charges, as amended from time to time.

80 All fees and charges are payable in advance to the Council, except in the case of Funeral Directors and Monumental Masons dealing continuously with the Council, when payments may be permitted to be rendered weekly (this must be discussed, in advance, with the Registrar).

General

81 All persons (not employed by the Council) engaged in work in the cemeteries, shall comply with all reasonable requests, directions and requirements of the Registrar.

82 Admission of vehicles is subject to the following conditions:

- Access is available during the following hours:

1 April to 30 September, 9.00am to 8.00pm

1 October to 31 March, 9.00am to 4.30pm

Sunday and Bank Holiday opening 10.00am

- Vehicular access to Eccleshall Road Cemetery can be arranged with the office at Tixall Road

83 Access is subject to absolute right of way being given to any funeral cortege in the cemeteries.

84 No vehicle is to be left in a position so as to cause an obstruction to other traffic.

85 A speed limit of 5mph is not to be exceeded. Vehicles must only be driven on roads intended for vehicular use. Permission for admission of vehicle may be withdrawn at any time.

86 No liability is accepted by the Council for loss of, or damage to, a vehicle or its contents, or injury to its driver or passengers, howsoever arising.

87 All reasonable requests and requirements of the Registrar shall be complied with.

88 Registers of all burials, graves and cremations are kept at the office, where searches by staff can be made, and certified extracts obtained, upon payment of the prescribed fee. Searches by people other than staff can only be made in the Register of Burials.

Trees

- 89 The fixing of screws, hooks, nails and plastic binding including string to any tree/shrub whether it is an adopted memorial tree or not is strictly forbidden.
- 90 Any unauthorised artefacts or cut flowers used to adorn any tree will be removed immediately without prior notice. (The planting of bulbs etc is actively encouraged within the circular garden at the base of adopted memorial trees).

Items must not be placed in the lawned area immediately adjacent to the sanctum plinth. Any artefacts encroaching on neighbouring sanctums will be removed.

Floral Tributes

- 91 All floral tributes will be removed and disposed of, from grave spaces and the cloister area for cremation, 7 days after the funeral.
- 92 The removal and disposal of Christmas wreaths, from all areas (excluding those fixed to Headstones) will commence during the first week in February.
- 93 The Council is empowered to alter or amend the foregoing Regulations at any time and to introduce further regulations as they consider necessary, e.g. in the case of newly established sections of the cemeteries.
- 94 The Council may waive any of the foregoing Regulations where it considers there are exceptional circumstances.



STAFFORD CREMATORIUM

Stafford Bereavement Services,
Tixall Road, Stafford ST18 0XZ

EMAIL bereavementservices@staffordbc.gov.uk

CALL 01785 242 594

If you need this information in
large print, Braille, other language
or in audio format please contact

EMAIL info@staffordbc.gov.uk

CALL 01785 619 000
