



GEDLING
BOROUGH COUNCIL

GEDLING
LEISURE

Rules and Regulations

For

Cemeteries and Crematorium

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INTRODUCTION:

Nottingham City Council manages and maintains five Cemeteries and a Crematorium. It also maintains thirteen closed churchyards.

All burial and cremation facilities are managed by the Bereavement Services Section, which is part of the Department of Environmental Services.

The City's Cemeteries and Crematorium are located as follows:-

- Southern Cemetery and Crematorium (also known as Wilford Hill)
Loughborough Road
West Bridgford
Nottingham NG2 7FE

Tel: (0115) 9152340 (including minicom facility) Fax: (0115) 9152345

Nottingham City Transport Bus No.10 from Market Square or No.12 from Market Street

- Northern (Bulwell) Cemetery
Hempshill Lane
Bulwell
Nottingham NG6 8PF

Tel: (0115) 9153245 (including minicom facility) Fax: (0115) 9153246
(Also deals with the three Cemeteries listed below)

Nottingham City Transport Bus No. 85 from Beast Market Hill

- Church (Rock) Cemetery
Mansfield Road
Nottingham
- General (Canning Circus) Cemetery
Canning Circus/Waverley Street
Nottingham
- Basford Cemetery
Nottingham Road
New Basford
Nottingham

To enable operations in the Cemeteries and Crematorium to be effectively managed, and the grounds maintained for the benefit of all who visit, it is necessary to impose a number of restrictions. This booklet outlines those restrictions in the form of Rules and Regulations.

1.0. Cemeteries and Crematorium Regulations

These Regulations have been made by the Nottingham City Council in relation to the Cemeteries and Crematorium it provides.

They are made under the provisions of the Local Authorities Cemeteries Order 1977 as amended.

The Council reserves the right to make alterations, additions or amendments to the Rules and Regulations from time as necessary or desirable.

1.1. Throughout these regulations unless the context otherwise requires the following definitions apply:

“The Cemetery” means the Cemeteries provided by the Council and situated at Wilford Hill, known as the Southern Cemetery and Crematorium; situated at Bulwell, known as the Northern Cemetery; situated at Canning Circus, known as General Cemetery; situated at Forest Road, known as the Church (Rock) Cemetery, and situated at Basford, known as Basford Cemetery, as the case may be.

“The Council” means the Nottingham City Council.

“The Superintendent” means the Superintendent of the Cemetery or Crematorium, or a person for the time being carrying out the duties of the Superintendent.

“Crematorium” means the Chapel and other buildings at Wilford Hill.

“Crematorium Grounds” means the Garden of Remembrance and other grounds of the Crematorium.

“Grave” means a burial place formed in the ground by excavation and without an internal wall of brickwork or stonework or any other artificial lining.

“Brick Lined Grave” means a burial place formed in the ground by excavation with an internal wall of brickwork which is back filled with soil.

“Vault” means an underground burial place with an internal wall of brickwork and a concrete base which is divided into separate chambers each of which is sealed in an approved manner after each interment, and the vault sealed with top covers.

“Working Days” means the days on which the relevant Cemeteries and Crematorium Service Office is open.

1.2. The Cemetery Grounds shall be open at the following times:

All Cemeteries	Hours on Weekdays and Saturdays	Sundays
Jan, Feb, Nov, Dec	8.00 am – 4.00 pm	10.00 am – 4.00 pm
March and October	8.00 am – 5.00 pm	10.00 am – 5.00 pm

April and September	8.00 am – 7.00 pm	10.00 am – 5.00 pm
May, June, July and August	8.00 am – 8.00 pm	10.00 am – 5.00 pm
Good Friday	10.00 am – 5.00 pm	
Christmas Day	10.00 am – 4.00 pm	

The Council reserves the right to close the Cemetery at any time without notice.

1.3. Offices shall be open at the following times:

Cemeteries & Crematorium

Opening Times Monday - Friday

Southern Cemetery and Crematorium	8.30 am – 4.30 pm
Northern Cemetery (also Church, Basford and General	10.00 am – 3.00 pm

Cemetery Offices are closed on Saturdays, Sundays and Bank Holidays. The Council reserve the right to close the office(s) at any time without notice.

1.4. Searches of the Register of Burials/Cremations may be made at the appropriate Cemetery Office. Where a written request is made, or where a certified extract is required, then these will be provided (at the discretion of the Superintendent) on payment of a fee. Please note that most records for Church (Rock), General (Canning Circus) or Basford Cemeteries are kept at the Nottinghamshire Archives Office, County House, Castle Meadow Road, Nottingham, NG2 1AG. Tel: (0115) 9581634 or Fax: (0115) 9413997.

2.0. Rules and Regulations for the Cemeteries

Arrangements for a burial service

- 2.1.** Reservations for burial services may be made by telephone during office hours, in writing, or at Northern Cemetery by the computerised remote booking facility for a new grave, where the current grave owner is the applicant or where the current grave owner is the deceased. Reservations will be regarded as provisional until formal notice required by paragraphs 2.2 or 2.3 has been received.

N.B. the remote booking facility is not to be used unless the criteria is met.

- 2.2.** Notice of burial is given when all forms and certificates required to fulfil statutory requirements, and those required by the Council, are received at the appropriate Cemetery Office no later than two full working days before the proposed date of the funeral.

N.B. Forms provided, or approved, by the Council must be used.

- 2.3.** For the burial of a stillborn child a Certificate in accordance with the Births & Deaths Registration Act 1953 must be delivered to the appropriate cemetery office.

General

- 2.4.** The Council will not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally or by telephone – Neither will the Council accept responsibility for any documents lost or delayed by the Post Office.

Documents sent by Fax or Telex will only be accepted as temporary notifications(s) and must be confirmed by the submission of originals.

- 2.5.** If the Registrar's Certificate for Disposal, or the Coroner's Order, is mislaid or lost, a declaration to the satisfaction of the Superintendent must be made by the person procuring the disposal of the body. The original certificate or duplicate copy issued by the Registrar of Births and Deaths, or the Coroner, must be produced as soon as possible after the signing of the declaration.

- 2.6. At Southern Cemetery the Superintendent will be responsible for providing an organist or playing recorded music when requested, where a pre-recorded tape or compact disc for a particular service is required at Southern Cemetery and Crematorium, it must be delivered to the Cemetery Office on a working day not less than 24 hours before the funeral is to take place with the name of the deceased and the date and time of service clearly and legibly marked on the cassette or case. Similarly, at least 48 hours notice must be given to the organist if a piece of music not in the normal repertoire is requested, and the musical score delivered to the cemetery office. At Northern Cemetery if the services of an organist are required the Rota Organist must be contacted by the Funeral Director or person(s) arranging the funeral.
- 2.7. The responsibility for making the necessary arrangements for the attendance of priests, ministers, or other persons to officiate at a service rests upon the Funeral Director or the person(s) arranging the burial.
- 2.8. The time fixed for a funeral must be that when the procession is to arrive at the Cemetery, and it is requested that the time be strictly adhered to, in order to prevent inconvenience and one funeral interfering with another. In the event of a funeral arriving late the cortege must wait as and where directed by the Superintendent, and the service will take place as soon as possible thereafter at the direction of the Superintendent.
- 2.9. In the case of a public or military funeral, or one at which an exceptional number of persons may be expected, notice must be given at the time of the booking.
- 2.10. The Funeral Director or person(s) arranging the funeral is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the catafalque and/or the graveside.
- 2.11. Only one funeral will be allowed in the Cemetery or Crematorium Chapel at any one time unless prior permission for alternative arrangements is obtained from the Superintendent.
- 2.12. The time allowed for a service in the Cemetery or Crematorium Chapel shall not exceed 20 minutes unless prior approval for a longer period has been obtained from the Superintendent.
- 2.13. If offensive odours or liquids issue from any coffin brought for burial the Superintendent may refuse the coffin being taken into the Cemetery Chapel. The use of a cemetery chapel for a service for a person having died from a notifiable disease will be at the discretion of the Superintendent.
- 2.14. No coffin shall be opened in any Cemetery Chapel for any purpose whatsoever.
- 2.15. All fees and charges shall be paid at the Cemetery Office. The fees and charges for any burial shall be paid at the time of giving notice of booking, and all other fees shall be paid before the work to which they relate is started. These requirements do not apply to those who pay by account.

- 2.16. The fees charged by the Council include everything connected with the specified items in respect of which an official receipt is given. No person employed by or on behalf of the Council is allowed to receive and gratuity.
- 2.17. No body shall be buried, or cremated remains interred or scattered over any grave or vault in which an Exclusive Right of Burial exists, unless the owner has given express approval in writing or the deceased is the current owner. In the event of the owner being pre-deceased an affidavit must accompany the Notice of Interment and a form of indemnity completed and submitted where a Deed of Grant cannot be provided.
- 2.18. The Council reserves the right to delay or cancel any interment where, in its opinion, ownership of the Exclusive Right of Burial is disputed.
- 2.19. The selection of any grave space shall be subject to the approval of the Superintendent and consistent with the general plan of the Cemetery.
- 2.20. The location/position of any non-private graves shall be determined by the Superintendent.
- 2.21. The Council reserves the right to retain any grave space(s) for its own purposes.
- 2.22. A plan of the Cemetery showing the position and number of each grave space is kept in the appropriate Cemetery office. At Northern and Southern Cemeteries the plan is available for inspection during office hours; at Church, General and Basford Cemeteries plans may be inspected by appointment.

3.0. Grant of Exclusive Right of Burial

Whilst ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land, it does give the owner of the Deed the right to:-

- (a) be buried in that grave;
- (b) authorise further burial(s) in that grave (where space is available), or the interment or scattering of cremated remains in or over that grave;
- (c) erect or place a memorial on that grave subject to the Rules and Regulations of the City Council relating to memorialisation;
- (d) have inscriptions/additional inscriptions placed on a memorial on that grave subject to the Rules and Regulations of the City Council relating to this matter.

Possession of a Deed does not necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends upon whether or not the deceased person left a valid Will. The law concerning this matter can be very complex and it is strongly advised that a Solicitor be consulted to establish new ownership.

Ownership of a Deed may also be transferred or assigned by use of a form (Declaration, Indemnity and Application in respect of the transfer or Assignment of an Exclusive Right of Burial) obtainable from a Cemetery Officer.

N.B. The Deed of Exclusive Right of Burial, like any other Deed, is an important document and should be kept in a safe place.

- 3.1. On the purchase of the Exclusive Right of Burial in a grave, a Deed of Grant shall be issued to the purchaser whose name shall be registered.

N.B. The parents of children or stillborn babies buried in the Babies Section at Northern or Southern Cemetery may not purchase the Exclusive Right of Burial.

- 3.2. The Exclusive Right of Burial shall extend for 30 years from the date of purchase. Rights may be extended for further periods of 30 years on payment of the fee then applicable.
- 3.3. The transfer or assignment of a Right of Burial in a grave must be notified to the Superintendent who will enter the transfer in the Register of Grants maintained upon the production of the Deed.
- 3.4. Where no interment has taken place in a purchased grave the Council may agree to repurchase the grave. In such cases the Council will pay the original purchase price.
- 3.5. Notice for the interment or strewing of cremated remains must be accompanied by the Certificate issued by the Crematorium where the cremation took place.
- 3.6. Persons arranging for a burial in a non-private grave acquire no rights other than that of making a single interment in a grave.

4.0. Conduct in Cemeteries

- 4.1. All visitors must conduct themselves in a quiet and orderly manner, and no persons showing the effects of excess alcohol or drug abuse will be allowed within the Cemetery, Crematorium or grounds. The Superintendent has full power to exclude or remove any member of the public at his discretion.
- 4.2. Under the provisions of the Local Authorities Cemeteries Order 1977, it is an offence for a person to wilfully:-
- (a) create any disturbance in a Cemetery;
 - (b) commit any nuisance in a Cemetery;
 - (c) interfere with any burial taking place in a Cemetery;
 - (d) interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants in any such manner;
 - (e) play at any game or sport in a Cemetery;
 - (f) enter or remain in a Cemetery when it is closed to the public, unless authorised by the Council to do so.

Persons who contravene these provisions shall be liable, upon conviction, to a fine not exceeding £100.

- 4.3. Vehicles must not exceed 10 mph in Cemetery grounds and must park where indicated by the Superintendent who shall have power to exclude any vehicle, which is considered unsuitable.
- 4.4. Smoking is strictly prohibited in Cemetery or Crematorium buildings. Visitors to Cemeteries are requested to refrain from smoking near or where a funeral or religious service is taking place in the grounds and to dispose of cigarette ends in a proper manner.
- 4.5. No dogs, except Registered Assistance dogs, may be taken into or allowed to enter the Cemetery or Crematorium grounds.
- 4.6. No person shall canvass or solicit orders within the cemetery unless the prior approval of the Council is obtained.
- 4.7. No demonstrations of any kind, nor religious services other than the service at the time of interment or cremation shall be held without the prior consent of the Superintendent. No musical instrument or other sound producing device will be allowed except as an integral part of a funeral service or an event approved by the Superintendent.
- 4.8. The permission of the Superintendent shall be obtained before photographing any objects in the Cemetery, Crematorium or grounds.

5.0. Burials

- 5.1. Burials shall not normally take place before 9.00 am or after 3.30 pm from Monday to Thursday, or before 9.00 am or after 2.30 pm on Fridays – Burials are not permitted on Saturdays, Sundays or Bank Holidays except by the prior and express permission of the Superintendent.
- 5.2. The excavation for all graves and vaults shall be carried out by staff employed by or on behalf of the Council, and no grave or vault shall be excavated beyond such a depth as the Council may determine.
- 5.3. No body shall be buried in a grave in such a manner that any part of the coffin is less than three feet (915 mm) below the level of the ground adjoining the grave except at the Superintendent's discretion.
- 5.4. No body shall be buried in a grave unless the coffin is effectively separated from any coffin previously interred in the grave by means of a layer of earth not less than 6" (150 mm) in thickness except in the case of a multiple burial.
- 5.5. Graves will be sufficiently large to admit coffins/caskets to the dimensions specified by the Funeral Director or the person arranging the funeral on the application form. In the event of a grave having to be enlarged, an additional charge could be levied at the discretion of the Superintendent.
- 5.6. Work, other than excavation, including the construction or reopening of bricked graves or vaults, the erection or removal and refixing of memorials, may be carried

out under the direction of the Superintendent by any competent person appointed by the owner of the purchased grave.

- 5.7. All coffined burials must take place in coffins of a material and design approved by the Superintendent. Metal caskets, caskets which contain glass, or cardboard coffins are permitted at the discretion of the Superintendent. In principle these types of coffins will be accepted for burial on the proviso that they are used in graves for only one interment or as a last interment in a reopened grave.
- 5.8. Coffins manufactured abroad may be accepted for interment at the discretion of the Superintendent.
- 5.9. Uncoffined burials may take place provided a body is properly shrouded, death has not been due to a notifiable or infectious disease, and it is for a single interment or a last interment in a multiple grave.

N.B. Shrouded bodies are only accepted for direct to grave burials.

- 5.10. Interment in a grave with the coffin lid removed discreetly at graveside and placed within the grave is permitted.
- 5.11. All coffins and shrouds must be marked with a none perishable plaque, nameplate, or by other means as shall be approved by the Council, showing the name, age and date of death of the deceased. In the case of a stillborn child no age will be recorded. Where two bodies are interred in one coffin then both names shall be marked.
- 5.12. No coffin or part of a coffin shall be removed from any Cemetery grounds without the prior and express permission of the Superintendent.
- 5.13. No body shall be removed from a Cemetery for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction or a Chief Constable.
- 5.14. No body or cremated remains shall be exhumed without the consent of the Secretary of State for Home Affairs and/or the Faculty of the Bishop of the Diocese.

6.0. Rules and Regulations Relating to Memorials

The Cemetery and Crematorium grounds, including the Gardens of Remembrance, are provided for the benefit of everyone and, because of this, private plaques, vases and other monuments or mementoes are not permitted. If a personal memorial is desired, details of what is available can be obtained from a Cemetery office.

- 6.1.** Monuments, memorials, stones or tablets may only be placed or erected over vaults or graves in respect of which an Exclusive Right of Burial has been purchased, and shall not be placed or erected without the prior written consent of the owner of the Exclusive Right of Burial, or without the express approval of the Council.
- 6.2.** In the Babies Section at either Northern or Southern Cemetery, memorial must be no larger than 18" x 12" (460 mm x 300 mm) and if a vase is to be provided it must be attached to the memorial. In order to keep the areas neat, tidy and manageable, no other forms of memorial are allowed. In non private graves 12" x 12" (300 mm x 300 mm) tablets/plaques may be sunk in the ground to ½" (13 mm) below ground level. Any memorials, etc. so placed in Cemetery grounds shall remain at the owner's risk and the Council shall not be held responsible for any loss, damage or breakage to the same. In this respect, it is strongly recommended that any memorial be adequately insured by the owner.

- 6.3. The permission of the Superintendent to place or erect any form of memorialisation in the Crematorium or any of the Cemetery grounds must be obtained.

Any monument, memorial, stone, shrub, plant or item whatsoever erected or placed in the Cemetery or Crematorium in contravention of these Regulations may be removed by the Superintendent at any time without notice.

- 6.4. Memorials must be of a material approved by the Superintendent.
- 6.5. Before the erection of any tablet, monument, memorial, or stone vase, a drawing with any proposed inscription must be sent in duplicate on the prescribed forms to the Superintendent for the approval of the Council. The type(s) of material to be used shall be stated, together with exact dimensions and all associated details. The application forms must be duly signed and dated by the registered owner of the Exclusive Right of Burial or, in the event of the death of the owner, an indemnity must be fully completed and submitted.
- 6.6. No memorial may be fixed until formal written approval is given by the Council.
- 6.7. No monument or other memorial shall be altered or interfered with after it has been erected in the Cemetery in accordance with the designs submitted to and approved by the Council.

No inscription may be cut, nor work of any kind undertaken to any monument or memorial within a Cemetery without the prior written consent of the Superintendent.

- 6.8. No memorial shall be removed from a Cemetery for the purpose of cutting an additional inscription until the formal written approval of the Superintendent has been given in respect of the proposed addition(s).

N.B. Any person contravening this Regulation will not be allowed to carry out any further work within a Cemetery.

- 6.9. Vases of a material approved by the Superintendent up to a height of 8" (200 mm) are permitted. All monuments, memorials, stone vases, etc, over 8" (200 mm) in height shall be fixed in accordance with the National Association of Memorial Masons Code of Working Practice.

All work shall be subject to the directions of the Superintendent and any person carrying out works must adequately protect grass, borders, and adjoining memorials. On completion of works all surplus materials must be removed and the whole site cleaned and left in a satisfactory condition.

- 6.10. Full-length kerbstones and footstones of a material and design approved by the Superintendent will only be allowed in the Traditional Sections of a Cemetery. The area enclosed on a single gravespace shall not exceed 7'0" x 3'0" (2100 mm x 900 mm) and on a double gravespace no more than 7'0" x 7'0" (2100 mm x 2100 mm).
- 6.11. No headstone placed in a Cemetery shall exceed 4'6" (1370 mm) in height or 2'6" (750 mm) in width; the minimum thickness shall be 2" (50 mm) except in the case

of slate where 1 ½" (40 mm) is acceptable. Where the height of a headstone exceeds 2'6" (750 mm) a fixing diagram must be submitted for the approval of the Superintendent.

- 6.12. The person erecting a headstone or vase shall ensure that the relevant Section and Grave Number is inscribed 2" (50 mm) above ground level on a suitable part of the memorial.
- 6.13. The name of the Stonemason must be discreetly inscribed in an appropriate place on the memorial. The address and/or contact details for the stonemason is not however permitted.
- 6.14. Hardwood Crosses of timber obtained from sustainable forests may be erected. Crosses must not exceed 2'6" (750 mm) in height, 20" (500 mm) in width, or 3" (75 mm) in thick-ness. They must be set in a sufficient stone or concrete plate or base, the surface of which is to be below ground level to enable a mower to pass freely over it.
- 6.15. All monuments and materials must be conveyed into the Cemetery or Crematorium in such a manner as not to cause any damage to roads, walks or turf.
- 6.16. No monuments, memorials or materials may be taken into a Cemetery or Crematorium before 8.30 am on any working day nor on Good Friday, Christmas Day, Saturdays, Sundays or Bank Holidays unless the prior consent of the Superintendent has been obtained.
- 6.17. All persons employed in fixing, painting, or restoring memorials, etc. must leave the Cemetery by 5.00 pm or the hour of closing (whichever is the earlier).
- 6.18. All dressing or working of stone or other materials to be used in or about any grave, vault, monument or memorial shall be undertaken outside the Cemetery, except such work which cannot be carried out elsewhere.

All materials shall be carefully removed from the vehicles conveying them and neatly piled or placed in or near the place where they are to be used, as directed by the Superinten-dent. No working is permitted on roads, walks, or adjoining graves and all surplus materials must be removed from the Cemetery.

- 6.19. A memorial removed for the purpose of a further interment shall be transported from the Cemetery grounds. Any memorial left in the Cemetery grounds may be disposed of by the Council.
- 6.20. Every coffin interred in a vault shall be covered in an approved manner. Vaults shall not be opened otherwise than from the top except with the prior consent of the Superintendent.
- 6.21. Every grave or vault in respect of which an Exclusive Right of Burial has been granted, and any monument or memorial thereon must be kept in good repair by the owner. Notice to have repairs executed will be sent to the owner where contact details are known. In cases where the name and/or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave space, monument or memorial.

If necessary repairs are not carried out within six months of the date of the notice, then the memorial may be removed and disposed of by the Council.

- 6.22. The construction of new grave mounds and the replacement of existing mounds will not be allowed in any part of the Cemetery other than in those area set aside for Muslim burials; any neglected mound on an existing gave will be levelled and turfed.
- 6.23. The planting of shrubs on graves in the Traditional Section of Cemeteries is allowed but only dwarf species are permitted.
- 6.24. No shrubs shall be cut down or carried away without the consent of the Superintendent. The Council reserves the right to prune, cut down or remove any shrub, plant or flowers where, in the opinion of the Superintendent, they have become unsightly, overgrown or dangerous.
- 6.25. No bell glasses are allowed, and no ornaments or decorations permitted unless the prior approval of the Council has been obtained.
- 6.26. Memorials in the form of the donation of seats, shrubs, trees, roses, bird boxes etc. may be permitted at the discretion of the Superintendent dependent upon the memorial schemes being operated by the Council.

7.0. Special Provisions Relating Only to the General (Canning Circus) Cemetery

- 7.1. Burials may take place in vaults and wholly walled graves, which can be opened to a depth of at least 3'9" (1140 mm) on condition that every coffin buried is separately enclosed by properly cemented stonework.
- 7.2. Burials of parents, widows, widowers, children, children-in-law, grandchildren, brothers and sisters of persons by whom burial rights were acquired may be buried:-
 - (a) in earth graves which can be opened to a depth of 5'0" (150 mm) without exposing human remains.
 - (b) in grave spaces that had been acquired by 1st January 1923, but in which no burials had, at that date, taken place.
- 7.3. The removal of kerb sets on neglected graves shall be at the discretion of the Council. Kerb sets so removed shall not be replaced but may, however, be replaced by vase or headstone where none already exists.

8.0 Lawn Sections – Northern and Southern Cemeteries

The Lawn Sections of the Cemetery are provided for the benefit of everyone and because of this and the needs for grounds maintenance, unauthorised monuments or mementoes are not permitted in the unsown areas at the head of graves.

- 8.1.** The surface of a grave or vault shall not be raised above the level of the immediately adjoining ground.
- 8.2.** On the day of a funeral, flowers and wreaths may be placed on the grave in which the burial takes place and left there for seven days, after which period the Superintendent will have them removed.
- 8.3.** When the flowers and wreaths have been removed from a grave following a funeral, nothing else may be placed or planted except in the unsown area at the head of the grave. Any item placed on the actual grave will be removed without notice.
- 8.4.** As soon as practicable after the interment of a body, the Council will sow grass seed or lay turf over the whole area of the grave surface except the area measuring

2'0" (610 mm) long by 4'0" (1220 mm) wide at the head of the grave [known as the 'unsown area'].

- 8.5. The Council will, at its own expense, maintain the whole of the sown or turfed area of grave surfaces.
- 8.6. No monument, gravestone, memorial tablet, plaque, kerb, fence, railings, chippings or the like shall be placed or erected upon or about the sown area of any grave. Any such item placed on a grave will be moved without notice.
- 8.7. In the unsown area of each grave a headstone not exceeding 4'6" (1370 mm) in height above the immediately adjoining ground level and 2'6" (750 mm) in width and 2" (50 mm) in thickness and/or a vase not exceeding 10" (250 mm) square and 8" (200 mm) in height (including the base or landing on which the vase may be placed) may be erected in a position and manner approved by the Superintendent.

N.B. Regulations 6.4 to 6.25 (Memorials) also apply to the erection of any monument, etc. in the lawn sections of the Cemeteries, and must be complied with.

9.0. Rules and Regulations for the Crematorium

Arrangements for a cremation service

- 9.1. Crematorium opening times – office 8.30 am – 4.30 pm Mon to Fri (closed Sat, Sun and Bank Holidays).
– services normally take place between 9.00 am and 3.45 pm Monday to Friday except holidays. Cremations are not permitted on Sat, Sun or Bank Holidays except by the prior and express permission of the Superintendent.
- 9.2. Reservations for Cremation Services may be made by telephone, in writing, or at the Southern Cemetery and Crematorium by the computerised remote booking facility. Reservations will be regarded as provisional until formal notice required by Regulation 9.3 is received.
- 9.3. Notice of cremation is given when Instructions for Cremation, Application for Cremation (Form A) combined forms B, C and F, the Registrar's Certificate of Disposal or Coroner's Certificate for Cremation (Form E) and any other forms

required by the Council are received. Forms provided, or approved, by the Council must be used and, when fully completed, delivered to the Southern Cemetery and Crematorium office by 10.00 am on the last working day preceding the funeral.

- 9.4.** The Council will not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally or by telephone. Neither shall the Council accept responsibility for any documents lost or delayed by the Post Office.

Documents sent by Fax or Telex will only be accepted as temporary notification(s) and must be confirmed by the submission of originals.

- 9.5.** At Southern Cemetery the Superintendent will be responsible for providing an organist or playing recorded music when requested. Where a pre-recorded tape or compact disc for a particular service is required, it must be delivered to the Southern Cemetery/Crematorium office on a working day not less than 24 hours before the funeral is to take place with the name of the deceased and the date and time of service clearly and legibly marked on the cassette or case. Similarly, at least 48 hours notice must be given to the organist if a piece of music not in the normal repertoire is requested, and the musical score delivered to the Cemetery/Crematorium office.
- 9.6.** The responsibility for making the necessary arrangements for the attendance of priests, ministers or other persons to officiate at a Service rests upon the Funeral Director or the person(s) arranging the cremation.
- 9.7.** The time fixed for a funeral must be that when the procession is to arrive at the Crematorium and it is requested that the time be strictly adhered to in order to prevent inconvenience and one funeral interfering with another. In the event of a funeral arriving late the cortege must wait as and where directed by the Superintendent, and the Service will take place as soon as possible thereafter at the direction of the Superintendent.
- 9.8.** In the case of a public or military funeral, or one at which an exceptional number of persons may be expected, notice must be given at the time of booking the cremation.
- 9.9.** The Funeral Director, or person(s) arranging the funeral, is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the catafalque.
- 9.10.** Only one funeral will be allowed in a chapel at any one time, unless prior permission for alternative arrangements is obtained from the Superintendent.
- 9.11.** The time allowed for a service in a Crematorium Chapel shall not exceed 20 minutes unless prior approval for a longer period has been obtained from the Superintendent.
- 9.12.** All fees and charges shall be paid at the Cemetery/Crematorium office. The fees and charges for a cremation shall be paid at the time of giving notice of booking and all other fees shall be paid before the work to which they relate is started. These requirements do not apply to those who pay by account.

10.0. General Requirements for Cremation

- 10.1.** No cremation shall take place except on the written authority of the Medical Referee, who may in any case decline to allow a cremation without stating a reason.
- 10.2.** The statutory forms for each cremation shall be submitted for the attention of the Medical Referee not later than 10.00 am on the working day preceding the day of the proposed cremation.
- 10.3.** The coffin must be made of wood, a wood by-product or a similarly approved material which, when placed in a cremator and subjected to the accepted cremation processes, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion.

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 the coffin except as

necessary for its safe construction and then only metal of a high ferrous content can be used. In no circumstances must lead or zinc be used.

Crosspieces must not be attached to the bottom of a coffin. If it is desired to strengthen the bottom of a coffin, wooden strips may be placed lengthways for that purpose. The coffin must not be painted or varnished but may be covered with a suitable cloth. Products manufactured in polyvinyl chloride (PVC) or melamine must not be used in the construction of a coffin or its furnishings. The use of polystyrene must be restricted to the coffin nameplate only and if used must not exceed 90 grams in weight. The use of sawdust and/or cotton wool must be avoided. If circumstances require, suitable sealing material may be used, but no metal, rubber or polyvinyl chloride (PVC) will be permitted. On no account must pitch or similar substances be used.

- 10.4.** No body will be accepted for cremation unless it is in a coffin complying with Regulation 10.3 and bearing a nameplate, which states the identity of the body, it contains. If the materials of the coffin are in any way unsuitable or the identity of the body not established, the Superintendent may decline to cremate.

Any material, which is likely to give rise to the emission of smoke, odours, toxic gases or other harmful pollutants during the cremation process, must not be placed in a coffin. Packaging for still birth, neonatal and foetal remains shall not include chlorinated plastics.

- 10.5.** Pacemakers can cause an explosion if left in a body, which is cremated. Radioactive implants are a health hazard. Cremations will be refused if such devices are not removed.
- 10.6.** The external dimensions of a coffin to be used for cremation must not exceed 30" (762 mm) in width, 84" (2134 mm) in length and 23" (584 mm) in depth as these are the maximum dimensions the cremators will cater for.
- 10.7.** If offensive odours or liquids issue from any coffin brought for cremation, the Superintendent may refuse the coffin being taken into chapel. The use of a chapel for a service of a person having died from a notifiable disease will be at the discretion of the Superintendent.
- 10.8.** No coffin shall be opened in a Crematorium Chapel for any purpose whatsoever.
- 10.9.** No coffin or part of a coffin shall be removed from the Crematorium.
- 10.10.** No body shall be removed from the Crematorium for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction, a Chief Constable, Director of Environmental Services or Assistant Director or Service Manager (Bereavement Services).
- 10.11.** Smoking is strictly prohibited in the Crematorium. Visitors are requested to refrain from smoking near to where mourners are gathering and to dispose of cigarette ends in a proper manner.

- 10.12.**No dogs, except Registered Assistance dogs, may be taken into the Chapel or other Crematorium rooms.
- 10.13.**No person shall canvass or solicit orders within the Crematorium unless the prior approval of the Council is obtained.
- 10.14.**The permission of the Superintendent shall be obtained before photographing any object in the Crematorium.
- 10.15.**After a cremation, remains shall be given into the charge of the person who applied for cremation or his/her representative if he/she so desires (and has indicated as such in writing). A suitable and secure container, as determined by the Superintendent, shall be used for all cremated remains leaving the Crematorium, and a receipt will be required. Alternatively, arrangements may be made for the disposal of the remains in the grounds of the Crematorium. The applicant's signed authority will be required, together with payment of the appropriate fees.
- 10.16.**Except as provided for in the previous Regulation (10.15), the cremated remains may be retained at the Crematorium. After a period of four weeks a prescribed fee will be charged. If this fee is not paid the Council reserves the right to dispose of the cremated remains after a further period of three months at the discretion of the Superintendent.
- 10.17.**All flowers and plants brought to the Crematorium grounds shall be placed where directed by the Superintendent. They may be removed by the Funeral Director or at the request of the family upon notification to the Superintendent. Floral tributes placed in the Garden of Remembrance or Woodland Walk will be removed at the discretion of the Superintendent after the cremation if not previously claimed by relatives.
- 10.18.**Privately owned flower vases, containers or memorial devices are not permitted into the buildings or the Garden of Remembrance/Woodland Walk.

Details of charges and any enquiries should be addressed to:-

The Superintendent
Southern Cemetery & Crematorium
Loughborough Road
West Bridgford
Nottingham
NG2 7FE

Tel: (0115) 915 2340
(including minicom facility)
Fax: (0115) 915 2345

The Superintendent
Northern, Church, General & Basford
Cemeteries
Hempshill Vale
Bulwell
Nottingham
NG6 8PF

Tel: (0115) 915 3245
(including minicom facility)
Fax: (0115) 915 3246