

Bereavement Services

Cemetery and Crematorium Regulations

INTRODUCTION

The way in which a society disposes of its deceased can be a hallmark of civilisation. It was in response to public concerns about the cavalier approach adopted by churchwardens and cemetery owners that the legal framework that we still see today was introduced from the 1850s to regulate burial practice and procedure.

In developing procedures and policies relating to cemetery and crematoria, the Government believes that the public should have a realistic choice in the funeral arrangements for their relatives, the services provided by burial and cremation authorities should be professional, caring and sensitive to the needs of the community and that local burial and cremation facilities should offer a fitting environment for the bereaved and enhance the life of the community.

The need to ensure that burials and cremations are carried out in accordance with the relevant law and procedures, and that the public have confidence in the way that their cemeteries and crematoria are managed is paramount to the development of Sunderland City Councils Policy and Regulations.

AIM

These Regulations are made by Sunderland City Council for the proper management, regulation and control of our cemeteries and crematorium, in accordance with the powers conferred by regulation 3(1) of The Local Authorities' Cemeteries Order 1977 and the Cremation (England and Wales) Regulations 2008 and other associated legislations. All previous Regulations made by the Council for this purpose are hereby revoked.

The Regulations set out the principals by which the Authority will manage, regulate and provide its services to the Bereaved within cemeteries and crematoria owned and managed by Sunderland City Council.

INDEX

1. Cemetery Rules
2. Infant and Baby Section
3. Consecrated and non-Consecrated Sections
4. Cremated Remains Sections
5. Lawn Sections
6. Traditional Sections
7. Plans and Registers
8. Exclusive Rights of Burial
9. Burials
10. Cremated Remains Burials
11. Management of purchased Graves
12. Memorials
13. Crematorium Regulations
14. Collection and Scattering of Cremated remains
15. Funeral Flowers
16. Floral Tributes
17. Memorialisation

Appendices

1. *Memorial Stone and Memorial installation requirements*
2. *Cemetery Offences*
3. *Policy Interpretation*

1. CEMETERY RULES

- 1.1 Cemeteries are provided for the laying to rest of family and loved ones upon request and authorisation from the Bereavement Services Manager or relevant delegate.
- 1.2 The Cemeteries are open to the public during daylight hours and the Council reserves the right to amend the opening hours of the Cemetery and to limit public entry or to close the Cemetery at any time.
- 1.3 Visiting should be restricted to day light hours for safety reasons and as such, no person is permitted to be in the Cemetery outside the published opening times or at any other time when the Cemetery is closed, unless authorised by the Council.
- 1.4 No person shall enter or leave the Cemetery except by the proper entrance gate.
- 1.5 No person shall be allowed access to any offices or enclosures in the Cemetery without the permission of the Bereavement Services Manager or appointed delegate.
- 1.6 Children under ten years of age must be supervised by an adult at all times in Cemetery grounds.
- 1.7 No person shall use the Cemetery roads or walkways as a public thoroughfare. Footpaths and roadways are for the use of cemetery visitors only and should not be used as a highway or for the transportation of goods, parcels or other materials not intended for use in the Cemetery.
- 1.8 Standing, sitting or otherwise climbing on or over any gravestone, Memorial Stone , tombstone, monument, memorial, palisading, gate, wall, fence or building within the Cemetery is strictly forbidden.
- 1.9 The distribution of flyers, business cards or any other advertisement within the Cemetery and Crematorium grounds is prohibited without the permission of the Bereavement Services Manager or appointed delegate.
- 1.10 Stone masons must not solicit orders, exhibit designs, ask or attempt to obtain (either directly or indirectly) from any Cemetery staff information relating to grave owners, nor (without the written permission of the owner first produced to the Bereavement Services Manager or appointed delegate) take measurement of, photograph or copy any memorial.
- 1.11 Waste from all contractors working in the cemetery must be removed lawfully and not deposited in the litter bins provided within the cemetery for flowers.
- 1.12 Visitors must treat the Cemetery environment and other people in the Cemetery with respect. No person in the Cemetery shall commit any nuisance, behave in a noisy, disorderly or unseemly manner, be intoxicated, gamble, play any game or sport, use improper or indecent language or damage or destroy any tree, shrub, plant, Memorial Stone , monument, memorial, grave or any other property within the Cemetery.
- 1.13 No person shall use threatening or abusive words or behaviour towards Cemetery staff, nor prevent or hinder Cemetery staff from carrying out their duties. Any

complaints regarding service or conduct of Council staff must be made to the Bereavement Services Manager or appointed delegate formally, and staff working within the Cemetery must be otherwise unhindered in their duties.

- 1.14 Only vehicles whose occupants have legitimate business in the Cemetery are allowed within the Cemetery grounds.
- 1.15 Vehicular traffic must comply with all relevant traffic signs and instructions, including the 10mph speed limit and any flow direction indicators and parking instructions. No parking or turning of vehicles is allowed on grassed areas.
- 1.16 Vehicle drivers and cyclists must be aware of, and give due consideration to, pedestrians in the Cemetery at all times.
- 1.17 The Council reserves the right to exclude any person from the Cemetery and may cause to be removed from the Cemetery any person who is in breach of these Regulations.

2. CHILDREN AND BABY SECTION

- 2.1 Baby burial sections are located in Bishopwearmouth, Sunderland, Mere Knolls, Houghton-le-Spring, Ryhope, Castletown and Washington Cemeteries
- 2.2 Baby sections are allocated for the burial of children under 2 years of age. The purchase of infant graves and for the right to erect a monument is without charge.
- 2.3 Burials of adults are not permitted in these areas, nor is the burial of their cremated remains.
- 2.3 Children under the age of 18 years are buried in main cemetery sections in a single grave at 5ft. The purchase of children graves and for the right to erect a monument is without charge.
- 2.4 Full size graves may be purchased for any child/infant interment in the main area of the cemetery where, upon purchase of the Exclusive Rights of Burial, the use of the same grave maybe used for one or two adults at some time in the future or their cremated remains. The cost of the child interment is without charge however the purchase of the grave is subject to the standard fee.
- 2.5 Burials of adults are not permitted in these areas, nor is the burial of their cremated remains.
- 2.6 Memorials on Infant sections must not exceed 2'6" x 2'6" (Inc Base). The Memorial Plate width must not exceed 2'0", the Memorial Base width must not exceed 2'4" and the Memorial Base depth must not exceed 1'4"

3. CONSECRATED AND UN-CONSECRATED SECTIONS

- 3.1 When the majority of cemeteries were designed and opened in the late 1800's, various sections were blessed by the Church of England, thereby consecrating the ground prior to burial.
- 3.2 It is now recognised that people from other religious denominations may wish to be buried in the cemeteries and therefore some areas are left un-consecrated by the Church of England for burials in non-denominational ground.
- 3.3 All new sections within Sunderland Cemeteries are now un-consecrated.
- 3.4 Burials in un-consecrated sections of the cemetery, may be subject to a graveside service, blessing the individual grave at the time of burial.
- 3.5 If you have a particular preference as to the type of land to be selected for your grave you must inform your funeral director when arranging the burial.

4. CREMATED REMAINS SECTIONS

- 4.1 Separate sections for the burial of cremated remains are available in all Sunderland Cemeteries.
- 4.2 Cremated remains plots are available for up to two sets of cremated remains, subject to the size of the casket used for each interment.
- 4.3 The space allocated for each cremated remains interment is 15"x16" (38cm x 40cm) . The first interment will be placed directly in front of the Memorial Stone or tablet. The second interment prepared 15" (38cm) away from the Memorial Stone , providing a 15" (38cm) space for each 10"-12" (25-30cm) casket. Cremated remains caskets or urns should be no more than 12" (30cm) in width.
- 4.4 Purchases of cremated remains plots include a memorial stone, housing a granite tablet for inscription subject to approval.
- 4.5 Only the supplied tablet is permitted within the Cremated Remains section of the Cemeteries. The tablet flagstone will not exceed 17.5" (45cm) in width and 23.5" (60cm) in depth. Engraved plaques are provided at 12" (30cm) in width and 8.5" (22cm) in depth.
- 4.6 Incorporated within the tablet provided is a vase for cut flowers. No other items are permitted on the tablet or to the front of the tablet and will be removed without notice, except where a personalisation areas is provided.

5. LAWN SECTIONS

- 5.1 Sunderland cemeteries are predominantly lawn cemeteries permitting a memorial stone of a standard size at the grave and the remainder of the grave laid to lawn. For a more detailed memorial description see 10.3.1.

- 5.2 The current Deed of Exclusive Right of Burial issued by the Council relates to the lawn sections or cremation areas of the cemeteries. Plots in the older traditional areas are available at Castletown, Bishopwearmouth, Southwick and Mere Knolls cemeteries.
- 5.3 Lawn sections are easier to maintain and therefore raise the standard and make cemeteries more dignified and less hazardous. It is council policy that no item of any description are to be placed upon the grassed grave space. Items include fencing, gravel, kerbing, bedding plants, spiked vases, flower displays, solar lamps etc.
- 5.4 Memorial Stones permitted within the Lawn Section of the Cemetery must not exceed 3'6" (106cm) in height, 3'6" (106cm) in width (base) 1'6" (46cm) in depth (Memorial Stone). Memorials falling outside these measurements will not be approved or permitted to be installed. Flower vases must be an integral part of the Memorial.
- 5.5 Families who purchase graves within a lawn section do so on the understanding of what is to be the proposed appearance. The council reserves the right to remove any object which impinges upon the lawn area of the grave. Exceptions to this policy are temporary grave markers provided by the funeral director, funeral flowers, Christmas wreaths or anniversary or birthday flowers. You are advised to contact the council prior to placing these so they are not inadvertently removed by cemetery staff.
- 5.6 It is the responsibility of the Owner(s) of the Exclusive Right of Burial to remove any Memorial Stone to facilitate any subsequent Interment within the purchased Burial Plot and to meet the costs for its removal and replacement. Applications must be made in writing to the Council when re-erecting amended Memorial Stone s.

6. TRADITIONAL SECTIONS

- 6.1 Graves in traditional sections are available in Castletown, Bishopwearmouth, Southwick and Mere Knolls cemeteries. These sections are suitable if you wish to tend the grave space and it will be the responsibility of the owner of Exclusive Rights of Burial to maintain a grave on an ordinary section.
- 6.2 Kerbstones are permitted on traditional sections after the appropriate paperwork has been completed and a fee paid.

7. PLANS AND REGISTERS

- 7.1 Plans showing the grave spaces and their respective classes and divisions shall be kept at the Council Offices and shall be available to inspection free of charge upon request.
- 7.2 Registers of all burials shall be kept at the Council Offices where they shall be available for inspection during office hours upon request, free of charge. Extracts or certificates may obtained upon payment of the fee prescribed by the Council from time to time.

8. EXCLUSIVE RIGHTS OF BURIAL

- 8.1 A 'purchased grave' refers to the purchase of the Exclusive Rights of Burial in the grave space and not the purchase of the land itself, which remains the property of Sunderland City Council. The purchase of the Exclusive Rights of Burial provides the purchaser with the right to say who can be buried in the grave and the right to install a memorial stone.
- 8.2 The purchaser of the Exclusive Rights of Burial in any grave space or vault shall be for a period not exceeding 100 years unless extended by the Council in accordance with article 10(4) of The Local Authorities' Cemeteries Order 1977.
- 8.3 In selecting any grave space for purchase of Exclusive Rights of Burial, the wishes of the purchaser shall be met as far as possible but selection shall be subject to the approval of the Bereavement Services Manager or appointed delegate, whose decision shall be final.
- 8.4 Purchases of Exclusive Rights of Burial shall be provided with a Deed of Grant, the details of which shall be entered in a Register maintained by the Council. The Council will not hold the original Deed of Grant.
- 8.5 Exclusive Rights of Burial in Purchased Ground may be assigned to another person by deed, or bequeathed by will.
Any person, other than the original purchaser, who claims rights to ownership of the Exclusive Rights of Burial but who is unable to produce a deed of assignment, grant of probate in respect of any Will as evidence of transfer, must provide a statutory declaration with all relevant evidence as may be necessary to satisfy the Council of the validity of their sole or joint claim.
- 8.6 The council will not become involved in any disputes regarding the allocation of burial rights. This must be resolved between parties before an application is made.
- 8.6 Only where the Council is satisfied on the validity of the claim, will the transfer of ownership be made and record the transfer of ownership made in the Register, subject to payment of the prescribed fee.
- 8.7 Owners of an Exclusive Rights of Burial must keep the Council informed of their current address in order that the Register may be updated as necessary.
- 8.8 In all cases burials in purchased ground, the application for interment must be made by, or with, the authority of the purchaser or owner of the Exclusive Right of Burial at the time of application, signifying their consent to the burial.
- 8.9 The purchase of Exclusive Rights of Burial permits the deed holder exclusive rights over all burials placed within the grave space and rights to apply for permission to erect a Memorial Stone . The purchase of Exclusive Rights of Burial does not provide ownership of the land, which remains the property and responsibility of Sunderland City Council.
- 8.10 It is the responsibility of the Owner(s) of the Exclusive Right of Burial to remove any Memorial Stone to facilitate any subsequent Interment within the purchased Burial Plot and to meet the costs for its removal and replacement. Applications

must be made in writing to the Council when re-erecting amended Memorial Stones.

8.11

Unpurchased graves are available for the burial of people who do not own the Exclusive Rights of Burial at the time of making the funeral arrangements. Memorial Stones are not permitted on unpurchased graves.

9. BURIALS

- 9.1 The position of every unpurchased grave space shall be determined by the Bereavement Services Manager or appointed delegate. The wishes of the purchaser will be taken into consideration at all times, however the final decision on the location of any purchased grave will be determined by the Bereavement Services Manager or appointed delegate, who's decision is final. Should no specific request be received, the next available grave space will be allocated.
- 9.2 Only coffins made of wood, or such other material no less perishable in nature are permitted without prior authorisation from the Bereavement Services Manager or appointed delegate. All coffins must bear a nameplate on the deceased on the lid and must be made of biodegradable materials.
- 9.3 No vault or grave in Purchased Ground shall be opened or re-opened without the production of the relevant Deed of Grant or, if such Deed of Grant cannot be produced due to loss or being mislaid, a statutory declaration or other evidence of such loss to the satisfaction of the Council.
- 9.4 Applications for interment must be made at least 3 working days before the time of interment. Applications must be made to the Bereavement Services Offices during office hours or electronically via the Council's website www.sunderland.gov.uk
- 9.5 All information in applications for interment must be true and complete to the best of the applicant's knowledge and belief. A fee is payable by the Responsible Person in accordance with the Council's table of fees and charges as published. In circumstances where the application is not accompanied by the relevant fee the Responsible Person must agree to payment upon receipt of the relevant invoice in accordance with the Council's terms of payment.
- 9.6 Funeral processions must arrive at the Cemetery in accordance with the time agreed and specified in the confirmation of interment arrangements issued to the Responsible Person.
- 9.7 The Council may not always be able to accommodate the requested interment time but will endeavour to provide services at a suitable time to meet the families wishes. Internments on Sundays and bank or public holidays are not permitted and interments on a Saturday will only be permitted by special arrangement.
- 9.8 The time specified for a funeral is the time the procession must arrive at the Cemetery and must be strictly observed. In the event of a funeral arriving late at the Cemetery the funeral must wait until directed by the Bereavement Services Manager or suitable delegate until it is convenient to proceed.
- 9.9 If it becomes necessary to postpone a funeral or to alter the date or hour previously fixed for an interment to take place, the Responsible Person must

ensure that notification of the postponement or alteration is given at the Council Offices before 9.00am on the original date set for the funeral. A cancellation or administration fee may apply as published in the fees and charges.

- 9.10 Interments may take place with or without a religious service. It is the responsibility of the party arranging the funeral to arrange for the attendance of a minister or other person to officiate at the interment.
- 9.11 If a burial is one at which a large number of persons (over 50) are expected to assemble, the Responsible Person must ensure that that fact is notified to the Bereavement Services Manager or appointed delegate at least one clear working day before the date fixed for the funeral so that appropriate arrangements can be made.
- 9.12 All funeral corteges shall be strictly subject to the directions of the Bereavement Services Manager or appointed delegate at all times whilst within the Cemetery. The health and safety of the attending funeral cortege is the responsibility of the Funeral Director, who should undertake an individual assessment of risk prior to the burial.
- 9.13 Musicians accompanying funerals are not permitted to play within the Cemetery except with the prior permission of the Bereavement Services Manager or appointed delegate.
- 9.14 The removal of a coffin lid or sides from any coffin is not permitted at any interment within the Cemetery.
- 9.15 Not more than the body of 1 adult or those of two children, each under the age of ten years, shall be buried in any Unpurchased Ground on the same day unless the bodies are those of members of the same family.
- 9.16 Recently used graves are subject to ground settlement which can occur for up to 12 months after interment. Graves will be inspected and topped up on a 6 weekly cycle for 6 months following the date of interment. Memorial installations are not recommended for 12 months following interment, and not permitted until a period of not less than 6 months following interment.
- 9.17 Following the completion of settlement of the land, the grave will be finished with top soil and seeded and cut throughout the growing season.
- 9.18 No refunds will be made to any purchases whose grave has limited capacity owing to the existence of rock or other obstructions found.
- 9.19 The request for a particular orientation of your burial will be considered where possible.

10. CREMATED REMAINS BURIALS

- 10.1 Purchases of cremated remains plots shall be provided with a Deed of Grant, the details of which shall be entered in a Register maintained by the Council. The Council will not hold the original Deed of Grant.

- 10.2 Cremated remains maybe interred into cremated remains plots within specific areas of each cemetery or within main grave spaces subject to available space.
- 10.3 Up to 2 sets of cremated remains maybe interred into cremated remains grave, with each set occupying a space of 15"x16" (38cm x 40cm) each from the cremated remains tablet housing. The first interment will be placed directly in front of the Memorial Stone or tablet. The second interment prepared 15" (38cm) away from the Memorial Stone , providing a 15" (38cm) space for each 10"-12" (25-30cm) casket. Cremated remains caskets or urns should be no more than 12" (30cm) in width
- 10.4 Up to 6 sets of cremated remains may be placed within an adult grave space once the grave is otherwise full. Remains will be placed at the top, middle and base of the grave in sequency until such a time as the grave is complete. No other cremated remains shall then be placed within the grave space except for scattered remains.
- 10.5 Cremated remains maybe interred in main grave space at 9ft, 7ft or 5ft depending on the last record of interment. Cremated remains placed in a main grave space will occupy an interment space and as such adult burials will not be possible at that level. 2 sets of cremated remains may be interred at each level.
- 10.6 Cremated remains interments within a main grave space will be charged as a full adult interment fee, as detailed in the published fees and charges.
- 10.7 A record of the precise location of each set of ashes will be taken and held in the register.
- 10.8 Cremated remains must not be scattered or interred into a grave space without permission from the Bereavement Services Manager or suitable delegate

11. PURCHASED GRAVE MANAGEMENT

- 11.1 Only one of the following may be placed upon a grave:
- Ornamental vase (for flowers only) not exceeding 15" (38cm) in height;
 - Metal name indicator not exceeding 12" x 4" (30 x10cm).
- Where a flower vase is incorporated in any Memorial Stone in a Lawn Section no other vase is allowed on the grave.
- 11.2 Except for a permitted Memorial Stone or permitted enclosed grave kerb set, no other articles, objects, edging, fencing, gravel, stones, artificial grass or other objects are permitted on grave spaces.
- 11.3 The Council will remove from a grave any unauthorised articles in accordance with these regulations and stored for collection by the grave owner.
- 11.4 Flowers and wreaths may be placed on the grave on the day of the funeral, and maybe removed by cemetery staff 2 weeks after the funeral or earlier if they start

to decay. Christmas wreaths placed on graves will be removed by the last week in February. Please place all rubbish or waste from flowers in the bins provided.

- 11.4 All brick graves and vaults should be no more than 15" (38cm) below the surface of the ground.
- 11.5 The enclosing of vaults and grave spaces is subject to the permission of the Bereavement Services Manager or appointed delegate and is subject to compliance with any guidance issued by the Council in respect of grave enclosures.
- 11.6 All brick and stonework for graves or vaults and all foundation work and removals shall be executed under the superintendence of and to the satisfaction of the Bereavement Services Manager or appointed delegate.

12. MEMORIALS

- 12.1 Memorial Stones will only be permitted subject to prior application to the Bereavement Services Manager or appointed delegate by the owner of the Exclusive Rights of Burial for that grave, in which a fee is payable in accordance with the Council's table of fees and charges and the subsequent issue by the Council of a permit of work.
- 12.2 No foundation shall be inserted in, nor shall any Memorial Stone be allowed to be fixed upon any grave except by or on behalf of or with the written authority of the owner of the Exclusive Right of Burial for that grave nor shall any lettering or cleaning be permitted without such authority being first delivered to the Bereavement Services Manager or appointed delegate.
- 12.3 The position for Memorial Stones shall be subject to the approval of the Council and the foundations shall be executed to the satisfaction of the Bereavement Services Manager or appointed delegate.
- 12.4 No inscription shall be placed upon any Memorial Stone without written application to and the prior written consent of the Council.
- 12.5 Except with the prior written consent of the Bereavement Services Manager or appointed delegate, no Memorial Stone shall be altered or interfered with after it has been erected in the Cemetery nor shall any additional or altered inscription or lettering be placed, made or cut, nor shall any cleaning down or renovating, painting or cutting of inscriptions, painting of railings or any other work be carried out. Where permitted, the removal and re-fixing of Memorial Stone s shall be executed to the satisfaction of the Council.
- 12.6 The Council reserves the right to reverse, re-fix, move, "line up" or place any Memorial Stone in the Cemetery in such a position as they may require.
- 12.7 Every purchased grave and vault, Memorial Stone, monument or memorial must be kept in good order and repair at the expense of the owner, who is required to notify the Bereavement Services Manager or appointed delegate of any change of address from time to time. The Bereavement Services Manager or appointed delegate shall make reasonable efforts to communicate with the owner in writing

- to give notice when repairs are needed. If repairs to any Memorial Stone are not made by the owner within one month after the issue of such notice, the Council shall be at liberty to remove the Memorial Stone .
- 12.8 All Memorial Stones admitted into the Cemetery or permitted to be installed in the Cemetery are done so at the sole risk of the owner and the Council shall not be held responsible for any destruction, damage or breakage which may occur to the same, however caused. For this reason we strongly recommend that memorials are insured against theft and damage
- 12.9 The Council reserve the right to exclude from the Cemetery any Memorial Stone not executed in a workmanlike manner or which would, in the Council's opinion, disfigure the Cemetery.
- 12.10 If any Memorial Stone or inscription or lettering be erected, placed, made or cut contrary to these Regulations, the Council shall be at liberty to remove and dispose of the same as they think fit.
- 12.11 All Memorial Stones must comply with the requirements of these Regulations and the specifications set out in Appendix 1. Memorial Stones that do not so comply are not permitted.
- 12.12 All Memorial Stones shall be of natural stone and no metal Memorial Stones, will be permitted.
- 12.13 No Bath, Caen, artificial or other soft stone shall be allowed in the construction of any Memorial Stone and the Council reserves the right to reject or remove any stone which they consider unsuitable or unable to bear continued exposure to weather.
- 12.14 Drawings or plans, drawn to a scale of one inch to one foot with dimensions detailed and accompanied by a specification of the materials to be used for the work of every proposed Memorial Stone and a copy of every intended inscription, shall be submitted to the Bereavement Services Manager or appointed delegate at the Bereavement Service Offices for approval. No Memorial Stone will be admitted, nor any inscription applied, or work in connection with such is permitted in the Cemetery without the prior written consent of the Council.
- 12.15 All Memorial Stones shall be finished before they are admitted to the Cemetery and no work of any kind, beyond that of fixing and installation, shall be allowed within the Cemetery, except in respect of an inscription which cannot be made prior to the installation of the monument.
- 12.16 Every Memorial Stone must be marked on the side of the base with the number and section letter of the grave over which it is to be placed. The mason's name only, shall also be cut at the end of the footstone, with letters not exceeding 1" (2.5cm) in height.
- 12.17 All vehicles conveying Memorial Stones into the Cemetery must proceed by a main surfaced route to the nearest point to where work is to be undertaken. Parking on grassed areas is not permitted under any circumstances.

- 12.18 All reasonable steps must be taken to avoid damage to grassed areas when moving Memorial Stones to the place where they are to be fixed and any directions given by the Bereavement Services Manager or suitable delegate for protecting the grass and walks shall be complied with.
- 12.19 Unless the written consent of the Bereavement Services Manager or appointed delegate is first obtained, no Memorial Stone shall be admitted into the Cemetery and no fixing, cutting of inscriptions or any other work in connection therewith shall be allowed in the Cemetery except between the hours of 8.00am and 4.30pm on Mondays to Thursdays and 8.00am and 3.30pm on Fridays. No work will be permitted on weekends or bank or public holidays.
- 12.20 In order to ensure that required standards of work are achieved and to avoid unnecessary damage to grassed areas, Memorial Stone s shall not be fixed in unsuitable weather nor whilst the ground is in an unfit state.
- 12.21 Only BRAMM/NAMM accredited businesses may carry out memorial works within the Cemetery and no fixing work shall take place without a licensed fixer being present.
- 12.22 All memorial works shall comply with the NAMM Code of Working Practice.
- 12.23 Where memorial works do not come within the NAMM Code of Working Practice (or where it is unclear whether the NAMM Code of Working Practice applies) the Bereavement Services Manager or appointed delegate shall determine the standard to be applied;
Where these Regulations apply a specific standard or requirement, these Regulations shall apply in preference to the NAMM Code of Working Practice in respect of such standard or requirement.
- 12.24 The Council reserves the right to use its discretion in the application of the BRAMM Scheme/NAMM Code of Working Practice in specific cases.
- 12.25 Unauthorised memorials or grave enclosures will be removed without notice.

13. MEMORIAL SAFETY

- 13.1 The Councils will check the safety of memorials every 5 years, or more frequently where a hazard or risk is identified
- 13.2 Where a memorial is identified as unsafe, the council will contact the owner of the Exclusive Rights of Burial and require remedial action to make the memorial safe. Depending on the level of risk, temporary action may be required to prevent injury to staff and cemetery visitors. Where contact with the owners is not possible, a public notice displayed in the cemetery and in the local newspapers will be displayed highlighting the required works.
- 13.3 Where a memorial is deemed dangerous, immediate action will be taken by the Council.

- 13.4 Once repairs have been identified, if the owners do not make the necessary repairs within six months after the issue of the notice, the council may pocket the memorial, make it safe or remove the memorial entirely.
- 13.5 It is entirely the owners responsibility to ensure that memorials are kept in good repair and at their expense

14. CREMATORIUM

- 14.1 Bookings for a cremation must be made to the Bereavement Services Manager or appointed delegate at the Bereavement Services Offices during office hours, or electronically via the Council's website www.sunderland.gov.uk at least two working days before the required date of cremation.
- 14.2 Information provided within applications for cremation must be true and complete to the best of the applicant's knowledge and belief and where the application is not accompanied by the relevant fee, the Responsible Person must agree to payment upon receipt of the relevant invoice in accordance with the Council's terms of payment.
- 14.3 The relevant Certificate of Registration of the death or, where an inquest has been held, the Coroner's Warrant or, in the case of a still-born child, the Certificate of Registration given in pursuance of the Births and Deaths Registration Act 1926, shall be provided to the Bereavement Services Manager or appointed delegate not later than two working days before the date of the cremation. Cremation forms for consideration by the Medical Referee must be submitted by no later than 10.00am on the working day prior to the cremation.
- 14.4 Hours of cremation will be between 8.30am and 4.30pm Mondays to Fridays or as amended by the Bereavement Services manager or appointed delegate from time to time.
- 14.5 The time specified for a cremation service is that at which the funeral service is due to take place at the Crematorium and such time must be strictly observed. In the event of a funeral arriving late at the Crematorium the funeral must await direction by the Bereavement Services Manager or appointed delegate.
- 14.6 If it becomes necessary to postpone a cremation service or to alter the date or hour previously fixed for a cremation to take place, the Responsible Person must ensure that notification of the postponement or alteration is given to the Bereavement Services Manager or appointed delegate at the Bereavement Services Offices before 8.30am on the original date set for the cremation. A cancellation fee may be applied.
- 14.7 All persons admitted to the Crematorium must comply with the requirements of the Bereavement Services Manager or appointed delegate.
- 14.8 Coffins for cremation larger than 32" x 7' x 21" must be booked by appointment and are accepted by authorisation of the Bereavement Services Manager or appointed delegate only. Coffins larger than the stipulated size may be rejected prior to the cremation service.

- 14.9 Coffins for cremations shall be made of readily combustible wood. Hard woods, being difficult to burn, are undesirable.
- 14.9 Resinous and other badly seasoned woods must on no account be used.
- 14.10 No metal of any kind must be used, except for that which is specially adapted for cremation.
- 14.11 There must be no cross-piece or cleats on the bottom of the coffin.
- 14.12 Sawdust, pitch or cotton wool must on no account be used.
- 14.13 In every case where, owing to the condition of the body, it is necessary to seal the interior of the coffin, the lining should be of zinc only, or the joints should be filled with Plaster of Paris.
- 14.14 The Responsible Person must provide the requisite number of persons for carrying and placing the coffin on the catafalque.
- 14.15 Cremations may take place with or without a religious service. It is the responsibility of the party arranging the funeral to arrange for the attendance of a minister or other person to officiate at the cremation.
- 14.16 All persons attending funerals at the Crematorium are required to leave the building immediately after the conclusion of the service.
- 14.17 Services must be strictly concluded within the allotted time. Services over running the allotted service time will be subject to a charge.
- 14.18 Sunderland Chapel has capacity for 56 seated guests and 30 standing. In circumstances where more than 60 guests are anticipated, an additional slot should be booked to allow adequate time for entrance and exit of the chapel within the given service time and to provide adequate parking capacity.

15. CREMATED REMAINS SCATTERING

- 15.1 Cremated remains will be available for collection in a cremated remains box unless a specific vessel has been requested and provided by the Funeral Director.
- 15.2 Cremated remains not collected within 28 days will be scattered within the grounds of the crematorium. The crematorium does not have sufficient storage space to retain cremated remains indefinitely.
- 15.3 Cremated remains will be released to a representative of the requisite Funeral Directorship only, or to the cremation applicant upon prior written request.
- 15.4 Remains to be scattered on behalf of the family will be dispersed within the crematorium grounds upon the discretion of the Bereavement Services Manager or appointed delegate.

- 15.5 Families wishing to observe the scattering may book an appointment with Bereavement Services at the Civic Centre and pay an administration fee.
- 15.6 Cremated remains can be collected 48 hours after the cremation, however should the family wish to collect cremated remains earlier, subject to various terms and conditions arrangements can be made upon request. 24 hours written notice of intention to collect is required.

16. FLORAL TRIBUTES

- 16.1 Following a service at Sunderland Crematorium, funeral flowers will be transported from the location of the service to the Garden of Remembrance and laid for viewing at the corresponding day or taken to the grave for laying on the site of interment.
- 16.2 Flowers may be removed by the family or the Funeral Director on the day of service or the following day, but all other flowers will remain in the resting location until the removal.
- 16.3 Floral tributes laid at the Crematorium will be discarded on Mondays and Thursdays.
- 16.4 Funeral flowers from services on Monday, Tuesday and Wednesdays are removed on a Monday morning, whilst Thursday, Friday and Saturday flowers are removed on a Thursday morning.
- 16.5 Funeral flowers placed on a grave remain in location for up to 6 weeks or until such a time as the flowers are in significant deterioration, at which point such will be removed and disposed of appropriately.

17. MEMORIAL FLOWERS

- 17.1 Floral tributes may be left within the internal Remembrance Garden or the main Garden of Remembrance on the anniversary of the death of a loved one.
- 17.2 Floral tributes must be fresh cut flowers only. Potted plants or flowers, artificial or silk flowers or plants are not permitted and will be removed without notice.
- 17.3 Floral tributes may be moved to other locations within the ground of the Crematorium as necessary.
- 17.4 A single hand-tied or bouquet of cut flowers only is permitted to the base of memorial trees. Other items are not permitted and may be removed without notice. No items of any description are permitted on memorial benches.
- 17.5 A single Christmas wreath is permitted on memorial items. Wreaths may be placed throughout December and should be removed by 31st January and disposed of appropriately. Wreaths remaining in place beyond this date, will be removed by Bereavement Services and disposed of.
- 17.6 All floral tributes showing signs of deterioration may be removed sooner.

18. MEMORIALISATION

- 18.1 Several items are available for sponsorship in memory of a loved one.
- 18.2 Individual terms and conditions of sponsorship are available for each memorial item. Please refer to 'Memorialisation Opportunities' policy for further information.
- 18.3 Memorial products may only be placed in predetermined locations and new locations or products will not be considered purely for the purposes of memorial sponsorship
- 18.4 The Council reserves the right to reject any application for memorial sponsorship.

Bereavement Services

Appendix 1

Memorial Installations

HEADSTONE AND MEMORIAL INSTALLATION

All Memorials with bases shall be supported with such brick, stone or other foundations as the Bereavement Services Manager or appointed delegate may consider necessary and be set with good Portland cement mortar. Memorial bases shall be securely fastened to the sub-base by dowels, pins or other methods approved by the Bereavement Services Manager by application.

All Memorials and any part of a Memorial or kerb-set which rests in, or upon, the ground or upon any brick, stone or other foundations shall be fairly squared and “bedded” off. Stones of uneven thickness or with corners knocked off will be rejected.

The sub-base of every Memorial shall be set at least 2” (5cm) below the natural level of the ground and no Memorial base shall be permitted to be more than 6” (15cm) above the surface of the ground, at its highest point, nor more than 16” (41cm) deep overall.

Foundations must be installed in one piece.

All Memorials (other than those of granite) up to 15cm in thickness shall be attached to the base by a tongue and groove not less than 56cm long, of sufficient thickness and depth, properly fitted, and set with best Portland cement.

Memorials on Lawn Sections must be within the dimensions 107cm x 107cm x 46cm and 61cm x 46cm x 8cm.

All waste, stones, soil and other materials left after the installation of a memorial stone must be removed immediately after the completion of the work.

FOUNDATIONS INSTALLATIONS

For Headstones not exceeding 107cm in height:

The trench for concrete foundations must span across the full width of grave space, such trench being 23cm in depth and 30cm in width from back to front. Concrete must be at least 15cm deep.

The concrete foundations must be composed of Portland cement to five of gravel not more than inch cube, all properly mixed and well rammed into trench, levelled at the top and to be properly set before installing the base stone, which shall be set in the centre of foundation with Portland Cement in the proportion of one cement to two of clean sharp sand.

For Headstones exceeding 107cm in height, but not exceeding 168cm in height or 762kg in weight:

The trench for concrete foundations must span across the full width of grave space and be 30cm in depth and 20cm wider, (10cm on each side) than the base of the Headstone, but not exceeding 46cm altogether. Concrete must be 23cm deep. A space of 69cm (as shown by the plans) shall be left, if necessary, in the foundation for future interments.

Memorial stones under 168cm in height or 762kg must be fixed in sand or gravel subsoil, the foundations shall be built with brick in cement.

For Headstones with square base:

Excavate to full depth and width according to the position of the Headstone on grave space or spaces.

The foundation and footing shall be built with bricks in cement and according to position of Headstone on or between grave spaces; but in cases where the base stones have less than 15cm, bed on each side foundation, a length of 13cm rail iron shall be fixed 23cm from front of foundations, as shown by the plans.

For enclosures in Jewish sections:

The excavation for foundations for coping stones and blocks shall be 8cm wider than the stone (i.e. 4cm on each side) by 15cm deep, as shown by the plan.

The trench shall be well and properly filled up with cement concrete all round, which shall be properly set before the palisade stones are fixed.

All Headstones (whether new or a re-fix) shall be erected in a manner which conforms to the British Standard and the NAMM Code of Working Practice.

Headstones must be fixed to a proper foundation in accordance with the British Standard and the NAMM Code of Working Practice to ensure stability and prevent risk to the health and safety of persons employed in or visiting the Cemetery.

Bereavement Services

Appendix 2

Cemetery Offences

CEMETERY OFFENCES

BY VIRTUE OF THE LOCAL AUTHORITIES' CEMETERIES ORDER 1977 ("THE 1977 ORDER"):

No person shall inter or scatter cremated human remains in, or over any part of any Cemetery set apart for the use of a particular denomination or religious body where such action has been prohibited by the Council at the request of the particular denomination or body (*Article 5(6)*)

No person shall bury a body, or inter or scatter cremated human remains, in or over any grave or vault in which an Exclusive Rights of Burial exists except by the consent in writing of the owner of the right (unless the body or remains are those of the person who immediately before their death was the owner of the right or a person specified in the deed of grant of the right or any lawful indorsement thereon) (*Article 10(6)*);

No person shall –
wilfully create any disturbance in a Cemetery;
commit any nuisance in a Cemetery;
wilfully interfere with any burial taking place in a Cemetery;
wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter;
play at any game or sport in a Cemetery.
(*Article 18(1)*);

No person not being an officer or servant of the Council or another person so authorised by or on behalf of the Council shall enter or remain in a Cemetery at any hour when it is closed to the public. (*Article 18(2)*);

IN RELATION TO THE EXERCISE OF BURIAL RIGHTS:

No burial shall take place, no cremated human remains shall be scattered and no tombstone or other memorial shall be placed in a Cemetery, and no additional inscription shall be made on a tombstone or other memorial without the permission of the officer appointed for that purpose by the Council;

Without the permission of the Council, no body shall be buried in a grave in such a manner that any part of the coffin is less than three feet below the level of any ground adjoining the grave;

No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than six inches thick;

When any grave is reopened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive;

Every walled grave or vault shall be properly constructed of suitable materials.

Within 24 hours of any burial in a walled grave or vault, the coffin shall be (a) embedded in concrete, and covered with a layer of concrete not less than six inches thick; or (b) enclosed in a separate cell or compartment of brick, slate, stone flagging or precast concrete slabs of a 1:2:4 mix, in any case not less than two inches thick, in such a manner as to prevent, as far as may be practicable, the escape of any noxious gas from the interior of the cell or compartment.

Any person to whose order a body is buried in a grave in respect of which an Exclusive Rights of Burial has been granted shall, as soon as conveniently may be after the subsidence of the earth has been completed, cause the surface of the grave to be covered with any tombstone or other memorial in respect of which a right has been granted by the Council, or with fresh turf or, where the Council permit, with such flowering or other plants, or in such other manner, as may be permitted.

Part I of Schedule 2 to the 1977 Order)

Any person who contravenes any of the requirements or prohibitions referred to in paragraph 57 above is guilty of an offence under the 1977 Order and shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction therefor. (Article 19 of the 1977 Order). In the event of any conflict between the 1977 Order and these Regulations, the provisions of the 1977 Order shall prevail.

Bereavement Services

Appendix 3

Interpretations

INTERPRETATION

“**BRAMM**” means the British Register of Accredited Memorial Masons;

“**British Standard**” means BS8415 – Monuments within Burial Grounds and Memorial Sites – Specification;

“**Fixing**” includes all foundation works but does not include such things as the cleaning of Headstones, un-fixing of Headstones or lettering of Headstones and “Fixing Work” shall be interpreted accordingly;

“**Licensed Fixer**” means a BRAMM accredited fixer;

“**Memorial Works**” means any work associated with Headstones whether or not involving fixing;

“**NAMM**” means the National Association of Memorial Masons;

“**NAMM Code of Working Practice**” means the NAMM Code of Working Practice for the time being in force;

“**NAMM Standards**” means work complying with the NAMM Code of Working Practice.

“**Bereavement Services Manager**” means the Bereavement Services Manager or appointed delegate of the Council or any other person for the time being appointed by the Council to manage the Cemetery.

“**Cemetery**” or “**Cemeteries**” means any cemetery or burial ground provided and maintained by the Council as burial authority within the City of Sunderland.

“**Council**” means Sunderland City Council.

“**Council Offices**” means the offices of the Council at Bereavement and Registration Services, Civic Centre, Burdon Road, Sunderland, SR2 7DN or such other place as the Council may from time to time appoint.

“**Crematorium**” means Sunderland Crematorium at Bishopwearmouth Cemetery, Sunderland.

“**Deed of Grant**” means the Deed of Grant of an Exclusive Rights of Burial;

“**Headstone**” means a headstone, monument or memorial.

“**Office Hours**” means 8.30am to 5.00pm on Mondays to Thursdays and 8.30am to 4.30pm on Fridays and does not include weekends or bank or public holidays.

“Purchased Ground” means a grave space in respect of which an Exclusive Rights of Burial subsists;

“Responsible Person” means the person making an application to the Council for an interment or a booking for a cremation.

“Unpurchased Ground” means a grave space in respect of which no Exclusive Rights of Burial subsists;

“Working Day” shall mean Monday to Friday, 8am – 5pm