

## **CEMETERY AND CREMATION REGULATIONS 2008**

### **Cemetery and cremation regulations made by the Isle of Wight Council**

#### **Governing:-**

The Isle of Wight Crematorium, Station Lane, Whippingham , East Cowes

Ashey Cemetery, Gatehouse Road, Binstead, Ryde.

Binstead Cemetery, Cemetery Road, Binstead, Ryde

Carisbrooke Cemetery, Whitcombe Road, Newport

East Cowes Cemetery, Kingston Road, East Cowes

Newport Cemetery, Fairlee Road, Newport

Northwood Cemetery, Newport Road, Cowes

St Pauls Cemetery, Halberry Lane, Newport

Ryde Cemetery, West Street, Ryde

Sandown Cemetery, Lea Road, Lake, Sandown

Shanklin Cemetery, Cemetery Road, Lake, Sandown

Ventnor Cemetery, Newport Road, Ventnor

Wroxall Cemetery, Castle Road, Wroxall

**The Burial Authority for these Regulations is the Isle OF Wight Council**

**The office of the Burial Authority is situated at the Isle of Wight Crematorium, Station Lane, Whippingham, East Cowes, Isle of Wight, PO32 6NJ**

<b>Telephone</b>	<b>Crematorium</b>	<b>01983 882288</b>
<b>Telephone &amp; Fax</b>	<b>Cemeteries</b>	<b>01983 883010</b>

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### **1.0 Cremation**

1.1 Cremations may take place Monday to Friday between the hours of 9.45 am and 3.45 pm and Saturdays preceding a Bank Holiday between 9 am and 10.30 am. There will be no cremation services on Sundays, Christmas Day, Good Friday or Bank Holidays

1.2 The crematorium grounds and Book of Remembrance Room will be open to the public on Monday to Friday between 9 am and 5pm, on Saturdays between 9am and 12 noon and 2 pm and 4pm. On Sundays and Bank Holidays between 2 pm and 4pm.

1.3 The chapel may be visited during those times above except when services are taking place. The office will be open on weekdays between 9am and 5pm. The office will be closed weekends and Bank Holidays.

### **2.0 Cremation Arrangements**

2.1 The application for cremation, together with the completed statutory forms, should be delivered to the crematorium office no later than 10am on the working day preceding the proposed day of cremation.

2.2 The Bereavement Services Manager may postpone to a later time in the day any funeral which does not arrive in time to complete the service within the time booked.

- 2.3 No coffin shall be accepted which does not conform to the guidelines issued by the Federation of British Cremation Authorities.
- 2.4 The coffin shall be cremated as received.
- 2.5 Each service shall be completed within the time booked and may take any form, but must not cause offence or interfere with any other service.
- 2.6 All persons admitted to the crematorium and grounds shall be subject to the regulations of the Council, and the Bereavement Services Manager shall have the right to exclude or remove any person whose behaviour warrants expulsion.
- 2.7 On application, two representatives of the deceased may witness the coffin being placed within the cremator. They may not touch the controls or interfere with the cremator operator in the performance of his / her duties.
- 2.8 All cremated remains resulting from cremation will only be removed from the crematorium by the appointed Funeral Director or person signing the **Application for Cremation Form**, unless authorisation in writing has been granted by the said applicant.
- 2.9 All reasonable steps will be taken to safeguard urns containing cremated remains left at the crematorium.
- 2.10 All cremated remains held on temporary deposit at the crematorium will be held no longer than one month. Remains exceeding this limit will be despatched to Funeral Director and a charge will be made for a suitable urn for transportation.

### 3.0 Crematorium Buildings and Grounds

- 3.1 Dogs must be kept on a lead and must not be permitted to foul within the grounds.
- 3.2 Children under the age of 14 years will not be admitted to the crematorium unless accompanied by a responsible adult.
- 3.3 All vehicles must be parked within designated parking areas and not on the grass.
- 3.4 No vases, glass jars or other receptacles will be permitted in the grounds or the Garden of Remembrance. Pot plants may be removed by staff into the main chapel or Book of Remembrance Room.
- 3.5 Wreaths and flowers brought to the crematorium at the time of cremation will be placed within the floral tribute area and will be kept for up to a week or until they die, whichever comes first in the opinion of the Bereavement Services Manager.
- 3.6 The council reserve the right to remove any artificial flowers placed in / on memorials, that it deems in a poor condition and on removal will store no longer than three months, at which time they will be disposed of in an appropriate manner
- 3.7 The Council will not accept responsibility for injuries to persons or damage to property arising out of anything existing or done at or in connection with the crematorium or cremation arrangements.

## 4.0 Burials

4.1 Cemetery burial grounds are split up into consecrated and unconsecrated portions, as shown on plans held by the Burial Authority and all burials must be in grave spaces shown in the plans.

4.2 Notice of burial may be given between the hours of 9 am and 5 pm Monday to Friday. Written applications must be delivered to the Burials Office at least two clear working days prior to each interment and must include all fees due and the Certificate of Registration of Death. Three clear days notice must be given prior to a burial in a vault or walled grave.

4.3 The hours of interment will be between the hours of 9am and 3.30 pm Mondays to Thursday, and 9am and 2.30 pm on Fridays.

4.4 All new graves sought in reserve or provided for burial will be purchased before any burial within that grave will be authorised.

4.5 The selection of a plot by the applicant shall be subject to the approval of the Burial Authority and may incur an additional charge.

4.6 If the applicant / grave owner requires an extra depth of grave deeper than six foot then he must pay an additional fee for this service as stated in the scale of charges at current at the time the request is made.

4.7 Prior to any interment in, or the erection of any memorial for which permission is required on, a grave space in which the Exclusive Right of Burial has been purchased, the Grant of

Exclusive Right of Burial must be produced to the burials office. If the grant has been lost, satisfactory evidence of the applicant's title to the Grant must be produced.

4.8 All bodies brought for interment must be in a traditional wooden coffin or container approved by the Bereavement Services Manager.

4.9 No coffin shall be placed in any earthen grave within three feet of the ordinary level of the ground, except in certain cases when the depth may be reduced to two feet. A maximum of six inches of earth must be in place between each coffin.

4.10 No body shall be placed in any walled grave or vault unless the coffin be separately entombed in an air tight manner that is, by properly cemented-stone or brickwork which shall never be disturbed.

4.11 All graves and vaults are to be dug and excavated by the contractor or men appointed by the Council.

4.12 Planting of grave spaces shall be subject to the approval of the Burial Authority. The responsibility for the upkeep of such plants rest with the owner of the Right of Burial. The Burial Authority reserves the right to remove any such plants that the Bereavement Services Manager feels may be causing interference to other graves.

4.13 A Register of Burials is to be kept at the office of the Burial Authority where, during office hours, searches may be made and certificates obtained upon payment of the prescribed fee.

4.14 Cemeteries will be open each day from 8 am to sunset. Children must be accompanied by a responsible adult. Dogs

must be kept on a lead and must not be allowed to foul within the cemeteries.

## 5.0 Memorials

5.1 No memorial may be placed on a grave except when the Exclusive Right of Burial has been purchased.

5.2 No monument, lettering or other memorial shall be permitted to be erected or placed in the grounds of cemeteries without written permission of the Council and payment of the appropriate fee.

5.3 Applications for the approval shall be forwarded to the cemeteries office on the Councils official Memorial Application Form and must include a drawing of the proposed memorial showing the design and dimensions, together with a specification of the material of which the memorial is constructed. A copy of all inscriptions to be cut on the memorial to be sent with drawing.

5.4 All memorials and any memorial work must be carried out by a qualified Stonemason, or a person qualified and insured to carry out the work.

5.5 Only marble, Granite or natural hard stone shall be used in the construction of memorials. No soft stone, concrete or artificial stone of any kind shall be used in the construction of a memorial. Vases and / or containers only shall be except from this part of the regulations. No woodwork or metal other than that approved for the use as dowels shall be used in the construction of a memorial.

5.6 Every memorial shall have cut on it the section letter and or number of the grave over which it is erected.

5.7 All headstones shall be securely dowelled to a vase base or plinth and shall be supported by such foundations as deemed necessary.

5.8 Removal and re-fixing of any memorial for interment is the responsibility of the grave owner.

5.9 Glass vases or containers are prohibited.

5.10 Temporary memorials may be placed upon a grave for a period not exceeding twelve months providing application and payment are made to the cemeteries office, and the Exclusive Right of Burial has been purchased.

**5.11 All memorials shall be kept in good repair and in a safe and tidy condition by the owner. It is recommended that memorials are insured against damage, as all memorials erected in Council cemeteries are at the owner's risk.**

5.12 All memorials erected within council cemeteries and closed churchyards are subject to frequent memorial safety checks by the Burial Authority. The Burial Authority reserve the right to dismantle and lay any memorial flat that is found to be in a poor and dangerous condition. On contacting and informing the grave owner of any such action, if within a reasonable period of time the grave owner has not had the memorial repaired the Burial Authority reserve the right to remove the memorial from the cemetery.

5.13 Any memorial which exceeds 600mm but is less than 900mm in height above ground level, including vase base and plinth, shall be constructed of material not less than 75mm thickness. Any memorial which exceeds 900mm in height above ground level including vase base and plinth, shall be constructed of materials not less than 100mm thickness

5.7 Any memorial placed on a grave that does not meet with specifications described above will be removed under the authority of the Bereavement Services Manager.

5.8 Any memorial tributes placed on grave that are deemed inappropriate to the surroundings of a cemetery, will be removed at the discretion of the Bereavement Services Manager and disposed of in an appropriate manner.

## **6.0 General**

6.1 Any person who shall conduct themselves in a noisy, disorderly or unseemly manner or shall be intoxicated or use improper language may be removed from cemetery or crematorium grounds.

6.2 No person shall play any game or sport within a cemetery or the crematorium or wilfully and unlawfully disturb any person assembled for the purpose of attending a burial or cremation.

6.3 Vehicles shall not be driven faster than 10 mph and shall give the right of way to pedestrians and Funeral Cortèges in both cemeteries and the crematorium. Motor Vehicles may not be brought into cemeteries or the crematorium except in connection with matters relating to cemetery and crematorium business or any other purpose authorised by the Council.

6.4 No person shall sit / climb upon any memorial, tree, gate fence, wall or building belonging to a cemetery or crematorium or throw any object within their grounds.

6.5 The use of cameras and video equipment to photograph any part of a funeral, mourners, grave or memorial shall not be allowed except by the permission of the Bereavement Services

Manager. Such permission to photograph any part of the funeral proceedings will not normally be given without the prior consent of the next of kin

6.6 Such permission to use of equipment to relay live images through the internet will not be given unless prior consent is given by the next of kin or any other person acting in that guise.

6.7 The Bereavement Services Manager has the right to exclude any article or object from cemeteries or the crematorium that may cause offence.

6.8 In cases of dispute as to the interpretation of these regulations the decision as to the interpretation thereof shall rest with the Bereavement Services Manager.

6.9 The Isle of Wight Council reserve the right to carry out any work within the crematorium or cemeteries under their control to maintain such grounds or buildings as they feel necessary and only by their permission shall any other persons be allowed to carry out any work within such grounds or buildings.

6.10 These Regulations are subject to alteration without notification by the council at any time as may be considered necessary and all grave spaces sold and memorials erected are subject to these regulations and any others that may be made from time to time.

6.11 Groups of 10 or more people entering a council cemetery or crematorium other than for the purpose of attending a funeral will be deemed by the council as an organised tour. Organised tours will be permitted to visit a council cemetery or crematorium by prior arrangement with the Bereavement Services Manager. The Bereavement Services Manager will need to be satisfied that at all times the conduct of such members of an organised tour will be orderly and respectful.

## **7.0 Offences Against the Regulations**

7.1 Any person offending against the Regulations may, during the pleasure of the council, be prohibited from entering, remaining or working within the cemeteries or crematorium, in any manner whatsoever and for such periods as the council may in each instance from time to time determine.