

Stockton-on-Tees
BOROUGH COUNCIL

Rules and Regulations

in respect of the Borough Cemeteries

Amended March 2010



Contents

Page

Introduction

2

Contact Information

3

Regulations applicable to all sections
of Stockton Borough Cemeteries

5

Regulations applicable to:

- Burials 10
- Memorials 16
- Lawn and Traditional Sections 22
- Muslim Burial Sections 23
- Cremated Remains Gardens 24
- Baby Burial Gardens 26



Introduction

Bereavement Services works closely with the Registration Service (registration of births, deaths, marriages and civil partnerships), to try to ease some of the burden upon bereaved families. We operate the burial service in five cemeteries throughout the Borough, as well as offering advice and guidance on a range of issues relating to graves, funerals, maintenance and many other aspects of cemetery operations

We also work closely with other burial authorities in the north east and national organisations such as The Institute of Cemetery and Crematorium Management (ICCM), the British Register of Accredited Masons (BRAMM) and the National Association of Memorial Masons (NAMM), so we are able to access a wide range of up-to-date information to answer any queries you might have.

We aim to continue to improve our systems, to develop the cemeteries and their facilities for the benefit of visitors and wildlife and to increase the range of services we offer to bereaved families

We hope that you find this booklet informative but if you cannot find the information you are looking for, or would like further explanation, please contact the Bereavement Services Team whose contact details can be found on page 3.

Contact Information

Bereavement Services (All Enquiries)

Stockton-on-Tees Borough Council
Bereavement Services
Nightingale House
Balaclava Street
Stockton-on-Tees
TS18 2AL

Telephone: (01642) 527341/42 (Direct Lines)

Fax number: (01642) 527725

Care For Your Area: (01642) 391959

Email: bereavement.services@stockton.gov.uk

Web: www.stockton.gov.uk/bereavementservices

Family Research: www.stocktonroots.co.uk

To enable Bereavement Services to keep our Purchased Grave registers up to date, please contact us if you are a Grantee, (grave owner), and have changed your address

Durham Road Cemetery
Durham Road
Stockton-on-Tees
TS18 8HD
(Opened 1894)

Garden of St Francis
(Opened 1996)

Oxbridge Lane Cemetery
Oxbridge Lane
Stockton-on-Tees
TS18 4AP
(Opened 1871, old section)
(Open 1929, extension)

Garden of St Nicholas
(Opened 1994)

Thornaby Cemetery
Acklam Road
Thornaby
Stockton-on-Tees
TS17 7LD
(Opened 1869)

Garden of St Cuthbert
(Opened 1999)

Billingham Cemetery
Wolviston Back Lane
Billingham
Stockton-on-Tees
TS23 3LR
(Opened 1969)

Garden of St Hilda
(Opened 1995)

Egglescliffe Cemetery
Butts Lane
Egglescliffe
Stockton-on-Tees
TS16 9BT
(Opened 1980)





1 Management Of Cemeteries

The Council reserves the right to make any changes to these regulations as may from time to time be necessary

The Council's cemeteries are managed under the terms of the 1977 Order, which forms part of these regulations. Your attention is drawn in particular to the following Articles of the 1977 Order:

Offences in Cemeteries

Article 18(1)

No person shall:

- Wilfully create any disturbance in the cemetery
- Commit any nuisance
- Interfere with any burial taking place in a cemetery
- Interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter
- Play any game or sport

Article 18(2)

No unauthorised person shall enter or remain in a cemetery at any time when it is closed to the public

Penalties

Article 19

Any person who contravenes:

- Any Prohibition under Article 5(6) (cremated remains)
- Article 10(6)
- Article 18(1) and/or Article 18(2); or
- Part 1 of Schedule 2 (Exercise of Burial Rights – available on request)

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

2 Control

Subject to these regulations, any changes made by the Council, the general management and control of the cemeteries shall be exercised by the Bereavement Services Officer

All enquiries with regard to any of the Council's cemeteries should be made to Bereavement Services whose address and telephone numbers appear on page 3 of this booklet. Any comments or complaints should be made, in the first instance, to the Bereavement Services Officer.

Alternatively, the leaflet 'Have Your Say, Commendations, Comments and Complaints' may be used, a copy of which can be obtained from Nightingale House or Municipal Buildings. This form can also be completed on-line at www.stockton.gov.uk/citizenservices/custserv/ccc/

These regulations apply to any person entering the cemeteries, every purchaser of the Exclusive Right of Burial in any grave space or vault, and any person who may acquire such rights by assignment or transfer

3 Unauthorised Gatherings

Gathering in any cemetery shall be only for the purposes of remembrance or a funeral service

4 Vehicles

Cycling is not allowed in cemeteries

The speed limit on approved roads within any cemetery is 5mph

Unauthorised vehicles are not allowed on any grassed area of the cemetery or pedestrian walkways



5 Animals

No animals are allowed in any cemetery apart from guide dogs or horses forming part of a funeral cortège

6 Music

Music is not to be played in any cemetery without prior permission from the Bereavement Services Officer

7 Types Of Items Not Permitted On Grave Spaces

(Includes Cremated Remains Gardens and Baby Burial Gardens)

Please refer to leaflet 'Personalising a Grave Space'

- Fences, edging stones and other surrounds
- Gravel and other decorative chippings
- Glass, porcelain, brittle plastics or other fragile items
- Items that make a noise
- Balloons

8 Temporary Markers

Temporary markers, with inscribed nameplates, will be placed on all new full-sized graves as soon as is practicable after the first burial. These markers, which are the property of the Council, will be placed on the grave for a period of one year, or removed earlier if a permanent memorial is erected

9 Floral Tributes

As soon as possible following the funeral, Horticultural Services will turf or seed the whole of the grave space. Any floral tributes will be temporarily moved to allow turfing and replaced following the completion of the works

Floral tributes outside the personalisation area will be left on the grave for a period of 3 months. Flowers that become spent within this period will be removed

After 3 months following the burial, only the personalisation area should be used for flowers. Vases and flower holders made from glass, porcelain or fragile materials are not allowed

We will try to allow some flexibility around significant dates such as anniversaries and religious festivals

10 Rubbish

Spent flowers and other rubbish must be put in the bins provided for this purpose

11 Promotion Of Services Or Goods

It is prohibited in any cemetery to:

- Sell goods, services, plants or articles
- Promote services in connection with memorials or graves by the distribution of business cards or literature
- Approach bereaved families in connection with obtaining a contract for work(s) to do with memorials or any matter in connection with a grave

12 Firearms And Banners

Firearms shall not be discharged or banners displayed within the cemetery without the prior written consent of the Bereavement Services Officer



13 Council Employees

Council employees, or sub-contracted employees, carrying out works on the Council's behalf, are not allowed to undertake any private work, within working hours, when employed by the Council

Council employees or sub-contracted employees should not be offered, and cannot accept, any tips or gratuities

14 Photography And Filming

Only filming, videoing and photography is allowed if for personal use. In all other instances, written permission should be sought from the Bereavement Services Officer

15 Disclaimers/Responsibility for Loss or Damage

The Council accepts no liability for any fatal or personal injuries sustained by anyone entering a council cemetery (in the absence of negligence by the Council, its employees or sub-contracted employees)

The Council accepts no liability (so far as is reasonable) for any loss or damage to any person entering a council cemetery

The Council will not accept any liability in respect of accident or damage to memorials. It is the responsibility of the owner(s) of any memorial to keep it in good condition and repair. Broken, damaged or unsafe memorials will be made safe by the Cemetery Inspector as a precaution to public safety

The Council shall not be responsible or accept any liability for orders or documents sent by post. Neither will responsibility be accepted for errors following telephoned instructions

The Council has the right, when necessary, to gain access across any grave and will remove or lay flat any memorial without notice or compensation to the owner

16 Opening Times

Cemeteries will be open as stated below, however, the Council has the right to close, limit entry or vary the following times:

- Gates will be opened every day of the year at 6.00 am
- From April to September, gates will be closed to vehicles from 9.00 pm
- From October to March, gates will be closed to vehicles from 6.00 pm

Vehicle access for disabled visitors and blue badge holders can be obtained by contacting Care For Your Area whose telephone number appears on page 3

17 Regulations Concerning Burials

All 'Notices of Interment' must be in writing on the standard forms supplied by Bereavement Services and be delivered during office working hours

'Notices of Interment' shall be delivered to Bereavement Services at least two clear working days before the burial (excluding Saturday, Sunday, Public or Bank Holidays, or other holidays granted by the Council). This period is reduced to 24 hours when infectious diseases or other urgent cases are involved, failure to do so may result in the funeral being delayed

Funeral directors and funeral organisers must give notice to the Bereavement Services Officer whenever they have to conduct a funeral where the number of mourners is likely to exceed fifty

To avoid inconvenience and delay at the graveside, the neat lid size, i.e. outside dimensions of the coffin or casket, shall be supplied to Bereavement Services



18 Fees and Charges

All fees must be paid when the 'Notice of Interment' is given unless other arrangements have been agreed with the Bereavement Services Officer. Official receipts will be given for fees paid

Copies of the scale of fees may be obtained from the Bereavement Services Office or by visiting our website www.stockton.gov.uk/bereavementservices

19 Restrictions of Burials

All burials are subject to the statutory provisions in accordance with Schedule 2, Part 1 of the 1977 Order

Burials will not take place on Good Friday or Christmas Day. Arrangements for Sundays, public holidays or other general Council approved holidays can be accommodated dependent upon circumstances and at the discretion of Bereavement Services and Horticultural Services

No body shall be buried, or cremated remains interred or scattered, in any grave in which an Exclusive Right of Burial exists unless the owner has given approval in writing (or the deceased is the owner)

Where the deceased and owner of the grave is one and the same, Part A of the 'Notice of Interment' **must** be completed by the applicant for the burial

20 Certificate for Burial or Cremation/Coroner's Order for Burial

A Registrar's Certificate for Burial or Cremation or Coroner's Order for Burial, or a declaration in the form prescribed by the Births and Deaths Registration Act 1926 and any amendment or re-enactment thereof must be delivered to the Bereavement Services Officer before the burial can take place

A Certificate of Cremation must be produced before a burial or the scattering of cremated remains can take place

Failure to produce the relevant certificate or order will result in the postponement or cancellation of the funeral

21 Times of Burial

Bereavement Services will accept funeral bookings at the following times:

Monday to Thursday

Morning	Afternoon
0930 hrs	1300 hrs
1010 hrs	1340 hrs
1050 hrs	1420 hrs
1130 hrs	1500 hrs (Billingham cemetery - by arrangement with Bereavement Services and Horticultural Services)

Friday

As above but 1500 hrs booking for any cemetery is not available

Saturday (Includes additional charge)

- 0930 hrs
- 1010 hrs
- 1050 hrs
- 1130 hrs

Cremated Remains and Baby Burial Gardens

As above times, but additional time of 0850 available

The same booking time can only be used in two cemeteries per day



It is the responsibility of the funeral director or funeral organiser to ensure that the funeral cortège arrives at the cemetery at the appointed time. Failure to do so may result in the funeral being held at the cemetery gates or in cases of late arrival, additional fees may be incurred or the funeral cancelled

22 Postponement or Cancellation of Burial

A cancellation fee will be charged when a burial has been booked but is subsequently postponed or cancelled. Additional expenses incurred in connection with the preparation of a private grave may also be payable

23 Public Health (Control of Disease) Act 1984

The body of a person who has died from an infectious or contagious disease under the Public Health (Control of Disease) Act 1984 must be taken directly to the grave

24 Coffins (when used)

The funeral director or funeral organiser responsible for the burial shall provide sufficient bearers to lower the coffin into the grave

Where a coffin is not used, the body must be taken to the grave in a hearse (or appropriate vehicle) or a funeral director's removal shell

The body of a person who died from a notifiable disease must be enclosed in a sealed coffin before burial

For the burial of cremated remains in any grave, the cremated remains are to be contained in a sealed, biodegradable casket



25 Opening of Graves

Without exception, all graves must be dug by employees of the Council

Any open grave is a potential danger, even where shoring has been installed. Entering a grave is at that persons own risk

All work in connection with the construction, re-opening and/or re-instatement of vault or walled graves must be undertaken by a BRAMM registered monumental mason at the expense of the registered owner of the exclusive Right of Burial

The removal of a memorial and/or kerb set to facilitate a burial is the responsibility of the funeral director or funeral organiser. Kerb sets are not to be placed back onto the grave, in line with the new Personalisation of Graves policy

26 Lowering Service

The prescribed fee will be charged when Horticultural Services provide cemetery staff to lower the coffin into the grave

27 Public Graves

A public grave is an unpurchased grave where no Exclusive Right of Burial exists. There is usually no family connection with those buried in this type of grave

No memorial rights exist for a public grave, therefore no headstone or memorial can be placed on it

28 Purchase of Graves

The Exclusive Right of Burial can be granted for either 50 or 100 years for an adult grave and 25 years for Cremated Remains Gardens and Baby Gardens

The allocation for the purchase of a new grave space(s) is under the control of the Bereavement Services Officer and will normally be the next

available on the section and row being buried in at that time

Reservation of graves will be for a maximum one month unless a longer period is agreed with the Bereavement Services Officer. After this time has elapsed, the reservation details will be removed from the burial register

Graves may be purchased in advance of a burial taking place. The purchase date will be the date payment is received for the grave(s)

The Bereavement Services Officer will try to meet the wishes of relatives in the purchase of a grave space in a particular section of a cemetery, however, this will be dependent on varying circumstances at that time

A grave will not be registered in the name of a funeral director, firm of funeral directors, or a partner, director or employee of such firms; neither will a grave be registered in the name of a monumental mason

29 Transfer of the Grant of Exclusive Right of Burial

On burial of the registered owner of the Exclusive Right of Burial, a transfer will be required to facilitate using the grave in the future and for any works required to the memorial. The transfer is most commonly made to the immediate next of kin

If a grave space is required after the registered owner has already been buried, a transfer of ownership **MUST** be effected before the burial can take place as per Article 10(6) of the 1977 Order

Records held by Bereavement Services will show all Transferred Rights, Assigned Rights and those additionally added to the grave Rights

30 Funeral Services

Relatives or friends of the deceased should make their own arrangements with regard to any service to be held at a funeral.

A Civil Ceremony, which can contain a balance of both religious and non-religious content, can be arranged through Bereavement Services (contact details on page 3)

31 Management of Memorials

Memorials may only be placed upon graves in which the Exclusive Right of Burial and Right to Erect a Memorial has been purchased

The Right to Erect a Memorial will be granted for a period of 30 years to run in conjunction with the Certificate of Compliance issued by the mason, in accordance with recommendations by the ICCM

The Grant for this Right will commence from the date a new memorial is installed or the date an old memorial is re-installed

After this 30 year period, the grave owner will have the option to renew the Rights for periods of 5 years provided the memorial meets the required safety standards

The owner of the Exclusive Right of Burial and Right to Erect a Memorial, (the Grantee), is responsible for the maintenance and safety of the memorial and following inspection, if found to be in an unsafe condition, may be made safe by the Memorial Inspection Officer as a precaution to public safety. A charge for this safety measure will be directed to the Grantee

Where the Grantee is deceased, legal entitlement to exercise the Rights to the grave must be established and a full legal transfer of the Rights completed before any application for memorial works can be approved by Stockton Council. Please contact the Bereavement Service office to arrange a transfer of the Rights. Contact details can be found on page 3

Vaults, walled graves, flat stones and kerbstones are not permitted in the cemeteries. Permission will not be given for any existing kerbstones to be refitted



Memorial Masons

All Memorial Masons must be registered with the British Register of Accredited Memorial Masons (BRAMM) and have, or be working towards a BRAMM Fixer's Licence. Those masons working towards a Fixer's Licence will be monitored for progress and expected to achieve their licence within 6 months

Memorial masons must install all memorials in strict accordance with the current NAMM Code of Working Practice and to the British Standard 8415

Memorial masons must issue a Certificate of Compliance to the grave owner for all installations of new memorials and re-installations of old memorials, in accordance with recommendations by the ICCM. A copy of the Certificate of Compliance must also be lodged with Stockton Borough Council

Memorial applications must be completed fully and approved by the Bereavement Services Officer prior to any memorials being erected, repaired, altered or cleaned in any of the Borough's cemeteries.

A memorial application should:

- not include abbreviations
- show a comprehensive drawing of the memorial, base and foundation, together with dimensions
- give full detail of the fixing method
- if the inscription is to be in a language other than English, be accompanied by a translation in English and be countersigned by a responsible person from the community
- be signed by all the registered owners of the Rights
- be signed by the BRAMM registered mason

Once an application is approved, the fee will be requested and a permit to work will be granted to the memorial mason. The permit must be handed to the Memorial Inspection Officer or a member of the cemetery staff prior to the commencement of any work within a cemetery



A permit only allows work to be carried out during the usual working hours of the cemetery staff. All cemeteries are closed for memorial work on Saturday, Sunday, Christmas Day, Good Friday, Public Holidays, or on other holidays granted by the Council. Memorials must be prepared ready for fixing before being taken into the cemetery.

Replacement memorials and debris must be removed from the cemetery and the grave space and surrounding area left clean and tidy.

The correct grave reference number must be clearly cut in a prominent position on all memorials and vases in characters of not less than 2.5cm (1in).

BRAMM registered masons will be liable for any damage caused by work carried out in the cemeteries. Any damage should be made good, to the satisfaction of the Memorial Inspection Officer and the owner of the Exclusive Rights of the damaged property.

Memorial masons who fail to comply with the Borough's Cemetery Rules & Regulations will be subject to disciplinary procedures, in accordance with the BRAMM scheme.

Memorial Inspection Officer

The Council's Memorial Inspection Officer will carry out spot-checks on memorial masons who are installing memorials within the Borough's cemeteries.

All newly erected memorials will be subject to a visual inspection by the Council's Memorial Inspection Officer.

As a minimum, the Memorial Inspection Officer will inspect 10% of newly installed memorials and re-installed old memorials after 28 days of being erected.

All memorials will be inspected on a 5-year cycle, under the Council's Management of Memorials Policy. The inspection will be fully documented, identifying all dangerous or unstable memorials. A dangerous or unstable memorial is defined as one that will move and continue to fall to the ground with the exertion of a force of 350 Newtons (circa 35kg) or less.

32 Dimension and Construction of Memorials

Lawn, Traditional and Muslim Memorials

Only one memorial will be allowed on any one grave space, apart from desk-top tablets or flat plaques

The following restrictions apply:

- Maximum overall height of 90cm (3ft) which includes the depth of the base
- Maximum width of 90cm (3ft)
- Maximum thickness of 12.5cm (5ins)
- Minimum thickness of 7.5cm (3ins)

The base shall be securely fixed to the memorial beam where provided or to a suitable foundation stone measuring:

- A maximum width of 90cm (3ft)
- A maximum depth (front to back) of 37.5cm (15ins)
- A maximum thickness of 5cm (2ins)

If required, the full width of the grave, 122cm (4ft), may be used to include vase memorial(s) where additional inscriptions cannot be included on the headstone. This would be at the discretion of the Bereavement Services Officer

N.B. Where a foundation stone is fixed to a memorial beam and the overall memorial height is in breach of the 90cm (3ft) height regulation, then the mason will be requested to remove the foundation stone at his own cost and inform the grave owner

Vases

Vases must not exceed 30cm (12ins) in height x 30cm (12ins) in width x 15cm (6ins) in depth and shall be secured centrally to a suitable foundation stone measuring 37.5cm (15ins)



Desk-top and Memorial Flat Plaques

Desk-top Tablet

Desk-top tablet memorials must not exceed 37.5cm (15ins) in depth (front to back) x 61cm (24ins) in width x 10cm (4ins) maximum thickness tapering to 5cm (2ins)

A maximum of two desk-top tablet memorials will be allowed at the head of any one lawned, traditional or muslim grave space, placed side by side and at the discretion of the Bereavement Services Officer

Flat Plaques

Flat plaque memorials must not exceed 30cm (12ins) x 30cm (12ins) x 5cm (2in) in thickness

A maximum of four flat plaque memorials will be allowed at the head of any one lawned, traditional or muslim grave space, placed side by side and at the discretion of the Bereavement Services Officer

Cremated Remains Garden Memorials

Only one memorial vase will be allowed on any one grave space

The following restrictions apply:

- Maximum vase height of 25cm (10ins)
- Maximum width of 30cm (12ins)
- Maximum depth (front to back) of 15cm (6ins)

Base dimensions not to exceed:

- Width of 35cm (14ins)
- Depth (front to back) of 20cm (8ins)
- Thickness of 5cm (2ins)

The base shall be secured centrally on the memorial beam provided by the Council. Maximum height of the vase and base not to exceed 30cm (12ins).

N.B. Where a foundation stone is fixed to a memorial beam and the

overall memorial height is in breach of the 30cm (12ins) height regulation, then the mason will be requested to remove the foundation stone at his own cost and inform the grave owner

Babies Burial Garden Memorials

Only one memorial stone is permitted on any one grave space.

The following restrictions apply:

- Maximum height of 15cm (6ins)
- Maximum width of 45cm (1ft 6ins)
- Maximum thickness of 20cm (8ins)
- Minimum thickness of 7.5cm (3ins)

Alternatively, a memorial of the same dimensions described in Cremated Remains Garden Memorials is permitted upon graves within the babies burial gardens but must not be in breach of the 30cm (12ins) height regulation

The memorial shall be secured centrally to the memorial beam where provided, or to a suitable foundation stone provided by the monumental mason

N.B. Where a foundation stone is fixed to a memorial beam and the overall memorial height is in breach of the 15cm (6ins) height restriction, then the mason will be requested to remove the foundation stone at his own cost and inform the grave owner



33 Regulations Concerning Lawn and Traditional Sections

The regulations for the management of other sections of the cemeteries shall also apply to Lawn and Traditional Sections in addition to the following:

As soon as possible following the funeral, Horticultural Services will turf or seed the whole of the grave (with the exception of the memorial area, measuring approximately 60cm (2ft) x 120cm (4ft) at the head of the grave space)

The memorial area may be planted with suitable shrubs, plants or flowers but the planting of large growing trees and shrubs will not be allowed. Shrubs, plants or flowers requiring pruning, cutting back or digging up because they have become unsightly, overgrown or impede grave excavation works, will be removed by Horticultural Services

The area allocated to a grave space within a lawn section is 122cm (4ft) wide x 274cm (9ft) long

The allocation for the purchase of a new grave space will normally be the next available on the section and row being buried in at that time

Lawn graves are generally excavated for two adult burials, however, excavation for three can be approved if requested

A baby or infant may be buried in a lawn grave before any adult burials

A small area, 53cm (1ft 9ins) x 122cm (4ft), can be prepared (by Horticultural Services) at the head of the lawned area for suitable planting or personalisation (please refer to leaflet 'Personalising a Grave Space')

Items not allowed are:

- fences, edging stones, surrounds
- gravel or decorative chippings
- glass, porcelain, brittle plastics, fragile items
- noisy items
- balloons

In order to prevent memorials being hidden, items on Lawned and Traditional graves are to be no taller than 30cm (12ins)

The Cemetery Inspector is authorised to rectify or remove anything which does not comply with these regulations.

Where a small number of items are found to be outside the personalisation area, the Cemetery Inspector will move those items back into the approved area and the owner of the Exclusive Right of Burial will be informed by letter

Where there are a large number of items that cannot all be moved into the personalisation area, the owner of the Exclusive Right of Burial will be informed by letter to move the items within 14 days and that failure to do so will result in all items, outside the personalisation area, being stored on site for 3 months. Arrangements to collect the items can be made, within this 3 month period, by contacting Bereavement Services (contact details on page 3). After 3 months, all stored items will be disposed of

To be able to contact grave owners, it is very important that Bereavement Services are informed of any changes of address

34 Regulations Concerning Muslim Sections Only

The regulations for the management of Lawned and Traditional Sections shall also apply to Muslim Sections in addition to the following:

As soon as possible following the funeral, Horticultural Services will sow with grass seed or turf over the whole of the grave space

Graves will be orientated to face Mecca

The deceased must be transported to the graveside in a removal shell, solid box, closed van or other suitable means

Where a coffin is not used, the deceased must be wrapped in a shroud or suitable cloth and kept from public view during the burial service

Graves may be mounded to a maximum height of 15cm (6ins) above normal ground level after settlement has occurred except in lawned areas where mounding is not permitted

Horticultural Services will maintain the whole of the grassed part of the Moslem Section and nothing must be planted or placed on the area

Any open grave is a potential danger and should not be entered by anyone other than staff contracted or sub-contracted to Stockton Borough Council. If a grave is entered it is entirely at that persons own risk

35 Arranging a Funeral in a Muslim Section

The usual notice period for an burial is 24 hours unless arrangements can reasonably be made within 24 hours. In this case, Bereavement Services must be in receipt of a completed Notice of Interment, appropriate certificates for burial and applicable fee on the morning of the burial if the burial is to take place in the afternoon

36 Regulations Concerning Cremated Remains Gardens Only

The regulations for the management of other sections of the cemetery shall also apply to 'Cremated Remains Gardens' in addition to the following:

As soon as possible following the funeral, Horticultural Services will replace the turf over the whole of the grave space

The area allocated to a grave within the Garden is 60cm (2ft) x 120cm (4ft) including a 30cm (12ins) memorial beam

The allocation for the purchase of a new grave space will normally be the next available on the section and row being buried in at that time

A cremation garden grave will not contain more than 2 burials of cremated remains

Cremated remains must be buried in a suitable bio-degradable container

It is the responsibility of the funeral director or funeral organiser arranging the burial to bring the cremated remains to the cemetery

A small area, 23cm (9in) x 60cm (2ft), can be prepared (by Horticultural Services) at the head of the lawned area for suitable planting or personalisation (please refer to leaflet 'Personalising a Grave Space')

Items not allowed are:

- fences, edging stones, surrounds
- gravel or decorative chippings
- glass, porcelain, brittle plastics, fragile items
- noisy items
- balloons

In order to prevent memorials being hidden, items on cremated remains graves are to be no taller than 15cm (6ins)

The Cemetery Inspector is authorised to rectify or remove anything which does not comply with these regulations.

Where a small number of items are found to be outside the personalisation area, the Cemetery Inspector will move those items back into the approved area and the owner of the Exclusive Right of Burial will be informed by letter

Where there are a large number of items that cannot all be moved into the personalisation area, the owner of the Exclusive Right of Burial will be informed by letter to move the items within 14 days and that failure to do so will result in all items, outside the personalisation area, being stored on site for 3 months. Arrangements to collect the items can be made, within this 3 month period, by contacting Bereavement Services (contact details on page 3). After 3 months, all stored items will be disposed of



37 Regulations Concerning Baby Burial Gardens Only

An area in each cemetery, excluding Eggescliffe Cemetery, has been dedicated to a babies burial garden for the burial of neonatal, stillborn and babies up to the age of one month

The regulations for the management of other sections of the cemetery shall also apply to 'Baby Burial Gardens' in addition to the following:

As soon as possible following the funeral, Horticultural Services will replace the turf over the whole of the grave space

The area allocated to a grave within the Babies Garden is 60cm (2ft) x 120cm (4ft) including a 30cm (12ins) memorial beam

The allocation for the purchase of a new grave space will normally be the next available on the section and row being buried in at that time

A babies garden grave will not contain more than one burial

A small area, 23cm (9in) x 60cm (2ft), can be prepared (by Horticultural Services) at the head of the lawned area for suitable planting or personalisation (please refer to leaflet 'Personalising a Grave Space')

Items not allowed are:

- fences, edging stones, surrounds
- gravel or decorative chippings
- glass, porcelain, brittle plastics, fragile items
- noisy items
- balloons

In order to prevent memorials being hidden, items on baby graves are to be no taller than 15cm (6ins)

The Cemetery Inspector is authorised to rectify or remove anything which does not comply with these regulations.

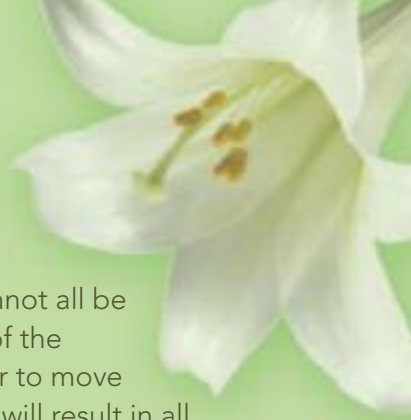
Where a small number of items are found to be outside the personalisation area, the Cemetery Inspector will move those items back into the approved area and the owner of the Exclusive Right of Burial will be informed by letter

Where there are a large number of items that cannot all be moved into the personalisation area, the owner of the Exclusive Right of Burial will be informed by letter to move the items within 14 days and that failure to do so will result in all items, outside the personalisation area, being stored on site for 3 months. Arrangements to collect the items can be made, within this 3 month period, by contacting Bereavement Services (contact details on page 3). After 3 months, all stored items will be disposed of

To be able to contact grave owners, it is very important that Bereavement Services are informed of any changes of address

38 Amendments

Stockton Borough Council reserves the right to change or amend these Rules and Regulations if and when required







If you would like this information in any other format or languages please contact
'Bereavement Services' on
(01642) 527341/42

إذا كنت ترغب الحصول على هذه المعلومات بلغات أو
بأشكال أخرى على سبيل المثال بالطبعة الكبيرة أو بالشمريط
المسجل فالرجاء الإتصال 'بدايفرستي تيم' [Bereavement Services]
على هاتف رقم 01642 527341/42 ARABIC

若要這份資訊的其它語言版或其它版式例如大字
體印刷/錄音帶，請致電 01642 527341/42 接洽
'多元化隊' (Bereavement Services)
MANDARIN

اگر شما این اطلاعات را به زبان یا شکل دیگری مثلاً چاپ
بزرگ یا بصورت صدا میخواهید لطفاً با تیم دایورستی
[Bereavement Services] با شماره 01642 527341/42 به تماس شوید
FARSI

Si vous souhaitez obtenir ces informations dans
d'autres langues ou sous un autre format, par exemple,
en gros caractères / version audio, veuillez contacter
l'équipe "Bereavement Services" au n° 016 42 52 73 41/42
FRENCH

نه گهر جهرت لئێ یه نهم رانباریه به دهستت بکهوئیت به زمانه کانی
تر بان به تنبوه به کی تر بۆ نمونه جایی گهوره/بان به تنبێ تۆمار کراو
تکابه به یه وهندی بکه به 'تیمی دایفیرستی' [Bereavement Services] له سههر
زمانه کی نه له فۆن 01642 527341/42

KURDISH

ਜੇ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਬਣਤਰ ਜਾਂ ਬੋਲੀ ਵਿੱਚ, ਵੱਡੀ ਛਪਾਈ
ਵਿੱਚ ਜਾਂ ਟੇਪ/ਸੀ ਡੀ 'ਤੇ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 'Bereavement
Services' ਨੂੰ 01642 527341/42 ਨੰਬਰ ਉੱਤੇ ਫ਼ੋਨ ਕਰੋ।
PUNJABI

اگر آپ ان معلومات سے کوئی بھی اور زبان یا انداز، مثلاً بڑے پرنٹ/آڈیو ٹیپ وغیرہ میں حاصل کرنا
چاہیں، تو 'ڈاؤن ریسی تیم' (Bereavement Services) کو اس نمبر پر فون کیجئے 01642 527341/42
URDU



Stockton-on-Tees
BOROUGH COUNCIL



INVESTORS
IN PEOPLE | Silver