

STREETSCAPE & BEREAVEMENT SERVICES

CEMETERY & CREMATORIA RULES

JULY 2012

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Introduction

Cheshire East Borough Council welcomes all visitors to their cemetery grounds and crematoria. Visitors are kindly asked to respect the peace, dignity and reverence of these facilities in order to promote them as places of tranquillity for quiet reflection.

All the Council's cemeteries and crematoria are managed and operated in accordance with the Local Authorities' Cemeteries Order 1977, as amended by the Local Authorities' (Amendment) Order 1986 and such other regulations as may be made by the Ministry of Justice.

The Council is a member of the Federation of British Cremation Authorities (FBCA) and the Institute of Cemetery and Crematorium Management (ICCM).

Although these Rules are a necessary requirement for the management of our cemeteries and crematoria, careful consideration has been made to accommodate the rights and choices of individuals. These Rules have, therefore, been prepared with a balance between individual rights and the need to regulate for safe and tidy cemetery grounds and crematoria.

The Council is empowered to alter or amend the Rules at any time, to introduce further Rules as they consider necessary; to waive any of the Rules in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by the Rules.

Cemeteries Administration Offices

There are two Cemeteries Administration Offices, Cemeteries Administration Office (North) and Cemeteries Administration Office (South).

The Cemeteries Administration Office (North) for Alderley Edge, Knutsford, Macclesfield (including the crematorium) and Wilmslow cemeteries is based at:

The Cemetery Lodge
87 Prestbury Road
Macclesfield
SK10 3BU
Tel. No. 01625 422330
Fax No. 01625 616350

www.bereavementservices@cheshireeast.gov.uk

The Cemeteries Administration Office (South) for Congleton, Copenhall, Crewe (including the crematorium), Meadow Brook, Nantwich, Sandbach and Weston cemeteries is based at:

The Cemetery Office

Market Close

Crewe

CW1 2NA

Tel. No. 01270 685545

Fax No. 01270 252570

www.bereavementservices@cheshireeast.gov.uk

The offices are open Monday to Friday from 9.00am to 4.00pm with a break for lunch and are closed at weekends and on public holidays.

All the Council's cemeteries are open to the public every day of the year.

Plans and records of all the cemeteries are available for viewing during normal office hours and at the appropriate Cemeteries Administration Office i.e. North or South.

Any person requesting cemetery staff to carry out detailed searches on their behalf will be charged a fee to cover the cost of the time involved in searching the records.

Should visitors have any enquiries about any aspect of the Council's Cemeteries Service they should contact the appropriate Cemeteries Administration Office.

Any visitor wishing to report an urgent matter relating to any of the Council's cemeteries or crematoria outside of normal office hours should contact Cheshire East Borough Council on 0300 123 5025

GENERAL RULES

The Council owns and operates eleven cemeteries and two crematoria.

People of all faiths and beliefs can be buried or cremated irrespective of whether they have lived in or had connections within the boundaries of the Borough.

Vehicles

1. Vehicular access is provided in all the Council's cemeteries with the exception of Coppenhall and Weston. All vehicles must be parked in the designated parking areas with the exception of vehicles used by visitors with disabilities, funeral corteges and approved contractors. The Council's aim is to preserve tranquillity and to promote a vehicle-free environment in cemeteries wherever practicable.
2. Visitors are respectfully asked to refrain from parking on grassed areas.
3. For safety purposes the speed limit within all cemeteries is 5 miles per hour.
4. The Council accepts no liability for any loss or damage to or from any vehicle whilst in any of their cemetery grounds.

Behaviour

It is the Council's intention to provide a respectful and peaceful atmosphere in all cemeteries and crematoria so that the bereaved will feel that they are places where they can find comfort and sit in quiet reflection.

5. All visitors are respectfully asked to conduct themselves in a quiet and orderly manner and not to commit a nuisance in any way to other visitors. Bereavement Service Officers are empowered to exclude any person causing a nuisance from their cemetery grounds and crematoria.
6. In the interest of public safety, if for any reason the Bereavement Services Officer considers that public access might be hazardous, produce difficulties or disturb or disrupt any ceremony or funeral that is taking place within the cemetery grounds or crematorium, then he/she is authorised to close the cemetery gates and/or crematorium and to keep the same closed until the cause has been resolved.

Dogs

7. The Council does allow dogs in cemeteries but they must be kept under strict control and on a lead at all times. If any fouling does occur then it is the responsibility of the person in

charge of the dog to clean up and dispose of the waste responsibly.

Only in exceptional circumstances will a dog be allowed in a crematorium and permission must be given beforehand by the appropriate Bereavement Services Officer.

Wreaths and Floral Tributes

8. In order to ensure the appearance of the cemeteries is maintained to the highest standard possible at all times, visitors are asked to dispose of all wreaths and floral tributes when they begin to deteriorate. Also, the Council does not accept any responsibility for any floral tributes left in their cemetery grounds.

Recycling containers are provided by the Council to encourage visitors to recycle their waste accordingly.

Photographs/visual or audio recordings

9. Any photographs, visual or audio recordings require prior consent from the Council.

Booking Burial Service Times

10.
 - (a) Applications for all interments must be made to the appropriate Cemeteries Administration Office between the hours of 9.00 am and 4.00 pm Monday to Friday (except public holidays).
 - (b) All telephone enquiries, instructions or requests will be considered as pending until confirmed in writing by the applicant using the appropriate forms. The Council does not accept responsibility for any misunderstanding that may arise as a result of having to rely upon telephoned instructions or requests.
 - (c) If the Council incurs any additional costs as a result of incorrect information being supplied then the Council has the right to recover the costs from the person making the application.

Interment Application Forms

11. (a) For **new graves/plots** a completed Interment Application Form together with the Registrar's Burial Certificate or Disposal Notice or Coroners Order must be submitted to the appropriate Cemeteries Administration Office at least 72 working hours before the planned day of burial.
- (b) For the **re-open of existing grave/plots** a completed Interment Application Form signed by the grave/plot owner together with the Registrar's Burial Certificate, Disposal Notice or Coroners Order and the grave deed must be submitted to the appropriate Cemeteries Administration Office at least 48 working hours before the planned day of burial.

If the grave owner cannot find the original grave deed then the Indemnity Agreement on the reverse of the interment application must be completed by the grave owner.

In the event of the death of the grave owner, the Statutory Declaration on the reverse of the interment application must be completed by the next of kin/executor so that ownership of the grave can be transferred prior to the interment taking place. A Commissioner of Oaths, Solicitor or Justice of the Peace must witness the signing of the Statutory Declaration.

- (c) Before any **cremation** can take place there are a series of forms that have to be completed, which are laid down in The Cremation Regulations 2008:
- Preliminary Application Form (the Council's Interment Application Form)
 - Cremation 1 - Application for cremation of the body of a person who has died.
 - Cremation 4 - usually completed by the doctor who completed the medical certificate after the person died.
 - Cremation 5 - completed by an experienced doctor who was not looking after the person who died.

- Cremation 6 - the Certificate of Coroner, this applies if a post mortem has been made, or an inquest has been opened or if the death of the deceased person occurred outside of the British Isles and no post mortem examination or inquest is necessary. Cremation forms 4 and 5 are not required where a Certificate of Coroner has been issued.
- Cremation 10 – authorisation of cremation of a deceased person completed by the medical referee appointed by the Council.

No cremation can take place without the submission to the appropriate Cemeteries Administration Office of all the above forms by no later than 48 working hours prior to cremation.

If a request is received for the cremation of a stillborn baby or body parts, then there are a number of different forms that require completion. Further information can be obtained from the appropriate Cemeteries Administration Office.

- (d) No funeral or cremation can take place without a Burial Certificate, Certificate for Disposal or a Coroners Order. Failure to provide the appropriate documentation may result in the delay of a burial or cremation until it is provided.
- (e) The largest points of the coffin or casket size must be confirmed in writing on the appropriate application form.
- (f) Failure to provide all paperwork within the prescribed timescale above may result in the burial or cremation being postponed by the Council until such time as all the appropriate information has been received in writing accordingly. Any cost incurred by the Council as a result of any postponement will be met by those who have failed to provide the required information within the prescribed timescale.
- (g) Where a Notice of Interment or Application for Cremation has been confirmed in writing, any alteration to arrangements will require the approval of the appropriate

Bereavement Services Officer. In addition, any costs incurred by the Council as a consequence of changing arrangements must be paid by the person making the alteration.

These Rules may be waived in the interest of public health.

Fees

12. The Council reviews its scale of fees and charges on an annual basis.
13. All fees and charges are due in advance of an interment and cremation unless alternative arrangements have been approved by the appropriate Cemeteries Administration Office.
14. The appropriate Cemeteries Administration Office will advise the due date of all other fees and charges.

BURIALS GENERAL

The Council does provide a flexible approach in order to accommodate as many wishes of the bereaved as possible, whilst still upholding cultural, ethical and legal requirements.

Burial areas are provided in some but not all the Council's cemeteries to accommodate a number of religious denominations that include Church of England, Roman Catholic and Muslim. Interdenominational sections are also provided in some cemeteries. For further information please contact the appropriate Cemeteries Administration Office.

15. Burials may only take place in accordance with these Rules and generally between the hours of 9.30am to 2.30pm from Monday to Thursday and 9.30am to 2.00pm on Fridays. Interments on Saturdays, Sundays or Bank Holidays may be considered in exceptional circumstances but will be subject to increased charges.
16. The time booked for a burial is the time that the cortege is due to arrive at the cemetery. It is essential that the time booked is adhered to in order to avoid disruption and distress to those attending other burials.

17. If a cortege arrives early or late, the cortege may have to wait until it is convenient for it to be moved forward. The Funeral Director or person in charge of the cortege must act under the direction of the Council as to when the cortege may proceed. A late arrival may be subject to an additional charge.
18. In the case of a grave being excavated too small due to incorrect coffin measurements being provided by the person arranging a burial, a fee may be charged for any additional work incurred to rectify the situation.
19. In the case of a grave being excavated larger than required due to incorrect coffin measurements being provided by the person arranging the burial, a fee may be charged for the additional work undertaken.

Any reference to coffins in the following Rules will also apply to caskets.

20. All deceased persons brought into the cemeteries for burial shall be contained in a suitable coffin, casket or shroud. No coffin or shroud shall be accepted unless it bears adequate particulars of the identity of the deceased person therein.
21. Deceased persons whether an adult or child must be brought into the cemeteries in separate coffins. The only exceptions to this Rule are:
 - When a mother with child dies in childbirth and the child also dies, both the mother and child may be buried in the same coffin.
 - When twins or multiple births die in childbirth the babies may be placed in the same coffin.
 - At the discretion of the Bereavement Services Manager.
22. Any cremated remains brought into a cemetery for burial shall be contained in a suitable container and bear adequate particulars of the identity of the deceased person therein.
23. No cremated remains brought into a cemetery can be left or stored anywhere within that cemetery.
24. For burial purposes coffins can be made of wood, wicker or other bio-degradable material approved by the Council.

Shrouds are also allowed but the appropriate Cemeteries Administration Office must be informed at the time of booking.

25. All graves are excavated and backfilled by trained Council operatives. No grave shall be excavated by any other person. No grave shall be backfilled by any other person unless permission has been obtained from the appropriate Cemeteries Administration Office.

Burial Service Officiants

26. A burial can take place with or without a religious service. It is the responsibility of the Funeral Director or bereaved family to arrange for an officiant at the burial if required.

CREMATION GENERAL

27. No cremation may take place without the permission of the appropriate Bereavement Services Officer.
28. All containers used for the interment of cremated remains should be bio-degradable.
29. A coffin that does not conform to the requirements of environmental protection and emission control legislation cannot be used for cremation purposes.
30. The Funeral Director or other person arranging and confirming a cremation must certify on the appropriate form that the coffin to be used for the cremation conforms to such environmental requirements as may be directed by the Bereavement Services Officer.
31. Upon receipt of confirmation of a cremation the appropriate Cemeteries Administration Office must be advised if a coffin is oversized, unusual or an irregular shape. Failure to provide this information in advance of a cremation may result in a cremation being cancelled due to the fact that the coffin is too large for the Council's cremators.
32. The Council's crematoria are open for inspection at any reasonable time by members of the public. An appointment for any inspection must be made in advance and with the appropriate Cemeteries Administration Office. For health and

safety reasons the numbers of visitors at any one time has to be restricted.

33. Full cremation and committal services require the booking of a forty minute time period. Services take place on weekdays i.e. Monday to Friday and the first appointment is at 9.20am. Requests for out of hours or Saturday cremations may be considered in exceptional circumstances but will be subject to extra charges to cover the additional costs incurred by the Council. Further information can be obtained from the appropriate Cemeteries Administration Office.

If additional time is required for any of the above services then this must be arranged at the time of booking.

Scattering of cremated remains

34. The Council does provides areas for the scattering of cremated remains in some cemeteries but not all. For further information please contact the appropriate Cemeteries Administration Office.

GRAVES

35. All graves will be initially excavated to the standard depth determined by the Council. The Council cannot be held responsible if, due to factors outside their control, the full number of burials in a grave cannot be achieved. It is the Council's policy to excavate graves to the maximum depth available and this does vary from cemetery to cemetery. Please contact the appropriate Cemeteries Administration Office for clarification.
36. All new graves and plots will be allocated sequentially within individual sections of the cemeteries. However, the wishes of applicants will be considered as far as may be deemed practicable but may be subject to the payment of a selection fee
37. No new interments will be allowed:
 - (a) Within twelve feet of the walls of the Cemetery offices or other building situated within any cemetery.

- (b) Within a distance of three feet from the boundary walls of the cemeteries.
- (c) Within sixty feet of the walls of the crematorium buildings except in the case of those graves in respect of which the Exclusive Right of Burial was purchased prior to the erection of the said crematorium buildings.

Lawn Graves

A typical lawn grave is a grave that is laid to lawn and has no mounds or surrounds. At the head of the grave the registered owner can apply to the Council for permission for a memorial to be installed. For health and safety reasons all memorials must comply with the National Association of Memorial Masons (NAMM) Recommended Code of Working Practice.

- 38. Memorials on lawn graves shall not exceed 1067mm (3'6") above ground level, 750mm (2'6") in width or be less than 75mm (3") in thickness.
- 39. Memorial foundations will be suitably reinforced. Foundations will be substantial enough to accept the memorial as indicated in the NAMM Code.
- 40. Requests for bricked graves may be considered by the Council where practicable. Brickwork or stonework for any grave will be carried out by suitably trained Council operatives or a contractor appointed by the appropriate Bereavement Services Officer. The Grant of Exclusive Right of Burial will need to be purchased for a minimum of two adjacent grave spaces in all instances.

Graves for babies and children

- 41. Grave sections specifically for babies and children are provided in Congleton, Crewe, Macclesfield, Meadow Brook and Sandbach cemeteries. For more information please contact the appropriate Cemeteries Administration Office.
- 42. Memorials on babies and children's graves that are laid to lawn shall not exceed 600mm (2'0") above ground level, 450mm (18") in width or be less than 50mm (2") thickness.

Non Purchased Graves (Public Graves)

43. Non purchased graves are provided for people who want to be buried but cannot or do not want to buy the Exclusive Right of Burial. The charge for interment in a non purchased grave does not include any right or privilege other than entitlement to be buried in a grave that will be selected by the appropriate Bereavement Services Officer.

44. If after burial in a non purchased grave a bereaved relative decides they would like to mark the grave by the installation of a memorial, the Council will consider such a request. However, permission to install a memorial on the non purchased grave will be subject to the bereaved relative purchasing the Grant of Exclusive Right of Burial to the grave. Also, only the relative of the last interment in the non purchased grave can purchase the Grant of Exclusive Right of Burial.

Cremated Remains Plots

45. The Council's aim is to provide sections for the burial of cremated remains in all cemeteries. However, each cemetery provides varying designs of gardens, sizes of plots and differing interment practices. Further information can be obtained by contacting the appropriate Cemeteries Administration Office.

Opening Graves

46. No grave/plot for which a Grant of Exclusive Right of Burial applies may be opened without the written permission of the registered owner unless the burial is to be that of the registered owner.

47. To ensure that only the correct person is buried in the grave, any variation in the names must be explained and confirmed by a Statutory Declaration before the burial can take place.

Adjacent Graves

Excavated Soil

48. On occasions the Council may need to put excavated soil on adjacent graves next to those that need to be opened. The Council will remove the soil immediately after the burial and return adjacent graves to their previous condition. The Council will take all reasonable measures to contain the soil and protect adjacent memorials.

Access for grave digging

49. The Council may need to gain access without notice over graves next to those that need to be opened for a burial. This may involve the passage of a mechanical excavator and a lightweight load carrying vehicle. This is to allow the Council to excavate and return soil in a safe and efficient manner. The Council will return all graves to their previous condition.

Removal of floral and other tributes

50. For health and safety reasons the Council may need to move floral or other tributes on surrounding graves without notice to make room for excavating equipment. The Council will return all floral and other tributes to their previous position as soon as possible after the burial.

Temporary Hazard Demarcation

51. The Council may need to erect without notice temporary hazard warning signs and barriers around any grave that needs to be opened for a burial, including surrounding graves. This is to create a safe working area for the protection of visitors and Council employees alike.

Producing the Grave Deed

52. The Council has the right to ask to see the Grant of Exclusive Right of Burial prior to a grave being opened. If the deed has been lost, the Council does have the right to ask for a Statutory Declaration stating this.

EXCLUSIVE RIGHTS OF BURIAL

53. The Grant of Exclusive Right of Burial in respect of all graves, plots and vaults are granted subject to the present or any future regulations made by Her Majesty's Ministry of Justice.
54. The Grant of Exclusive Right of Burial to a grave and some cremated remains plots must be purchased prior to an interment. The proposed owner must complete and sign the appropriate application form and ensure payment of the relevant fee. The Grant of Exclusive Right of Burial will be sent directly to the new owner following the interment.
55. The Council grants the Exclusive Right of Burial to graves and cremated remains plots for a period of 100 years.
56. The Exclusive Right of Burial entitles the owner to determine who is buried in the grave and whether a memorial can be erected. It does not provide any ownership to the land itself.
57. At the expiry of the period of the Grant of Exclusive Right of Burial the purchaser, or his/her successors, will have the option of renewing the Right, subject to such restrictions and regulations as may be in force at that time.
58. When the person to be interred is the owner of the Exclusive Right of Burial of the grave to be used, permission to open the grave is not required.

Transfer of Ownership

59. In the event of the death of a registered owner, the person claiming entitlement to ownership must obtain a formal transfer of ownership from the Council.
60. Any transfer of ownership of a Grant of Exclusive Right of Burial will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the cemetery records and the Deed of Grant of Exclusive Right of Burial must be produced for endorsement by the Council, and the appropriate transfer fee paid.
61. A living owner of the Grant of Exclusive Right of Burial may assign the Right of Burial to another named person. An Assignment of Right of Burial form will need to be completed

and a transfer fee paid. Until an assignment has been confirmed by the Council, the assignee shall not be entitled to exercise any Rights under the Grant.

62. If an Exclusive Right of Burial has expired and the grave/plot is required to be opened for a further interment, the Exclusive Right of Burial can be extended upon application to the Council by the registered owner or person to whom ownership has been transferred. The extended Right will be applied from the date of the expiry of the original grant. No burial will be permitted where an Exclusive Right has expired unless it has been extended and the appropriate fee has been paid.
63. Cremated remains may be interred in caskets or other approved containers in a conventional grave for which the Grant of Exclusive Right of Burial has been purchased.

EXHUMATION

64. Exhumation is the removal of human remains (including cremated remains) from their place of interment.

Any reference to remains in the following Rules will apply to any form of human remains buried within any of the Council's cemeteries.

Licences to exhume

65. It is an offence to disturb human remains (including cremated remains) without first obtaining the correct lawful permissions. There are generally two types of licences that may be required for exhumation, a Ministry of Justice Licence and/or permission in the form of a Faculty from the Chancellor of the Diocese. Which licence is required depends on the location of the grave/plot, i.e. whether it is located in consecrated or unconsecrated ground and where the remains are going to be re-interred afterwards. Under certain circumstances both licences will be required before an exhumation can take place.

Consecrated ground is the term that is given to an area of ground that has been "dedicated to the service of god according to the Rights of the Church of England".

66. If the remains are to be exhumed from unconsecrated ground and are to be re-interred in unconsecrated ground, then it will only be necessary to obtain an Exhumation Licence from the Ministry of Justice.
67. If the remains are to be exhumed from consecrated ground and are to be re-interred in consecrated ground, then only a Faculty from the Chancellor of the Diocese will be required.
68. If the remains are to be exhumed from consecrated ground and are to be re-interred in unconsecrated ground, then both a Faculty and an Exhumation Licence will be required.
69. In the event that a grave is required to be opened for a further burial that contains remains, then provided the remains are not to be disturbed neither a Licence nor a Faculty will be required.
70. In the event that a grave is required to be opened that contains remains that need to be disturbed, then depending upon whether the ground is consecrated then either a Licence and/or a Faculty will be required prior to disturbing the remains.

Further information relating to exhumation can be obtained by contacting the appropriate Cemeteries Administration Office or via the Council's website

www.cheshireeast.gov.uk/environment_and_planning/environmental_health/exhumations.aspx

MEMORIALS

71. Applications to erect a memorial on a grave or cremated remains plot will only be accepted from the owner of the Grant of Exclusive Right of Burial.
72. Application for approval to place, alter, add an inscription, remove, replace or renovate any memorial on a grave or plot in any of the Council's cemeteries must be submitted to the appropriate Cemeteries Administration Office on the Council's Memorial Application Form. The following information must be included on all forms:
 - The grave or plot number and name of the deceased.
 - In the case of a new memorial, a drawing of the proposed memorial and its specification, including the type, colour and finish of the material to be used, method of fixing and

showing all dimensions, including those of the kerb set (if appropriate) and the foundation slab.

- The text of any inscription to be inscribed on the memorial, or any text to be altered or added to any existing memorial.
 - The name, address and signature of the person placing the order for the memorial work to be undertaken, who should be the owner of the Grant of Exclusive Right of Burial. If such owner is deceased the applicant must sign a Statutory Declaration and must state their relationship to the deceased owner. (In such circumstances, the applicant should be the deceased owner's nearest surviving relative or executor). If the owner is alive but is not making the application, the applicant must provide a signature of the owner for authorising such application.
 - The name, address and telephone number of the licensed or BRAMM registered memorial mason.
73. Approval for any such application will be confirmed by the issue of a letter or permit of approval. No work should be undertaken until the applicant has received the letter of approval. Any such approval is issued on the understanding that the work undertaken will fully comply with the details specified on the Memorial Application Form and the requirements of these Rules.
74. Only Memorial Masons licensed with the Council or Memorial Masons that are BRAMM (British Register of Accredited Memorial Masons) registered may carry out work in the Council's cemeteries. Application for acceptance on to the Council's list of licensed memorial masons is made by the completion of the appropriate application form that requires renewing on an annual basis. Any memorial mason that does not comply with this rule may be asked to remove a memorial and incur all associated costs.
75. All memorials shall be erected in accordance with the National Association of Monumental Masons (NAMM) Recommended Code of Safe Working Practice.
76. No memorial constructed from artificial, re-constituted (except figures), Bath, Soft Caen, Soft York or other soft stone, or coloured marble will be permitted and memorials of metal, pottery, plastic, glass or fibre-glass are not allowed and may be

removed without notice. A letter will be sent to the owner of the grave rights notifying them of the removal and will allow the owner one month from the date of the letter to arrange for collection. If the memorial is not collected within one month then it may be disposed of.

77. All memorials installed in the Council's cemeteries shall be inscribed with its grave number, in a conspicuous position as approved by the Council, in characters of not less than 25mm (1") in height, to match the main inscription.
78. The company name of the memorial mason must be inscribed on all memorials, in a location approved by the Council in characters of not more than 12mm (one half inch) in height, to match the main inscription.
79. The Council cannot be held responsible for any memorial or foundation being installed on an incorrect grave or plot space.

Headstones

80. Headstones shall be constructed of a single piece of stone, although they may be inlaid with natural stone, lead or bronze as part of the design or inscription provided such inlay shall not reduce the main body of the headstone to less than 50mm (2") or be raised above the surface of the headstone proper by more than 12mm (1/2") and must be contained within the overall dimensions of the headstone.
81. Where the memorial is erected upon undisturbed ground and where a raft has not been provided by the Council as at Congleton Cemetery, the base shall be set on a level foundation of pre-cast concrete suitably reinforced, in one piece. Otherwise, the base shall be set on a foundation as specified above but of sufficient width to bridge the grave and rest on undisturbed ground. In either case, the foundation must be sunk into the ground so that the top surface of the foundation is flush with or below the adjoining ground level.
82. Where the memorial consists of a headstone and base, the base shall be of the same materials as the headstone.

The base may be drilled to accommodate up to 2 flower containers; or may accommodate up to 2 natural stone vases not more than 300mm (12") high and not more than 175mm (7") square; or a natural stone tablet, not more than 300mm

(12") high, not more than 300mm (12") wide and not more than 50mm (2") thick; or up to 2 natural, reconstituted, stone figures, not more than 375mm (15") high, provided the stone is not covered, coated in plastic, gilded, glazed or painted. Any such vase, tablet or figure must not extend beyond the perimeter of the base.

Kerb sets

83. All kerb sets shall be constructed of granite, marble, slate or other hard natural stone of durable and sound quality.
84. Kerb sets are only allowed as part of a memorial in certain sections of the Council's cemeteries. For further information please contact the appropriate Cemeteries Administration Office.

Each kerb shall be constructed of a single piece of natural stone not less than 100mm (4") deep and not less than 100mm (4") wide. Corner posts may be incorporated in the kerb set but shall be constructed of a single piece of natural stone not less than 100mm (4") high, or less than 100mm (4") square. The dimensions of the kerb set shall not exceed a maximum length of 2.1m (7'0") and a maximum width of 900mm (3'0").

85. All kerb sets shall be installed in accordance with the NAMM Code of Working Practice.
86. Natural or re-constituted stone chippings are permitted as a surface finish, providing they are contained within a kerb set.

Other memorials

87. Alternatively a memorial may consist of:
 - A natural stone vase not more than 300mm x 225mm x 225mm (12" x 9" x 9") fixed to a plinth not more than 300mm x 300mm x 50mm (12" x 12" x 2") of the same material, fixed on a concrete foundation all in accordance with the NAMM Code of Working Practice.
 - A book or tablet fixed to a base of the same material and fixed on a concrete foundation, all in accordance with the NAMM Code of Working Practice. The memorial may be

drilled to accommodate up to two flower containers or may incorporate 2 small vases or figures depending upon the size of the memorial.

- Photographic plaques, either ceramic or other material, of an approved size may be affixed to memorials, but frames of bronze or other material will not be permitted unless approved in writing by the Council.
- Memorial seats with plaques can be purchased for installation in some of the Council's cemeteries. The Council will specify, designate areas, supply and install all seats. Currently the Council maintains only those seats that it owns; purchasers of memorial seats have the responsibility for the maintenance of their own seats.
- Habitat boxes, trees and plaques are available to purchase in some of the Council's cemeteries. Habitat boxes will be placed on mature trees within cemetery grounds and at the Council's discretion. A restricted number of memorial trees and plaques are also allowed but, the Council will supply, plant and establish for a 12 month period all memorial trees. The planting of any trees can only take place during the winter period i.e. November to March.
- Books of Remembrance are available at Crewe and Macclesfield Crematoria and are opened daily to commemorate the names of people remembered on that day.
- Leather recordia is available at both the Council's crematoria and is an alternative type of commemoration to the Book of Remembrance. Each panel is in black leather with gold embossed lettering and is available for viewing during Crematoria opening times.
- Columbaria/Granite Ash Vaults Columbaria is available at Nantwich Cemetery and Granite Ash Vaults at Macclesfield Cemetery. The concept is that they are for the storage of cremated remains, they vary in size and the largest can hold up to a maximum of 4 sets of cremated remains. In addition there is provision for inscriptions for both types of memorial.

- Tower with plaque and posy holder is available at Macclesfield Cemetery and is designed for use with the scattering of cremated remains.
- Kerbstones of varying styles are available in a limited number of the Council's cemeteries and are used in conjunction with the interment of cremated remains.
- Commemorative plaques are available in Crewe and Nantwich cemeteries.
- Memorial wall plaques for placing on memorial walls are available at Crewe and Sandbach cemeteries.
- Walls of Remembrance are where cremated remains can be buried in individual plots at the foot of the wall and an inscription placed on the coping stone on the top, these are available at Alderley Edge cemetery.

More detailed information regarding memorials can be obtained by contacting the appropriate Cemeteries Administration Office

Managing Memorials

88. Applications for memorial work together with the relevant fee if applicable must be submitted to the appropriate Cemeteries Administration Office for approval.
89. Grave owners are advised to keep memorials insured at all times.

Conditions for working in the Cemeteries

90. All materials and equipment shall be conveyed in the cemeteries in such a manner as to prevent damage to walkways, paths, roads or turfed areas and all soil or waste material shall be removed in a like manner.
91. All newly erected or re-erected memorials shall be placed in true alignment with the grave markers or plot flag stones provided by the Council where applicable, or with the general row alignment. The Council may require rectification where

misalignment is evident. The responsible memorial mason shall meet all costs of rectification.

Unsafe and unauthorised memorials

92. Registered owners of the Exclusive Right of Burial are responsible for keeping memorials in a good and safe condition. If a memorial is deemed to be unsafe and the Council is unable to make contact with a registered owner, then the Council may make safe or remove any memorial that becomes dangerous in accordance with the Local Authorities' Cemeteries Order 1977 and the Health & Safety at Work Act 1974.
93. Any unauthorised memorial shall be removed at the expense of the registered owner of the Exclusive Right of Burial, or their personal representative. Memorialisation that has not been authorised will be removed into storage. A letter will be sent to the grave owner notifying them of the removal and allowing the owner one month from the date of the letter to arrange for collection. If the memorial is not collected within one month then it may be disposed of.
94. The Council reserves the right to exclude or remove from cemeteries any memorial installation not executed in a workmanlike manner, or any memorial not formed of sound materials, or which would, in the opinion of the Council disfigure the cemeteries or offend public decency. Action against the responsible memorial mason shall be in accordance with the licensing or BRAMM scheme.

MAINTENANCE & UPKEEP

95. It is the responsibility of the Council to level and seed or turf a grave following an initial period of allowing the grave to settle. Graves generally settle after a period of approximately six months but this can vary dependent upon ground types and conditions.
96. In order to promote safe and tidy grounds the Council does not permit the placing on graves or plots of any type of memorabilia. Such items include glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic or other material. The Council does reserve

the right to remove any type of memorabilia without notice and will endeavour to contact the grave owner to advise them accordingly and to arrange the collection of the items. Items removed by the Council will be retained for one month and if not claimed may be disposed of.

97. The Council carries out all planting of trees, shrubs and bedding plants within its cemetery grounds as and when required. No other planting is allowed without the permission of the appropriate Bereavement Services Officer. The Council reserves the right to remove any planting that has been undertaken without permission and will endeavour to contact the grave owner to advise them accordingly.
98. Wooden crosses are allowed but only as a temporary marker and for no longer than 12 months.
99. The Council does not permit the use of man made fencing/kerbing either as a temporary or permanent measure.
100. Loose stone chippings are not allowed on lawn type graves or plots as they can potentially cause a hazard and danger to cemetery staff when carrying out routine maintenance as well as visitors attending graves or funerals.
101. The Council is committed to sustainable management of its cemetery grounds by a series of good practices that includes the restriction of the use of chemicals. Visitors are, therefore, prohibited from using any chemicals on graves and lawned areas.

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