

RULES AND REGULATIONS

**In respect of the
CREMATORIUM IN GLOUCESTER
1st August 2014**



GLOUCESTER CITY COUNCIL

Rules and Regulations for the Crematorium in Gloucester

General

The Rules and Regulations are made by the Council for the proper management of its Crematorium in Gloucester but shall not affect the Council's rights and duties under the general law relating to Crematoria.

The Council reserves the right to amend the Rules and Regulations in the light of changing circumstances or changes in the law.

Introduction

The Cemeteries and Crematorium Service operates from Coney Hill Cemetery and provides a service for cremation and burial as well as the management and maintenance of the Old and Coney Hill Cemeteries. The service is also responsible for the safe keeping and updating of Burial and Cremation registers and plans. The Old Cemetery located in Tredworth Road dates back to 1857. The chapel in the grounds is a listed building.

The Coney Hill Cemetery dates from 1939 and has been extended with the creation of the Millennium Section in 2001, with separate sections for the Muslim and Chinese communities, Roman Catholics and members of the Church of England as well as a children's plot and General (Non-denominational) ground. We have also created a Woodland Burial site for 'green burials'.

Gloucester City Council welcomes all visitors to our Cemeteries and Crematorium, and asks that visitors respect the peace, dignity and reverence of these facilities. We thank you in advance for your consideration.

Although Rules and regulations are a requirement for the management of our Cemeteries and Gardens, every effort has been made to avoid restricting the rights and choices of the individual, therefore these Regulations are a balance between individual rights/information and the need to regulate for safe and tidy grounds.

CITY OF GLOUCESTER

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IN RESPECT OF THE

CREMATORIUM IN GLOUCESTER

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CITY OF GLOUCESTER CREMATORIUM

Rules and Regulations

In these Rules and Regulations unless the context otherwise requires, the words:

“The Council”	means the Gloucester City Council
“Crematorium”	means the Chapel and other buildings at Coney Hill, Gloucester
“Crematorium grounds”	means the Garden of Remembrance, and other grounds of the Crematorium.
“Interment”	means the act or ceremony of burial
“The Manager and Registrar”	means the Manager and Registrar at the Crematorium or their authorised representative.

1. All cremations and arrangements shall be conducted strictly in accordance with the current Statutory Requirements for Cremation and the Code of Cremation Practice of the Federation of British Cremation Authorities.
2. Arrangements for cremations shall be made with the Manager and Registrar at least 48 hours before the proposed time of cremation.
3. Details of the arrangements for cremation must be confirmed on a printed form which can be obtained from the Manager and Registrar.
4. All fees and charges for cremations must be paid prior to the funeral
5. The statutory forms for each cremation shall be lodged with the Medical Referee at the Cremation Office not later than 12 noon on the last working day before the day of the proposed cremation.
6. Any Funeral corteges entering the Crematorium and Crematorium grounds shall be directed to the chapel by a member of the Cemeteries and Crematorium team.
7. Funeral Directors shall at all times observe these Rules and Regulations and they are responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the catafalque.
8. The duration of a service or ceremony in the Chapel shall not exceed 20 minutes unless a longer period has been previously agreed with the Manager and Registrar.
9. The Manager and Registrar must be notified in advance if a congregation is expected to be in excess of 100 persons.
10. If a funeral is late the service shall take place as soon as possible thereafter at the direction of the Manager and Registrar.
11. If a cremation service is to be conducted by a Minister other than the one on the rota for the day, the relatives may make their own arrangements and the name and address of the Minister engaged to perform the service should be given to the Manager and Registrar.

12. The body of a deceased person will not be accepted for cremation unless it is enclosed in a coffin or container that has been approved in advance by the Manager and Registrar. The coffin or container must bear a name plate establishing the identity of the body contained therein.
13. The maximum size allowed for a coffin or container is:
 - Length: 86 inches (206cm)
 - Width: 33 inches (71cm)
 - Depth: 25 inches (56cm)
14. Any member of the public shall not be allowed to enter the committal room without the permission of the Manager and Registrar. In cases where the representatives of the deceased wish to see the coffin or container placed in the cremator, the Manager and Registrar will normally permit two representatives to enter for this purpose provided sufficient notice has been given.
15. The coffin or container must be made of easily combustible wood or other material approved by the Manager and Registrar. Resinous or badly seasoned wood must not be used. The coffin or container must not be painted or varnished. No metal furniture or fittings should be used on the coffin or container, or in its manufacture except as necessary for safe construction and then only metal of a high ferrous content should be used. Hardwood plugs should be used wherever possible. There must be no cross pieces on the bottom of the coffin or container. Sawdust, charcoal and cotton wool must on no account be used. Suitable sealing material may be used, but no rubber, pitch or similar substance will be permitted.
16. If the materials of the coffin or container are in any way unsuitable the Manager and Registrar is authorised to refuse to allow the cremation to go ahead. In no case will the Council permit a coffin to be opened for any purpose after it has been placed in charge of the Manager and Registrar i.e. upon entering the Crematorium grounds.
17. After the cremation the cremated remains shall be given into the charge of the person who applied for cremation or their representative if they so desire. A suitable and secure container shall be used for all cremated remains leaving the Crematorium and a receipt will be required. Alternatively, the cremated remains may be dispersed in the Gardens of Remembrance by the Manager and Registrar.
18. The cremated remains may be retained at the Crematorium but after a period of two weeks a prescribed fee per week will be charged for the deposit of cremated remains pending ultimate disposal. If this fee is not paid the Council reserve the right of disposing of the cremated remains after a further period of six weeks.
19. All flowers brought to the Crematorium or Crematorium grounds shall be placed where directed by the Manager and Registrar and shall not be removed without their permission.
20. All floral tributes placed in the Gardens of Remembrance will be removed seven days after the cremation if not previously claimed by relatives. Relatives removing floral tributes should advise the Crematorium office before doing so.
21. The Council accepts no liability for any loss or damage to floral tributes or other memorials.

- 22 Cellophane or similar wrappings should be avoided.
- 23 Privately owned flower vases, containers or memorials are not permitted in the Room of Remembrance.
- 24 The permission of the Manager and Registrar is required before photographing or videoing in the Crematorium or Crematorium grounds.
- 25 At times when the Crematorium is not in use for cremations or funeral services, the public may be admitted at the discretion of the Manager and Registrar.
- 26 Vehicles shall only use the main drives of the Crematorium grounds, must not exceed 10 mph and must park where indicated by the Manager and Registrar who shall have power to exclude from the Crematorium grounds any vehicle which they consider unsuitable.
- 27 Any child who in the opinion of the Manager and Registrar is under the age of 12 years will not be admitted into the Crematorium or Crematorium grounds unless under proper control and accompanied by an adult.
- 28 All members of the public with dogs entering the Cemeteries must keep their dog on a lead at all times and be responsible for clearing up any excrement.
- 29 Members of the public are not allowed to solicit orders in the Crematorium or Crematorium grounds.
- 30 Musical instruments or sound reproducing equipment shall not be used in the Crematorium or Crematorium grounds without the permission of the Manager and Registrar.
- 31 Employees of the Council are not allowed to receive any gratuity.
- 32 All visitors must conduct themselves in a quiet orderly manner.
- 33 Cremations shall normally take place between the hours of 9.30a.m. and 3.30p.m., or at such other times as may be approved by the Manager and Registrar from time to time.
- 34 Cremations are not allowed to take place on any Saturday, Sunday, Good Friday, Christmas Day, and any other day set apart as a Bank Holiday or special Public Holiday

Schedule 1

CREMATORIUM OPENING & OPERATING TIMES

1. The Manager and Registrar's office at Coney Hill Crematorium will normally be open for public business from 9.00am to 4.30pm Monday to Friday, except on the public holidays listed below.

Saturdays and Sundays of each week)
New Year's Day)
Good Friday and Easter Monday)
May Day
Spring Bank
August Bank) CLOSED
Christmas Day)
Boxing Day)

24 hour radar and pedestrian access. Vehicular access 8.00am to 6.00pm (or sunset, whichever is the earlier) and any other times that may be determined from time to time by the Council.

2. Cremations shall normally take place between the hours of 9.30a.m. and 3.30p.m., or at such other times as may be approved by the Manager and Registrar from time to time.
3. Cremations are not allowed to take place on any Saturday, Sunday, Good Friday, Christmas Day, and any other day set apart as a Bank Holiday or special Public Holidays.