

**SECTION A
GENERAL INFORMATION**

1. The following regulations have been designed and formulated for the control and use by The Company: Westerleigh Crematorium and Cemetery.
2. All correspondence should be addressed to:
Westerleigh Cemetery & Crematorium
Westerleigh Road, Westerleigh,
Bristol. BS37 8QP.

Telephone: 01179 374619

Email: westerleighcrematorium@westerleighgroup.co.uk
3. Crematorium/Cemetery opening times.

Gates - Weekdays April - Sept 0830 – 1900 hrs & Oct – March 0830 – 1630 hrs
Weekends & Bank Holidays - All year round 1000 – 1630 hrs

Office opening hours - 0900 to 1700 hrs Week days.
Closed Saturdays & Sundays
4. Children Those below 15 years of age, will not be permitted to enter the crematorium & cemetery grounds unless accompanied by a responsible adult.
5. Dogs Well behaved dogs are allowed but must be kept on a lead at all times.
6. Cycling is not permitted in the crematorium/cemetery grounds.
7. Vehicles. Cars are allowed in the crematorium/cemetery grounds, but drivers shall not exceed the speed limit of 5 mph. Cars must only be driven on the main carriageways. On no account may cars be driven on footpaths, grass areas or planted areas. All vehicles must be parked neatly to allow access to other vehicles.
8. The company shall not be held responsible for the safe keeping of any flowers, wreaths, plants or any other objects placed in the crematorium/cemetery grounds, nor any damage caused to memorials by high winds or storms, or other factors outside their control. An incident book is kept at the crematorium/cemetery office for recording thefts. The police will be informed of more serious crimes and if a high incidence of theft occurs.
9. All persons shall conduct themselves in a decent, quiet and orderly manner. The Manager is empowered to take such action as he/she may consider appropriate against any person who may:

Appendix 3

Commit any nuisance in the crematorium/cemetery.
Wilfully create any disturbance in the crematorium/cemetery
Wilfully interfere with any interment or scatter taking place
Wilfully interfere with any grave or memorial or any plants, flowers or other such objects in the crematorium/cemetery.
Play at any game or sport in the crematorium/cemetery grounds.

10. Visitors to the crematorium/cemetery shall not unreasonably interrupt any employee at their duties or employ them to execute private works within the cemetery or extend to them any gratuity. All enquiries, complaints, and requests by members of the public must be made to the crematorium/cemetery office and not to workmen employed by the Company.
11. No person not being an officer or servant of the Company, or another person so authorised by or on behalf of the Company shall enter or remain in the crematorium/cemetery at an hour when it is closed to the public.
12. The taking of commercial photographs and filming is not permitted in the crematorium/cemetery except with the prior approval and permission of the Manager in writing and upon payment of the appropriate fee. Photographs of individual graves/plots by approval with the grave owner are allowed.
13. No person shall operate any sound equipment or play any musical instrument in the crematorium/cemetery grounds without the prior consent of the Manager. This should not discourage people from singing at the graveside or playing a favourite song quietly with the acknowledgement of the Manager.
14. The Company reserves the right to close the cemetery and crematorium grounds on any day should it be considered that circumstances so warrant.
15. The sale of goods, services, plants or other articles, the soliciting of orders or repair of memorials or for work connected with graves is strictly prohibited within the grounds of the crematorium/cemetery. All such services and requests should be met by the crematorium/cemetery office.
16. No employee of the Company is allowed to undertake privately, any work or favour of any kind nor receive any gratuity for the said work or favour.
17. The placing of stone paving slabs, timber, etc around and leading to a grave space is strictly prohibited and shall be removed without prior notice on the grounds of health and safety and to satisfy the insurance underwriter of the Company.
18. Any plants, vases or any other item placed outside the grave space shall be removed without prior notice.

Appendix 3

19. The planting and maintenance of the grave is the responsibility of the grave owner and the Company does not undertake any work other than moulding, turving or seeding unless a separate agreement has been made with the Company and the appropriate fee paid.
20. All persons entering into the crematorium/cemetery grounds shall conform to all respects with the Company's regulations and shall be subject to the orders of the Manager and staff who have full power to exclude from the crematorium/cemetery any member of the public who may be deemed fit to exclude. Should it be necessary to use physical force to remove a subject the Police shall be summoned.
21. These rules and regulations shall be final.
22. The Company reserves the right to make any alterations and additions to the rules and regulations of the crematorium/cemetery at any time it feels fit.
23. Rubbish must be placed in the receptacles provided for this purpose. No household rubbish must be left or dumped in the crematorium/cemetery grounds.
24. The crematorium/cemetery fees are available from the office and are revised annually.

**SECTION B
REGULATIONS RELATING TO INTERMENTS**

1. Prior telephone booking is required for every interment, which must be confirmed in writing on the prescribed form/notice at least 48 hours before the appointed time of the interment. Saturday, Sunday and public holiday burials can take place by special arrangement and the payment of the appropriate fee at that time. This notice period may be reduced on the Manager's discretion.
2. The application for interment must contain full details of the deceased, the proposed interment, the grave to be used and the signature of the owner of the exclusive right of burial, if applicable, and be accompanied by the appropriate fee for interment.
3. The hours prescribed for interments are from 10.00 am to 3.00 p.m. Interments may take place outside these hours at the discretion of the Manager.
4. No grave or other place of burial in which the Exclusive Right of Burial has been granted shall be opened for interment without the written consent of the registered owner of the rights of burial. The registered owner is that person whose name appears in the register of graves held at the crematorium/cemetery office. Should this person be deceased, the next of kin, personal representative or executor must complete a statutory declaration. This must be delivered along with the interment notice not less than 48 hours before the burial is due to take place. Failure to provide all documentation may cause for the interment to be postponed until such time that the relevant documents can be produced.
5. The Registrar's Certificate of disposal or the Coroners Order for burial must be delivered to the crematorium office before the burial can legally take place. Failure to deliver this certificate will result in postponement of the burial until such time the certificate can be produced. (Section 1, Births and Deaths Registration Act 1926 and amendment)
6. In the case of a non-viable foetus a notice of interment and the Medical Practitioners or Midwife's certificate of delivery will be required.
7. All Fees relating to interments should be made payable to "Westerleigh Crematorium". Payment must be delivered before the burial takes place unless an account in the name of the Funeral Director has been agreed by the crematorium office.
8. The net outside dimensions of the coffin must be entered accurately on the interment notice or given to the crematorium/cemetery office in writing at least 48 hours before the intended burial. The Company will not be held responsible or liable for any delay or accident which may occur as a result of such dimensions being omitted from or entered incorrectly on the notice of interment.
9. Any form of religious service may be used but any other ceremony is subject to the approval of the Manager. Alternatively, the coffin may be committed without a service.

Appendix 3

10. The Manager is authorised to refuse entry into the chapel any coffin, which in their opinion may be a hazard to public health. (Public Health (Control of Disease) Act 1984).
11. The Funeral Director, or persons effecting the burial must provide sufficient staff to convey the coffin into the chapel and for the lowering of the coffin into the grave, unless prior warning has been given to the office and the appropriate fee paid.
12. Every deceased brought into the crematorium/cemetery for interment shall be contained in a suitable coffin. No coffin shall be accepted unless it bears adequate particulars of the identity of the deceased person therein.
13. The Company will not be held responsible for any error or consequences which may arise by reason of any inaccuracy in or late receipt of a notice of interment and will accept orders and instructions by telephone only at the risk of the sender.
14. All graves without exception will be dug by persons employed or contracted by the Company.
15. All telephone bookings must be confirmed in writing immediately.
16. All requests for witnessed backfills must be made at the time of booking the burial or at least 48 hours before the interment is to take place. It cannot be guaranteed that the backfill will be witnessed due to adverse weather conditions or in areas where a breach of Health and Safety law will occur if a backfill was to take place.
17. Areas of particular environmental value will be developed as suitable burial grounds. This includes existing woodland areas in the cemetery as well as creating new specific woodland burial plots in the future.

Exhumations

1. No human remains will be removed from any grave after committal without the proper authority from the Home Office and /or the Ecclesiastical Court.
2. In the first instance a request for exhumation should be made to the manager of the cemetery before any application for licence or faculty is made.
3. The Exhumation will be carried out in strict accordance with Statutory provisions and any conditions imposed by the Secretary of State for the Home Office or the Ecclesiastical Court and any restrictions added by the Local Area Health Officer. Nothing in these regulations should be construed as authorising the disturbance of human remains without the appropriate authority. Human remains within these regulations is deemed to include cremated remains.

Cremated Remains

1. The interment of cremated remains will only be permitted (and recorded in the burial registers) when carried out in the presence of the manager or their authorised staff and only after the necessary documentation has been completed. The scattering or interment of cremated remains is only permitted in certain areas within the grounds and the above procedure needs to be adhered to also.
2. The certificate for Disposal of Cremated Remains issued by the Crematorium where the cremation took place must be delivered to the office before the interment can take place. Failure to deliver such Certificate will result in postponement of the interment until such time as the certificate can be produced
3. Regulation B, 3 of these regulations includes cremated remains.

Section C
The Purchase of New Graves

1. The Exclusive Right of Burial in a private grave is 50 or 75 years from the date of purchase. Grantees (grave owners) should inform the crematorium/cemetery office immediately of a change of address.
2. The Exclusive Right of Burial entitles the deed holder to determine who is buried in the grave and whether a memorial can be erected on the grave (subject to the permission of the Manager).
3. New graves will be available for selection subject to the approval of the Manager and payment of the appropriate fee.
4. Plans showing the grave spaces are kept by the crematorium/cemetery office and may be viewed during normal office hours.
5. A private grave can be reserved on payment of the appropriate fee. This fee will not include the interment costs which will be charged at the time of burial.
6. Any transfer of ownership of exclusive right of burial will be subject to the production of satisfactory evidence of title and the approval of the Manager. Such transfer must be registered in the records of the Cemetery and the deed of right of burial must be produced for endorsement by the Manager and the appropriate transfer fee paid.
7. A memorial may be erected on the reserved grave before any interments have taken place, however a removal and replacement cost will be levied at the time of burial.
8. Exclusive Rights of Burial will not be granted to a funeral director or monumental mason or any employee, director or partner in such a firm unless satisfactory evidence is provided to the Manager that the grave is required for the individual use only and not for the purposes of business.
9. The Company reserves the right of access over all grave spaces and the right to temporarily remove without notice any memorial, potted plants or frame from any grave to facilitate the digging of another grave for the purposes of interment or exhumations.
10. The size of graves are 76cm x 1.98m.
11. No planting of flowers, erection of frames or other markers is permitted outside these maximum dimensions. The Company reserves the right to remove any items placed outside the dimensions of the grave space without notice.

Section D
Regulations concerning Cremations

1. A cremation can only legally take place when the crematorium office has the Registrars Certificate for Disposal or a Coroners Order for Cremation, Forms A & B and the Medical Referee has signed Form 10 to allow the cremation to take place. Without these forms in no circumstances will a cremation be carried out. (Cremation Regulations 1930 Regulations 6,7,8)
2. The above forms must be received by the Crematorium Office at least 48 hours prior to the service taking place. Failure to provide these forms will cause the cremation to be postponed until such time that these can be produced.
3. The forms will be submitted on those provided by the crematorium and the appropriate fee paid before the cremation takes place, unless an account arrangement has been made with the Manager.
4. The maximum dimensions of a coffin to be loaded into the cremator can be confirmed by ringing the Crematorium office.
5. The number of mourners permitted to enter the crematory for a witnessed cremation is six persons. This can only take place with the prior consent of the Manager and at his or her discretion.
6. The Funeral Director, or persons effecting the burial must provide sufficient staff to convey the coffin into the chapel, unless prior warning has been given to the office and the appropriate fee paid.
7. Every deceased brought to the crematorium must be contained in a suitable coffin. No coffin will be accepted unless it bears adequate particulars of the identity of the deceased therein.
8. The Crematorium will not be held responsible for any error or consequences which may arise by reason of any inaccuracy in or late receipt of a notice of interment and will accept orders or instructions by telephone only at the risk of the sender.
9. The crematorium will store the resulting cremated remains for a short period of time before they are scattered, unless instructions to the contrary are given at the time of applying for the cremation.
10. If no instructions are given regarding the use of floral tributes, they will remain in the floral tribute area at the side of the chapel for 2 nights after the cremation. After this period the flowers will then be disposed of.
11. Any music requirements must be communicated to the crematorium office at least 24 hours in advance. If pre-recorded music is to be played, each piece of music must be clearly marked. The crematorium accepts no responsibility for copied or poor quality recordings or damage to worn out CDs or mistakes due to the inadequate labelling of pieces of music.
12. The cremation of body parts is permitted on the completion of the appropriate forms and the payment of the appropriate fee.
13. The cremation of a non-viable foetus is permitted with the production of the Medical Practitioners or Midwife's certificate of delivery.

Section E
Regulations relating to Memorials

1. All memorials must be supplied and fixed by the crematorium/cemetery company or by the original funeral director by prior agreement with the crematorium/cemetery company. No external stone masons will be permitted to carry out work in the cemetery.
2. No memorial may be fixed in the cemetery without the approval of the Manager. Unauthorised memorials will be removed out of the cemetery at the grave owners expense. All suitable styles and materials will be provided for your choice.
3. Memorials will only be erected over graves in which the Exclusive Right of Burial has been purchased.
4. Inscriptions can contain relaxed expressions such as “Mum” and “Dad”, nicknames etc. The only regulation to this policy is that no inscription should contain words or sentiments which may be offensive to another visitor in the opinion of the Manager.
5. Should the registered owner of the Exclusive Right of Burial be deceased, a transfer of ownership must be arranged before any approval for works to any memorial can be given.
6. All memorials erected are maintained at the expense of the owner of the Exclusive Right of Burial of that particular grave. Where memorials split, crack or become dangerous, the grave owner shall be required to have that memorial repaired, refixed or relevelled so that it shall be safe at all times.
7. The company reserves the right without notice to:
 - a) Remove or make safe any memorial which in their opinion is a danger or could become a danger to any person in the cemetery or crematorium grounds.
 - b) To remove temporarily any memorial or part of the memorial if such a course of action appears to the Manager to be desirable.
 - c) To recover all reasonable costs in making any memorial safe from the grantee or their representative
8. No memorial should be erected until at least 12 months after an interment has taken place, unless that interment took place in a vault space or mini grave. The company will not be responsible for levelling memorials where the grantee has decided to erect a memorial before 12 months.
9. During the first 12 months after the interment the grave will be mounded and topped up regularly to deal with the settlement of the backfill. Potted plants and cut flowers only should be placed on the grave during the first 12 months so that they can be removed temporarily to allow additional earth to be placed upon the grave space.
10. Every memorial design or idea for commemoration will be considered by the company and that choice will be provided if it is reasonable for the company to do so.
11. Memorial benches are permitted only if a grave space is purchased for it to be placed on.

Appendix 3

Date of Operation

These regulations shall come into force from 1 November 2006.