

Cheshire West and Chester Council  
**Cemetery and crematorium rules**

February 2017

## **Introduction**

The purpose of these rules is to ensure that our cemeteries are safe, dignified and respectful places. The rules apply at the following sites:

- Blacon cemetery and crematorium, Blacon Avenue, Chester
- Neston cemetery, Raby Park Road, Neston
- Overpool cemetery, Rivacre Road, Ellesmere Port
- Overleigh cemetery, Handbridge Road, Handbridge
- Wharton cemetery, Crook Lane, Winsford

The rules have been written following a public consultation and include legal requirements e.g. from the Local Government Act 1972, the Local Authorities' Cemeteries Order 1977 and The Cremation (England and Wales) Regulations 2008.

If you are considering having a memorial at any of these cemeteries you must comply with these rules. Otherwise the memorial may be removed and the costs recovered from you or from the person who arranged installation of the memorial.

## **Contact us**

If you have a query about the rules please contact a member of the cemeteries and crematorium team. The team may be contacted by:

- Email: [crematorium@cheshirewestandchester.gov.uk](mailto:crematorium@cheshirewestandchester.gov.uk)
- Telephone: 01244 972428
- Post: Blacon Cemetery, Blacon Avenue, Chester, CH1 5BB.

Further information on the services we provide including current opening times and fees is available on the Council website on the 'cemeteries and crematoria' pages.

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## 1.0 Arranging a funeral service

### 1.1 Booking a cremation service

Cremations must be booked in advance with the cemetery and crematorium team. Funeral directors should use the on-line booking system to book the date and time for a cremation service. Access to the on-line system may be obtained from the cemeteries and crematorium team.

If it is not possible to use the on-line system a booking may instead be made by 'phoning the team on 01244 972428.

All of the service requirements should be provided at the time of booking. However if this is not possible the following minimum information must be provided otherwise a booking cannot be made:

- name and contact details of the funeral director / funeral organiser
- day, date and time of service required
- full name of the deceased

Once a booking for a cremation service has been made the following forms must be completed and submitted to the cemeteries and crematorium team no later than 48 working hours<sup>1</sup> ahead of the scheduled cremation service time:

- a) Application for Cremation (form Cremation 1) and
  - b) Medical Certificate (form Cremation 4) or
  - c) The Authorisation of Cremation of Deceased Person by Medical Referee (form Cremation 10) and the Certificate of Coroner (form Cremation 6)
- and
- d) Notice of cremation /chapel use / arrangements for disposal.  
This form must only be submitted once a booking has been secured and will not be accepted as a way to book a cremation, chapel use etc.

### 1.2 Hiring the chapel for a cremation service

When a booking for a cremation is made the use of the chapel at Blacon Crematorium will be automatically included. The booking will be for a maximum period of 30 minutes. If the chapel is required for a longer period or if it is not required this must be made clear when a booking is made (and also be included on the form described in 1.1 (d) above).

<sup>1</sup> Usual working days are Monday to Friday excluding Public Holidays

### 1.3 Booking a burial service

Burials must be booked with the cemetery and crematorium team by telephoning 01244 972428.

The following information is required to allow a booking to be made:

- name and contact details of the funeral director or organiser
- day, date and time of service
- full name of the deceased
- size of coffin (regular, over-sized or casket)
- cemetery site
- confirmation of whether a new grave is required or an existing grave is to be used
- for an existing grave the section reference, grave and plot number

### 1.4 Hiring the chapel for a burial service

Use of a cemetery chapel is not automatically included when a burial service booking is made. If the use of a chapel is required this must be stated at the time of booking.

Once a booking for a burial service has been made a completed burial arrangements form must be submitted to the cemeteries and crematorium team no later than 48 working hours<sup>2</sup> ahead of the scheduled service time. This completed form may only be submitted once a booking has been secured and will not be accepted as a way to request a burial.

On or before the day of the burial service a completed Cremation Certificate (for interment of cremated remains), the Certificate for burial (issued by a Registrar) or the Coroner's Order for burial must be provided to the Council's cemetery officer. This is a legal requirement and is necessary to allow the burial to take place.

### 1.5 Grave preparation

Graves may only be excavated by trained cemetery personnel and no grave shall be dug or in any way prepared by any person unless appointed by the Council to do so.

### 1.6 Speculative enquiries

Enquiries about the availability of a specific date or time for a service are accepted. To avoid any misunderstanding clients who make an enquiry but then wish to proceed to make a booking must make this clear to the member of the cemeteries and crematorium team.

<sup>2</sup> The team works Monday to Friday excluding Public Holidays

## 1.7 Alterations to funeral arrangements

Funeral directors and independent funeral organisers must notify the cemetery and crematorium team of any changes in requirements, in writing, no later than 48 working hours ahead of the scheduled funeral time. The change should be emailed (with the updated form attached) using the subject title 'Important – change in funeral details'.

If it is not possible to send an email the change may be submitted in writing and delivered to the cemeteries and crematorium team at the administrative office at Blacon cemetery. This should be delivered no later than 48 working hours ahead of the scheduled funeral time.

An additional fee may be charged when changes to funeral arrangements are made.

## 1.8 When funeral services over-run

If a funeral service over-runs or arrives late an additional fee may be charged. Details of fees and charges are available on the cemeteries and crematorium pages of the Council's website.

## 1.9 Coffin requirements and accepted sizes- cremation

Only certain types of materials can be used in coffins and fittings when a cremation takes place. Only items which meet with the current Federation of Burial and Cremation Authorities Instructions for Funeral Directors (copies of the instructions are available on the website [www.fcba.org.uk](http://www.fcba.org.uk)) will be accepted for cremation.

Coffins larger than 86 inches in length, 32 inches in width or 27 inches in depth or that exceed 40 stone cannot be accommodated.

## 1.10 Coffin requirements and accepted sizes - burial

Only coffins, caskets or cremated remains boxes constructed from perishable materials will be accepted for burial. Coffins larger than 7ft 6" x 2ft 9" cannot be accommodated.

Three types of coffin may be accepted for burial as follows:

	Maximum permitted size (length x width)	Comments
Regular sized coffin	6ft 4" x 2ft	Available to residents and non-residents (an additional charge applies for non-residents)
Over-sized coffin	7ft x 2ft 6"	Available to residents and non-residents (an additional charge applies for non-residents)
Casket coffin	7ft 6" x 2ft 9"	Accepted for burial only if: <ul style="list-style-type: none"><li>• the deceased person was a resident of the Borough or</li><li>• the deceased person is a close relative<sup>3</sup> of someone already buried in the cemetery or</li><li>• the person arranging the funeral is a resident of the Borough.</li></ul> Additional charges apply for casket burials. Additional charges apply for non-residents.

Graves may be provided to accommodate more than one individual. However where this is the case coffins are not buried side by side, instead one coffin is placed above the previously buried coffin.

<sup>3</sup> A close relative is a mother, father, sister, brother, wife, husband, civil partner, daughter, son, grandparent, grandchild, parent-in-law, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step parent, step child, step sister, step brother, foster child, legal guardian.



## **2.0 Purchasing a grave**

### **2.1 Exclusive rights of burial**

When a grave is purchased it is not the land that is purchased but the exclusive rights of burial for the grave. Once granted, exclusive rights of burial last for a 60 year term and allow the owner of those rights to:

- grant (or deny) permission for the grave space to be used for additional burials including the interment of cremated remains.
- arrange for the installation of authorised memorial items. Section three provides further information about this.

At the end of the 60 year term the option to extend the term is offered.

To ensure that the existing demand for burials can be met it is not possible to reserve a grave space in advance. The option to purchase exclusive rights of burial is only offered when a burial is required.

### **2.2 Transferring ownership of exclusive rights**

In the event of the death of the owner of the rights of burial it is possible for ownership to be transferred. Transfers do not happen automatically so if you wish to arrange transfer of ownership please contact the cemeteries and crematorium team. Please allow time for the transfer to be processed - deed transfers are relatively complex and cannot usually be carried out on the same day.

The team will require proof of entitlement to ownership. Depending on the circumstances this might mean you will need to produce a certified copy of the last will and testament identifying the executor/executrix. The information that you may be requested to provide is needed to make sure that ownership is only transferred to the correct person.

If the 60 year term expires and is not extended or transferred the exclusive rights of burial are automatically revoked and control returns to the Council.

### **2.3 Responsibilities of owners**

Owners of exclusive burial rights for graves have responsibility for the general upkeep of the grave and for the maintenance and safety of memorials on the grave. Details about this are provided in sections three and four.

### **2.4 Change of contact details**

Owners must inform the cemetery and crematorium team of any change to their contact details. This is to ensure that ownership records are kept up to date and so that the Council can contact owners when necessary.

## 2.5 Wooden crosses and grave plot markers

Following the interment in a grave the Council will arrange for a temporary plot marker complete with grave number and name to assist in locating the grave. Plot markers will subsequently be removed when they are replaced with a permanent memorial. Wooden crosses are not permitted. If you have any problem in locating a grave, a member of the cemetery and crematorium team will be happy to assist.

## 2.6 Grave curtilage

The grave curtilage is as follows:

Regular sized coffin	6ft 10" x 3ft
Over-sized coffin	7ft 6" x 3ft
Casket coffin	8ft x 3ft 9"

### 3.0 Commemorative items

When we lose someone it can be comforting to honour their memory by placing commemorative items on their grave or in the cemetery grounds.

With your co-operation we can achieve a balance between freedom of expression and a degree of uniformity so that the cemetery environment is acceptable to most owners and visitors.

By complying with the rules you will also help to keep visitors and staff safe and will reduce the time spent removing unauthorised items (so freeing up time to spend on general grounds maintenance instead).

To make it easier to understand the rules, commemorative items have been divided into two groups – memorials and tributes. Memorials are items intended to be long lasting /permanent and these are covered in section four. Tributes are items that are not long lasting and these are covered in section five.

### 4.0 Memorials

4.1 We wish to ensure that the cemetery and crematorium grounds are safe, dignified and respectful places. To help achieve this only authorised memorials may be placed in the Council's cemetery and crematorium sites. An authorised memorial is one which:

1. permission for the memorial has been granted by the cemetery and crematorium team and
2. the installation and/or associated works on the memorial is either carried out by a memorial mason from the Council's registration scheme or is arranged by the Council and
3. when installed on a private grave is done so with the permission of the owner of the exclusive rights of burial for that grave and
4. does not encroach or otherwise interfere with other grave spaces or authorised memorials and
5. does not impede or prevent routine grass cutting and/or other maintenance of the grounds and
6. is not of a style which is offensive<sup>4</sup>, likely to cause distress to other visitors including those attending funerals.

No person should install or arrange the installation of **any type** of memorial (including, but not limited to headstones, benches, trees, plaques and sundials) in a cemetery without first obtaining permission from the cemeteries and crematorium team.

<sup>4</sup> For example has racist, sexist, inflammatory imagery or text

## 4.2 Obtaining permission for memorials on a grave space

To request permission for a memorial to be installed onto an existing grave space an application should be made to the cemeteries and crematorium team.

The application should be made by the owner of the exclusive rights of burial for the grave with the assistance of a memorial mason. The memorial mason must be registered and approved to work in Cheshire West and Chester's cemetery grounds. A list of registered memorial masons is provided on the Council's website on the cemetery and crematorium pages.

Once completed the application should be sent to the cemeteries and crematorium team by email or by post.

Work to install a memorial must not start until the permit for that work has been issued by the Council.

## 4.3 Permitted types and size of memorials on a grave space

Only authorised memorials which meet requirements, including permitted sizes and types, may be placed or erected upon a grave space. The permitted sizes stated in the tables below incorporate any foundations, plinths or similar.

The mounding up of graves is not permitted.

### a) Lawned burial areas

The lawned burial areas within the cemeteries have rows of concrete plinths already installed upon which authorised memorials may be erected at the head of the grave<sup>5</sup>. The remainder of the grave must be left clear. Details of the size and type of memorials allowed on a grave space in a lawned burial area are provided in table one.

Table 1 – Memorials on grave spaces: lawned burial areas			
Permitted type	Headstones may be installed on the grave space, but the remainder of the grave space should be left clear, no kerbs or any other type of memorial are permitted.		
Maximum permitted sizes			
	height	depth	width
Headstone for graves containing regular or over-sized coffins.	1219mm (4')	406mm (1'4")	914mm (3')
Headstone for graves containing a casket.	1295mm (4'3")	406mm (1'4")	1143mm (3'9")
Headstone installed in baby garden (Overleigh cemetery).	685mm (2'3")	305mm (1')	609mm (2')

<sup>5</sup> Each grave space is allowed a maximum of 407mm on the plinth (measured from the edge of the plinth nearest to the head of the grave)

b) Traditional burial areas

The traditional burial areas at the cemeteries will accommodate both headstones and kerbing on a grave space. The grave should be allowed to fully settle before a headstone or kerb is installed so should be kept as clear as possible for at least six months. This will allow the periodic topping-up of the settled soil to take place. Details of the size and type of memorials allowed on a grave space in a traditional burial area are provided in table two.

Table 2 – Memorials on grave spaces: traditional burial areas			
Permitted type	Headstones and kerbs may be installed on a grave space in a traditional burial area.		
Maximum permitted sizes			
	height	depth	width
Headstone within garden of reflection area for cremated remains graves (Overleigh cemetery).	762mm (2'6")	305mm (1')	609mm (2')
Headstones in all other traditional burial areas:	height	depth	width
For graves containing regular or over-sized coffins.	1219mm (4')	406mm (1'4")	914mm (3')
For graves containing caskets.	1295mm (4'3")	406mm (1'4")	1143mm (3'9")
Kerbs in traditional burial areas:	length	width	
Kerb for graves containing regular sized coffins.	2082mm (6'10")	914mm (3')	
Kerb for graves containing over-sized coffins.	2286mm (7'6")	914mm (3')	
Kerbs for graves containing casket coffins.	2438mm (8')	1143mm (3'9")	

#### 4.4 Other memorials

Any other memorials placed on a private grave in a traditional area must be placed within the curtilage of the grave<sup>6</sup> and meet the general requirements set out in section 4.1. No other memorials may be placed on a private grave in a lawned area.

Memorials which are not installed on an existing grave space e.g. trees, benches and plaques are only permitted where provided by the Council. The Council offers a range of memorials and details of the memorials available are provided on the Council website and on request from the cemeteries and crematorium team.

Applications should be made to the cemeteries and crematorium team for these memorials and the team will also make the arrangements for the installation.

Areas where memorials may be placed are restricted to help ensure that sites are safe and that the cemetery's environment is respectful and serene. The Team Leader for the cemeteries and crematorium team will determine which spaces are available for memorials.

- Memorial benches

No memorial benches are permitted other than those provided by the Council. No person is permitted to provide their own bench. Benches installed without permission may be removed by the Council without notice.

Memorial benches will only be allowed in locations identified by the Team Leader of the cemeteries and crematorium team and are subject to change.

Benches are installed on the understanding that they are a facility which may be used by any visitor and are not for the sole use of the purchaser.

Other than official plaque(s) that may be fitted to a bench, no other forms of memorialisation should be placed on or around the bench. No type of ground maintenance or improvement works may be undertaken around the bench except by Council appointed contractors.

- Memorial trees

No memorial trees are permitted other than those provided by the Council. Memorial trees may be accompanied by a plaque, which provides details of the deceased. No item apart from the plaque is permitted to be placed and unauthorised items may be removed by the Council without notice.

<sup>6</sup> See section 2.6 for curtilage dimensions

#### 4.5 Installing memorials

Only memorial masons who are a current member of the Council's registration scheme and who have been issued with a permit from the Council to carry out work may install memorials on a grave space. Information about memorial masons is provided in section seven. For all other types of memorial the Council will arrange the installation.

#### 4.6 Maintenance and safety of memorials

Where a memorial is installed on a grave space, the owner of the exclusive rights of burial has responsibility for that memorial. This includes ensuring that the memorial is kept in a good state of repair.

The Council will not be responsible for any damage, theft or vandalism or any other circumstances beyond their control. Owners of memorials may therefore wish to obtain appropriate insurance to protect the memorial from unforeseen circumstances.

The Council will periodically assess the condition of memorials and owners will be advised of any memorial considered unsafe so that they may arrange repair. If a memorial is unsafe or falls into a state of repair the Council may take action and/or arrange necessary works to be undertaken if:

- a) the owner cannot be contacted or
- b) urgent action is necessary or
- c) the owner appears not to have taken action to address the condition of the memorial

The costs incurred may be recovered from the owner or registered as a charge against the grave, to be recovered when the grave is opened in the future.

#### 4.7 Removal of memorials

No memorial shall be removed from the cemetery grounds unless the permission of the owner has been given and the Council has been notified. The only exceptions to this are where:

- a) it is necessary for the Council to arrange for a memorial to be removed to allow for adjacent graves to be excavated. In such cases the memorial will be reinstated as soon as possible.
- b) a memorial is unauthorised, unsafe, has fallen into a state of disrepair or is deemed objectionable by the Council – in these cases the Council may remove the memorial without the permission of the owner and without notice.

## 5.0 Tributes

To help make these rules easy to understand commemorative items have been split into two groups – memorials and tributes. Tributes are commemorative items that are not long lasting. Commemorative items intended to be long lasting /permanent are classed as memorials and are covered in section four.

Placing a tribute to the memory of a loved one can be comforting. So that a pleasant and respectful environment can be maintained tributes may only be placed in the following areas of the cemetery or crematorium grounds:

- private graves
- gardens of remembrance,
- walled garden areas and
- a dedicated area by the book of remembrance room.

If you are unsure about where tributes may be placed please contact a member of the cemetery and crematorium team.

### 5.1 Tributes on private graves

Tributes on private graves must not:

1. present a risk to the health and safety of visitors or staff (e.g. fragile items which may shatter and items with sharp edges or points are not allowed including glass vases and ornaments)
  2. detract from an overall peaceful environment (e.g. tributes that are wind, solar, battery or powered in some way to emit light or sound are not allowed as they can interrupt the tranquil environment that bereaved visitors can expect)
  3. be placed on a grave unless it is with the permission of the owner of the exclusive rights for that grave
  4. encroach upon or interfere with other grave spaces or authorised memorials
  5. impede or prevent routine grass cutting and/or other maintenance of the grounds (e.g. man-made fencing/kerbing is not allowed)
  6. be of a style which is offensive<sup>7</sup>, likely to cause distress to other visitors including those attending funerals.
- No tribute of any kind may be placed behind the headstone of any grave.
  - Tributes must be placed within the curtilage of the grave.
  - The size and number of tributes placed on a grave should be proportionate.

<sup>7</sup> For example has racist, sexist, inflammatory imagery or text



## 5.2 Additional requirements - lawned graves

Tributes may only be placed on the headstone and headstone plinth of a lawned grave. The remainder of the grave space must remain free of tributes. The only exception to this is for floral tributes which may be placed anywhere on a grave immediately following a funeral service or at significant times of the year such as birthdays and anniversaries.

Plants and shrubs are permitted on a lawned grave if they are in a durable container and are placed on either the headstone or headstone plinth. (Containers must be used to help prevent the plant from unsettling the grave and adjacent graves).

## 5.3 Additional requirements - traditional graves

Tributes may be placed on the headstone, headstone plinth or on the grave space of a traditional grave.

Bedding plants and flowers may be placed within the curtilage of the grave. All other plants and shrubs are permitted on a traditional grave if they are in a durable container and are placed within the curtilage of the grave. (Containers must be used to help prevent the plant from unsettling the grave and adjacent graves).

## 5.4 Plants and shrubs (all grave types)

Grave owners are responsible for the maintenance and upkeep of any planting. No plant should encroach onto another grave space, beyond the curtilage of the grave or grow more than 61cm (2 ft.) from ground level in height. Owners should therefore take into account the potential size, growth and impact a plant may have.

It may be necessary for planting to be removed e.g. should a grave need to be re-opened and owners should take this into account when deciding whether to have plants.

The Council may require owners to remove any planting which has become unsightly, overgrown or dangerous. Where the owner does not take appropriate action or if they cannot be contacted the Council may take action and seek to recover the costs from the grave owner. Action includes pruning, cutting down or removing any planting where necessary.

## 5.5 Removal of tributes from graves

Floral tributes should be removed from a grave when they have perished or (in the case of artificial flowers) have become dilapidated. The Council may remove and dispose of such floral tributes, without notice, if the person(s) who placed the tribute has not done so.

If it is necessary to temporarily move tributes from a grave (e.g. in order to level a grave or to prepare a new grave) they will be moved with care and returned to their original location as soon as practical.

Tributes which do not meet requirements or which are broken, dilapidated or deteriorated may be removed and disposed of, without notice.

## 5.6 Tributes in the gardens of remembrance and in the dedicated area by the book of remembrance room

Only fresh floral tributes may be placed in the gardens of remembrance and in the dedicated area by the book of remembrance room. Floral tributes should be removed when they have perished. To help keep the area tidy the Council may remove and dispose of perished tributes without notice.

The gardens are tended to on a regular basis and any other type of tribute may be removed without notice. If removed, tributes of a more permanent nature will be stored for one month following removal, after which time they will be disposed of. All other tributes will be disposed of following removal.

On an annual basis Christmas wreaths, flowers and any other tributes will be removed and disposed of. This will usually be carried out during the second week of February, anyone who wishes to recover a tribute should do so before this time.

## 5.7 Tributes in the walled garden areas

The Council can arrange for commemorative plaques to be affixed to the wall in the walled garden areas. No items may be affixed to the wall unless arranged by the Council.

Only fresh floral tributes may be placed in the walled garden areas. Floral tributes should be removed when they have perished. To help keep the area tidy the Council may remove and dispose of perished tributes without notice.

The walled garden areas are tended to on a regular basis and any other type of tribute may be removed without notice. If removed, tributes of a more permanent nature will be stored for one month following removal, after which time they will be disposed of. All other tributes will be disposed of following removal.

## 5.8 Removal of tributes (general)

The Council has the power to remove any tribute, which it deems objectionable or of unauthorised type or size or which may have fallen into decay or is classified unsafe. Removal may be carried out without notice.

## **6.0 Cremated remains**

### **6.1 Collection of cremated remains**

Cremated remains will usually be made available for collection five working days following a cremation. Remains may be collected by the appointed funeral director or by the individual who applied for the cremation to take place.

Any uncollected remains will be stored and a charge will be recovered from the funeral director or independent funeral organiser for this.

### **6.2 Scattering of cremated remains**

There are designated areas within the cemetery and crematorium grounds where cremated remains may be scattered. Arrangements for the scattering of ashes should be made with the Cemetery and Crematorium team. Under no circumstances should cremated remains be scattered within grounds managed by Cheshire West and Chester Council without the Council's permission.

## 7.0 Visiting cemetery and crematorium grounds

### 7.1 Opening times

The cemeteries and crematorium grounds are open every day:

April to September: 8am to 7pm	October to March: 8am to 5pm
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### 7.2 Expected behaviour

All persons shall conduct themselves in a quiet, orderly and respectful manner when visiting cemetery and crematorium grounds.

For their own safety children under the age of 12 should be accompanied by a person aged 16 or over when visiting a cemetery. Parents and guardians are asked to help ensure that this rule is complied with.

No alcohol may be consumed within cemetery or crematorium grounds.

It is an offence to:

- wilfully create a disturbance or to commit a nuisance at a cemetery
- wilfully interfere with any burial taking place
- wilfully interfere with a grave, tombstone or other memorial
- play games or sports at a cemetery

No demonstration of any kind shall be allowed within the cemeteries or any religious service other than the service at the time of interment, without prior consent of the Council.

### 7.3 Vehicles

Only vehicles whose occupants have legitimate business at the cemeteries are allowed within the cemetery grounds. Drivers must be considerate to pedestrians at all times and restrict their speed.

### 7.4 Dogs

Persons visiting a grave may bring a dog with them so long as the owner or person in charge of the dog keeps the dog on a lead and the dog is kept under control at all times.

Dog faeces must be removed and deposited in an appropriate and responsible manner by the dog owner/ person in charge of the dog. Any person who does not abide by this may be liable to prosecution.

### 7.5 Advertisements or selling is prohibited

No person is allowed to distribute business cards or advertisements around any of the cemetery and crematorium sites. No person is allowed to solicit, sell, offer for sale or advertise for sale within the cemetery and crematorium sites or at the entrance any article of commodity of any description.

## **8.0 Memorial masons**

### **8.1 Registration scheme**

The Council runs a registration scheme for memorial masons to help ensure that good standards of workmanship are achieved and work is carried out in a safe and considerate manner.

Only memorial masons who have been accepted onto the scheme may carry out works on memorials, including installations and repairs. The only exception to this is where the Council have given express permission to a Council appointed contractor to carry out works.

Applications to join the scheme should be made to the cemeteries and crematorium team by email.

### **8.2 Memorial masons – general requirements**

Memorial masons must ensure that any work they are commissioned to carry out in a Council cemetery complies with the requirements detailed in section 3. Memorial masons must not supply or otherwise assist with the installation of a memorial which does not comply with the requirements or any other part of these rules.

Memorial mason staff must not undertake work in a Council cemetery unless they are working under the mason's employment at that time. In other words staff are not permitted to work at the grounds in relation to privately commissioned work.

### **8.3 Memorial masons - working on site**

#### **a) Obtaining permission to carry out work**

Before starting any work on site memorial masons must obtain permission from the cemeteries and crematorium team. An application using the relevant form should be submitted to the team.

When permission is granted the memorial mason will be issued with a permit (with a unique reference) from the cemeteries and crematorium team. Any mason found working on site without a permit will be required to leave the site.

Work to install, fix or remove memorials may only be carried out between the hours of 9am and 3pm, Monday to Friday. No other work is allowed within the cemeteries and crematorium grounds without written permission from the Council (obtained from the cemeteries and crematorium team).

Masons must stop all work whilst funeral services take place.

Upon request from a member of the cemeteries and crematorium team the mason must produce the permit for the work being carried out. A failure to produce the appropriate permit may result in the mason being required to cease work and leave the site.

b) Notifying the Council of the planned date work will take place

Following permission being granted, the memorial mason should notify the cemeteries and crematorium team of the date and time that they intend to attend the cemetery site to work. This notification should be sent no later than three working days before the planned date of the work to the team by email (see the contact us section on page 2).

c) Arriving on site

On arrival on site the memorial mason must report to the cemeteries and crematorium team in person, by email or by phone.

d) Working responsibly

The mason is responsible for working in a safe and tidy manner at all times. This includes ensuring that the area in which work has been carried out is left in a clean and tidy condition once work is completed. The mason is responsible for rectifying any damage caused to surrounding ground, memorials etc. as a result of the installation or works carried out by the mason. Masons should report such damage to the cemeteries and crematorium team as soon as possible.

e) Departing from site

Once the mason has finished work on site for the day they must notify the cemeteries and crematorium team that they are departing the site in person, by email or by phone.

The Council may revoke the registration of any memorial mason who does not comply with these rules.