

Nottingham City Council
Rules & Regulations for
Cemeteries & Crematoria
Service

Amended September 2024

CONTENTS

INTRODUCTION	p.3
1.0 CEMETERIES & CREMATORIUM REGULATIONS	p.5
2.0 RULES & REGULATIONS FOR THE CEMETERIES	p. 6
Arrangements for a burial service	p. 6
General	p. 6
Use of Chapel for Burials	p. 8
Parking	p. 8
3.0 GRANT OF EXCLUSIVE RIGHT OF BURIAL	p. 9
4.0 BURIALS	p. 10
5.0 BURIAL OPTIONS AT NORTHERN, SOUTHERN & HIGHWOOD CEMETERIES	p. 12
6.0 MEMORIALS	p. 13
Memorials for Cremations	p. 13
Memorials for Burials	p. 13
7.0 CONDUCT IN CEMETERIES	p. 16
8.0 CREMATIONS	p.17
9.0 SCATTERING OF ASHES	p. 20
10.0 IN EVENT OF PANDEMIC/EXCESS MORTALITY EVENT	p.21

INTRODUCTION

Nottingham City Council manages and maintains 6 Cemeteries and a Crematorium. It also maintains 13 closed churchyards.

All burial and cremation facilities are managed by Nottingham Cremation & Burial Services, which is part of the Greenspace & Natural Environment Section.

The City's cemeteries and Crematorium are located as follows:

Southern Cemetery and Crematorium (also known as Wilford Hill)

Loughborough Road

West Bridgford

Nottingham

NG2 7FE

Tel: 0115 8761922

Email: Cemeteries@nottinghamcity.gov.uk

The Cemeteries & Crematorium Service Office is located at Southern Cemetery and can be reached via the above contact details.

Northern Cemetery (also known as Bulwell)

Hempshill Lane

Bulwell

Nottingham

NG6 8PF

Highwood Cemetery

Low Wood Road

Bulwell

Nottingham

NG6 7GA

Church Cemetery (also known as Rock)

Forest Road East/Mansfield Road

Nottingham

NG3

General Cemetery

Canning Circus/Waverley Street

Nottingham

NG7 3ND

Basford Cemetery

Nottingham Road

New Basford

Nottingham

NG7 7FF

Contact details for the Closed Churchyards:

Email: parksandopenspaces@nottinghamcity.gov.uk

Phone: 0115 9152733

To enable operations in the Cemeteries & Crematoria to be effectively managed, and the grounds maintained for benefit of all who visit, it is necessary to impose a number of restrictions. This document outlines those restrictions in the form of Rules and Regulations.

1.0 CEMETERIES & CREMATORIUM REGULATIONS

These regulations have been produced by Nottingham City Council in relation to the Cemeteries & Crematorium service it provides. They are made under the provisions of the Local Authorities Cemeteries Order 1977 as amended.

The Council reserves the right to make alterations, additions or amendments to the Rules & Regulations as necessary.

1.1 Words of Definition

Throughout these regulations, the following definitions apply:

‘The Cemetery’ – means the Cemeteries provided by the Council

‘The Council’ – means Nottingham City Council

1.2 Opening Times

Southern, Northern & Highwood Cemeteries

Access 24/7 365 days per year

Rock & General Cemetery

April – September 9am – 6pm

October – March 9am – 3pm

Basford Cemetery

April – September 8am – 6pm

January, February, November, December – 8am – 4pm

March, October – 8am – 5pm

The Council reserves the right to close the Cemetery at any time without notice due to unforeseen operational or environmental circumstances.

1.3 Cemetery & Crematorium Office Opening Times

Wilford Hill Cemeteries Office

Monday – Friday 9am – 3pm

Appointment Only

The Office is closed on Saturdays, Sundays and Bank Holidays. The Council reserve the right to close the Office at any time without notice.

2.0 RULES & REGULATIONS FOR THE CEMETERIES

Arrangements for a burial service

2.1 Bookings for burial services may be made by telephone during office hours. Bookings will be regarded as provisional until the appropriate forms have been received.

2.2 All appropriate completed burial paperwork should be received at the Office no later than 5 full working dates before the proposed date of the funeral.

N.B. Current forms provided or approved by the Council must be used.

2.3 For the burial of a stillborn child a Registration Certificate in accordance with the Births & Deaths Registration Act 1953 must be received by the Office.

2.4 Coffin Sizes should be carefully checked by the Funeral Director and included on the appropriate form. The Council reserves the right to apply penalty charges for late changes to coffin sizes that occur within the 5 days before the funeral.

General

2.5 The Council will not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally or by telephone. Neither will the Council accept responsibility for any documents lost or delayed. Confirmation of any changes made to the funeral booking are to be made in writing.

2.6 If the Registrar's Certificate for Disposal, or the Coroner's Order is mislaid or lost, a duplicate copy issued by the Registrar of Births & Deaths, or the Coroner must be produced as soon as possible to allow the funeral to go ahead.

2.7 The responsibility for making the necessary arrangements for the attendance of priests, ministers, or other persons to officiate at a service rest with the Funeral Director or the person(s) arranging the burial.

2.8 The funeral booking time must be when the procession is to arrive at the Cemetery, and it is required that the time be strictly adhered to. In event of a late arrival, we require the Funeral Director to inform the Cemetery Office as soon as possible. In event of an arrival after 20 minutes, a late fee will be charged and notification will be given to the Funeral Director Branch on the day. In the event of exceptional circumstances beyond the Funeral Director's control (not including large attended funerals), a formal request to waive the late fee should be submitted in writing.

2.9 For high profile, military or exceptional number of attendance funerals, notice must be given at the time of booking.

2.10 The Funeral Director or person(s) arranging the funeral is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the catafalque and/or the graveside, including baby burials. The Council does not have the provision to supply bearers.

2.11 All funerals are for one deceased, unless prior permission is given by the Cemeteries Office for alternative arrangements.

2.12 The time allowed for a service in the Cemetery, Crematorium or Northern Chapel shall not exceed 40 minutes unless prior approval for a longer period has been obtained by the Cemeteries Office.

2.13 Coffins can be opened in the Crematorium or Northern Chapel as well as for a graveside service, but only with prior notice to the Cemeteries Office and approval by the Cemeteries & Crematorium management.

2.14 All fees and charged shall be paid in advance of the funeral to the Cemeteries Office. With prior permission and signed agreement from the payee, grave purchases can be paid direct to the Cemeteries Office in advance of the funeral. Payments by the payee can be made by cash, card, cheque or bankers draft. These requirements do not apply to those who pay by account.

2.15 The fees charged by the Council include all services connected with the specified items in respect of which an official receipt is given. No person employed by or on behalf of the Council is allowed to receive any gratuity.

2.16 All fees and charges relating to the Public Health Funerals is arranged by the Service in conjunction with the Public Health Manager and the contracted Funeral Director.

2.17 No body shall be buried, or cremated remains interred or scattered over any grave or vault in which an Exclusive Right of Burial exists, unless the owner has given expressed approval in writing on the appropriate interment form or the deceased is the current owner. In the event of the owner being pre-deceased, a statutory declaration will need to be completed, possibly with the provision of supporting documentation.

2.18 The Council reserves the right to delay or cancel any interment, where, in it's opinion, ownership of the Exclusive Right of Burial is in dispute.

2.19 The allocation of any grave plots shall be subject to the approval of the Cemeteries & Crematorium Service and consistent with the general plan of each Cemetery. Specific selection of grave plots by general public and Funeral Directors is not permitted. Any requests to be allocated near previous burials will be considered, but not guaranteed by the Service. Only once a grave has been allocated for an upcoming burial, only then will information about the grave plot be given. It is the responsibility of the Funeral Director to liaise with the family regarding information of the grave space. The Service reserves the right to reallocate the grave number at short notice without prior notice.

2.20 The location of any non-private graves shall be determined by the Cemeteries and Crematorium Service.

2.21 The Council reserves the right to retain any grave space(s) for its own purpose.

2.22 A plan of each Cemetery showing the position and number of each grave space is kept in the Cemeteries Office. Inspection of all plans for the Cemeteries can be arranged by appointments. All

historical plans are stored at Nottinghamshire Archives and should be contacted directly for access information.

2.23 Graves are unable to be pre-purchased at any Cemetery.

2.24 We accept wet signatures on hard copy as well as scanned paperwork for all interments.

Use of Chapel for Burials

2.25 Music played at the graveside is the responsibility of the person arranging the funeral or the Funeral Director and it is also their responsibility for removing the items from the Cemetery. Any music arranged for the Crematorium Chapel needs to be organised through the contracted Music and Visual Tribute provider.

Parking

2.26 At each Cemetery there is designated car parking areas. Under no circumstances should cars be parked to be causing obstructions to mourners or access to the Cemeteries and Crematoria. No parking is permitted on any cemetery grass.

2.27 Access to service roads at Southern Cemetery is prohibited for public vehicles. Access is available for Contractors and funerals only. Appointments for public access can be made on Friday's only through the Cemeteries Office.

2.28 Disabled bays are available at all Cemeteries. Pedestrian access is available for all wheelchairs, mobility scooters and/or pushchairs throughout all the Cemeteries.

3.0 GRANT OF EXCLUSIVE RIGHT OF BURIAL

3.1 Whilst ownership of an Exclusive Right of Burial for a grave does not give any ownership in respect of actual land, it does give the registered owner of the Deed the right to:

- Be buried in that grave space permitting
- Authorise further burial(s) in that grave (where space is available), or the interment or scattering of cremated remains in or over that grave
- Install a memorial on that grave in line with the Rules & Regulations of Nottingham City Council but only via a permit and under the work of an approved stone mason

3.2 Possession of a Deed does not necessarily give the person in possession ownership of Exclusive Right of Burial.

3.3 Where the owner is deceased, subsequent ownerships depends upon whether or not the deceased person left a valid Will or if Probate or Administration is granted. The law concerning this matter can be very complex and it is strongly advised that a solicitor is consulted to establish new ownership.

3.4 Ownership of a Deed may also be transferred or assigned by use of a Statutory Declaration Form obtainable from the Cemeteries Office and the form then must be received by the Office in order for records to be updated and maintained. Where the owner is deceased, the transfer must be witnessed by a solicitor or Commissioner for Oaths.

3.5 On the purchase of the Exclusive Right of Burial in a grave, a Deed of Grant shall be issued to the purchaser whose name shall be registered. The Council only accept one named person as the Grave Owner.

3.6 The applicants of children (24 months gestation to 18 years old) or stillborn babies buried in the Babies Section at Southern, Northern, Highwood Cemeteries are entitled to a grave at no charge in line with the Government Children's Funeral Fund. Applicants of NVF Burials are also entitled to a grave at no charge.

3.7 The Exclusive Right of Burial shall extend to 50 or 99 years from the date of purchase as per the Local Government Act 1972 (Cemeteries) (Amendment Order 1985). Rights may be extended for further periods during the lease up a maximum of 99 years.

3.8 Where no interment has taken place in a purchased grave, the Council may agree to repurchase the grave. In such cases, the Council will pay a proportion of the original purchase price set against the lease period.

3.9 For the interment or strewing of cremated remains, the Cremation Certificate issued from the appropriate Crematorium must accompany the booking paperwork.

3.10 Persons arranging for a burial in a non-private grave acquire no rights other than that of making a single interment in a grave or the arrangement of a small memorial on the grave arranged via the Council's Memorial Rules & Regulations.

4.0 BURIALS

4.1 Burial timings change seasonally. For further information regarding burial timings including faith burials, please contact the Cemeteries Office.

4.2 In order to open a grave for burial or to have any activity on the grave, for example scatterings or to permit or erect a memorial, requires the written consent of the Grave Owner. The only exception is where the Grave Owner is deceased and they are to be buried, space permitting.

4.3 The excavation of all graves and vaults shall be carried out by staff employed by or on behalf of the Council. Nottingham City Council will determine the maximum depth of all graves and vaults.

4.4 No deceased person shall be buried in a grave in such a manner less than three feet below the level of the ground adjoining the grave except at the Service management's discretion.

4.5 No deceased person shall be buried in a grave unless the coffin is effectively separated from any coffin previously interred in the grave by means of a layer of earth not less than six inches (150mm) in thickness.

4.6 Graves will be sufficiently large enough to admit coffin/caskets to the dimensions specified by the Funeral Director or the person arranging the funeral on the application form. In the event of a grave having to be enlarged, an additional charge will be levied at the discretion of the Service Management.

4.7 Work, other than excavation, including the construction or reopening of bricked graves or vaults, the erection or removal and refixing of memorials, may be carried out under the approval of the Service Management by an approved Stone Mason appointed by the owner of the purchased grave.

4.8 All coffined burials must take place in coffins of a material and design approved by the Service Management. Metal caskets, caskets which contain glass, or cardboard coffins are permitted at the discretion of the Service Management. Caskets will be interred at a Cemetery that provides the required space. For Natural burials, only cardboard, wicker, wool, bamboo, willow are permitted. For any other materials, please contact the Cemeteries Office.

4.9 Coffins or Caskets manufactured abroad may be accepted for interment, subject to the prevailing environmental policy of Nottingham City Council.

4.10 Uncoffined burials may take place provided a deceased person is properly shrouded, death not being due to a notifiable or infection disease and is for a single interment or a last interment in a multiple grave. Shrouded persons are only accepted for Direct to Grave burials. All shrouded burials, the deceased person must be carried from the hearse to graveside in a suitable coffin.

4.11 Internment in a grave with the coffin lid removed discreetly at graveside and placed within the grave is subject to the discretion of the Service Management.

4.12 All coffins and shrouds must be marked with a non-perishable plaque or nameplate showing the name, age and date of death of the deceased. In the case of a stillborn child, no age will be recorded. Where two deceased persons are interred in one coffin both names shall be marked. Should the coffin arrive with incorrect details, the funeral will be halted until the new name plate with the relevant amendments has been received. No coffin or other part of a coffin shall be removed from any Cemetery grounds without the prior and express permission of the Service Management.

4.13 No body shall be removed from a Cemetery for any purpose whatsoever except on the order of a Coroner or Court of Summary Jurisdiction.

4.14 No body or cremated remains shall be exhumed without the consent of the Ministry of Justice and/or the Faculty of the Bishop of the Diocese.

4.15 All exhumations need to be arranged through the Cemeteries Office and have approval from the Service Management.

4.16 For the purchase of graves from which a body has been previously exhumed, the prospective new Grave Owner is to be told in advance of said exhumations having occurred.

4.17 The arrangements for backfill should be clearly defined on the submission of all related internment paperwork. Decisions or amendments for backfills cannot be arranged on the day of the funeral. Following the submission of the original instruction on the internment paperwork, should a change of instruction for backfill be made, a surcharge may apply.

Options for backfill are:

Full Family Backfill

Token Backfill

Partial Backfill

Depending on which backfill option is chosen will affect how the grave is dressed for burial. The weather conditions on the day of the funeral may also affect the type of backfill that can be carried out.

All Witness backfills need to be approved by prior agreement with Service management, and these will be only for machine backfills. Hand backfills will not be witnessed.

Nottingham City Council reserves the right for all family backfill choices to be stopped on the day of the burial if the process is deemed dangerous due to environmental conditions by Service management.

4.18 No filming of photography is to be permitted of any Cemetery staff at any time.

4.19 Dependent upon severe adverse weather conditions, or the stability of the grave, availability to complete a family backfill may be denied and this decision may only be made on the day by the Cemeteries and Crematorium Service.

5.0 BURIAL OPTIONS AT NORTHERN, SOUTHERN & HIGHWOOD CEMETERIES

5.1 The Cemeteries are maintained by Nottingham City Council and in order to keep the cemeteries to a high standard for the benefit of everyone, the following rules apply for each grave type:

ALL GRAVES

5.2 The surface of a grave or vault shall not be raised (mounded) above the level of the adjoining ground.

5.3 On the day of a funeral, flowers and wreaths may be placed on the grave in which the burial has taken place, and be left in situ for 7 days, after which the Cemeteries Service may have them removed.

5.4 When the flowers and wreaths have been removed from a grave following a funeral, nothing else may be placed or planted. However, a temporary Mason's marker or one provided by the Cemeteries Service will be allowed at the head end of a grave for a minimum of 2 years.

5.5 As soon as practicable after the interment, the Cemeteries Service will sow grass seed over the grave.

5.6 All unofficial memorialisation including plaques, railings, glass, ornaments, vases, kerbs, fencing, chippings will be removed without notice. This list is not exhaustive, please refer to the Cemeteries website for more information.

5.7 Grave Types are defined as the following:

LAWN GRAVES

The only memorial permitted is a headstone.

TRADITIONAL GRAVES

These are graves which allow for a full kerb surround in natural stone, as well as a headstone. Cover slabs are also permitted.

FAMILY BURIAL CHAMBER

These are also vaults but they are for two full burials as well as up to 15 sets of cremated remains. They come with a black granite memorial plaque which can have an inscription engraved as well as three smaller plaques for any cremated remains buried.

NATURAL GRAVES

Flat, recessed plaque are the only memorial permitted.

For all grave types, no unofficial memorialisation will be permitted.

For all maintenance and further information regarding memorials please see the Cemeteries and Crematoria Service www.nottinghamcremationsandburials.co.uk

6.0 MEMORIALS

6.1 Any memorials etc. placed in Cemetery grounds shall remain at the owner's risk and the Council shall not be held responsible for any loss, damage, or breakage to the same. In this respect, it is strongly recommended that any memorial should be adequately insured by the owner.

Memorials for Cremations

6.2 The Cemetery and Crematorium grounds, including the different Gardens of Remembrance, are provided for the benefit of everyone, and because of this, **private plaques, vases and other monuments or mementoes are not permitted**. Communal areas are available for small temporary memorials across all cemeteries however these will be removed periodically at the discretion of the Cemeteries Service. If a personal memorial is desired, details of what is available can be obtained from the Cemeteries Office.

Memorials for Burials

6.3 Monuments, memorials, stones, and tablets may only be placed or erected over vaults or graves in respect of which an Exclusive Right of Burial has been purchased and has a valid lease, the written permission of a living grave owner has been given, as well as the express approval of Nottingham City Council.

6.4 As of 1st April 2024, all Baby Graves must have a registered living owner. Baby Graves from this date must have a registered Grave Owner, previous to this date, the Applicant can apply for memorial. All memorials must adhere to the sizes in the prevailing price list. In order to keep the areas neat, tidy and manageable, no other forms of memorial are allowed.

6.5 In a non-private grave and/or natural burial grave, 12" x 12" x 1" (300x300x25mm) tablets/plaques may be sunk in the ground the ½" (13mm) below ground level. No other memorials are permitted to be erected on a non-private grave.

6.6 The permission, via an official permit, from the Cemeteries Office to place or erect any form of memorialisation in any of the Cemeteries must be obtained. The permit application form must be duly signed and dated by the registered living Grave Owner. No memorial may be fixed until a formal written approved permit is given by the Cemeteries Service.

6.7 All memorials permits are valid for 1 year with the exception of the temporary Mason's permit, which is for 2 years.

6.8 Before the installation of any memorial such as tablet, wooden cross, headstone, monument, or stone vase, a drawing with any proposed inscription must be sent on the prescribed forms to the Cemeteries Service for the approval of Nottingham City Council. The type(s) of material to be used shall be stated, together with exact dimensions and all associated details.

6.9 All memorials must be fixed or re-fixed in accordance with the National Association of Memorials Mason or British Register of Accredited Memorial Masons Code of Working Practice.

6.10 All Stone Masons who work within Nottingham City Council's Cemeteries must be approved and be members of NAMM or BRAMM, have the adequate insurance and up to date fixer's licenses.

6.11 All Stone Masons must make an appointment via the Cemeteries Office with a minimum of 2 working days' notice for carrying out any memorial works. No works can take place at weekends or Bank Holidays.

6.12 All Stone Masons must adequately protect grass, borders and adjoining memorials when carrying out works. All monuments and materials must be conveyed into the Cemetery in such a manner as to not to cause damage to roads, walks or turfs. No working is permitted on roads, walks or adjoining graves. On completion of all works all surplus materials must be removed from the Cemetery and the whole site cleaned and left in a satisfactory condition.

6.13 Memorials must be a material approved by the Cemeteries Service. All memorials must be made of natural stone. Artificial stone, concrete or resin are not permitted. Metal is subject to approval.

6.14 No further works can be undertaken on any monument or other memorial once installed unless prior permission to the Cemeteries Office.

6.15 No memorial shall be removed from a Cemetery for the purpose of an additional inscription until a permit has been approved by the Cemeteries Office.

6.16 All dressing or working of stone or other materials to be used in or about any grave, vault or memorial shall be undertaken outside the Cemetery, unless alternative permission given as part of the permit.

6.17 Full length kerbstones and footstones of a material and design approved by the Cemeteries Service will only be allowed on a Traditional Graves. The area enclosed on a single grave space shall be a maximum of 7' x 3' (2100mm x 900mm) and on a double grave space no more than 7' x 7' (1950mm x 1950mm).

6.18 No headstone placed in a Cemetery shall exceed 4'6" (1370mm) in height or 3'0" (915mm) in width. The minimum thickness shall be 2" (50mm). All foundations wherever possible must be underground.

6.19 The stone mason installing a headstone or memorial shall ensure that the relevant Section and Grave Number is inscribed 2" (50mm) above ground level on a suitable part of the memorial. The name of the Stonemason may be discreetly inscribed in an appropriate place on the memorial. However, the address and or contact details for the stonemason is not permitted.

6.20 Hardware crosses of timber obtained from sustainable forests may be erected. Crosses must not exceed 1'6" in height (450mm) and or 3" (75mm) in thickness. A permit must be ascertained for these to be installed. These must be set in a sufficient stone or concrete plate or base, the surface of which is to be below ground level.

6.21 A memorial removed for the purpose of a further interment shall be transported from the Cemetery grounds. Any memorial left in the Cemetery grounds may be disposed of by Nottingham City Council.

6.22 Any headstone or memorial deemed unsafe will be laid flat by our Memorial Technicians. This is in concurrence with Nottingham City Council's Memorial Safety Policy.

6.23 The construction of new grave mounds and the replacement of existing mounds will not be allowed in any part of the Cemetery.

6.24 The planting of shrubs on graves in the Traditional section of the Cemeteries is not allowed and the Cemeteries Service has the right to cut down or remove any vegetation including shrub, plant, trees or flowers without notice.

6.25 No ornaments or decorations are permitted unless within a permitted kerb surround or designated memorial space within the Cemeteries. Glass is strictly prohibited and will be removed without notice.

6.26 For the purposes of cleaning any headstone, this needs to be done by an approved Stone Mason and requires a permit authorising the works.

6.27 Any monument, memorial, stone, surround, chippings, bench, shrub, plant or item whatsoever erected or placed in the Cemetery may be removed and disposed of by the Cemeteries and Crematorium Service at any time without notice.

6.28 Any stone mason contravening the above Regulations will not be allowed to carry out any further works within the Cemeteries.

7.0 CONDUCT IN CEMETERIES

7.1 All visitors must conduct themselves in a quiet and orderly manner, and no persons showing the effects of excess alcohol or drug abuse will be allowed within the Cemetery, Crematorium or grounds. The Cemeteries Service has the right to exclude or remove anyone from the Cemetery in conjunction with the police.

7.2 Under no circumstances, will verbal or physical abuse of Nottingham City Council employees will be tolerated.

7.3 Under the provisions of the Local Authorities Cemeteries Order 1977, it is an offence for a person to wilfully:

- Create any disturbance in a Cemetery
- Commit any nuisance in a Cemetery
- Interfere any burial taking place in a Cemetery
- Interfere with any grave or vault, any memorial, or any flowers on plants or any such a manner
- Play any game or sport in a Cemetery

No person not being an officer of the Council or another person so authorised by or on behalf on the Council shall enter or remain in a Cemetery at any hour when it is closed to the public.

Persons who contravene these provisions shall be liable to prosecution.

7.4 Vehicles must not exceed 10 mph in Cemetery grounds.

7.5 Those visiting the Cemeteries must adhere to the Council's No Smoking Policy.

7.6 Assistance dogs may be taken into or allowed to enter the Cemetery or Crematorium grounds. Subject to prior arrangement and written permission from the Cemeteries and Crematorium Service, dogs can attend funeral service but must be on a lead. Excluding this, dogs can not be brought into the Cemeteries.

7.7 No persons shall be allowed to promote business or sell goods within any of the Cemeteries.

7.8 No demonstrations of any kind shall be held in any of the Cemeteries.

7.9 All Religious or secular services shall only be held in the Cemeteries and/or Crematoria with prior consent from the Cemeteries Office.

7.10 The permission of the Cemeteries Office needs to be obtained before photographing or filming any objects in the Cemetery, Crematorium or Grounds. Funeral Directors must inform the Cemeteries Office of any videographers, photographers and drone operators who are attending a funeral service.

7.11 No birds, insects, balloons or lanterns are to be released as part of any funeral ceremony.

8.0 CREMATIONS

8.1 Cremation Services at Wilford Hill Crematorium can take place between 8.30am and 4pm Monday to Friday in either the Main or West Chapel. For any Cremation services wanted on a Saturday, these are to be requested in advance.

8.2 Booking for Cremation services are to be made by telephone only.

8.3 Notice of Cremation is given when Preliminary Instruction, Application, Drs Part 4 (where applicable), the Certificate of Disposal or Coroner's Certificate and any other forms required by the Council are received at the Cemeteries Office. Forms provided, or approved by the Cemeteries Office must be used and when fully completed, delivered or emailed to the Office at least 3 working days to the funeral.

8.4 Nottingham City Council will not accept responsibility for any delay or mistake which may occur if instructions are given verbally or by telephone. Any change of instruction must be made in writing. Neither will the Council accept responsibility for any documents lost or delayed by the Post Office.

8.5 The responsibility for making the necessary arrangement for the attendance of priests, ministers or other persons to officiate at a funeral service rest upon the Funeral Director or the person(s) arranging the cremation.

8.6 The time fixed for a funeral must be that when the procession is to arrive at the Crematorium and it is requested that the time be strictly adhered to. In the event of a funeral arriving late, the cortege must wait as and where directed by the Chapel Attendant and the funeral will take place as soon as possible thereafter at the discretion of the Cemeteries and Crematorium Service.

8.7 In the case of funeral where there is going to be a high attendance, notice must be given at the time of booking the cremation. Wherever possible, the Funeral Director is responsible for ensuring parking communication is relayed to the Applicant and general mourners.

8.8 The Funeral Director or person(s) arranging the funeral, is responsible for the provision of sufficient bearers to convey the coffin from the hearse into the Chapel.

8.9 Only one funeral will be allowed in a Chapel at any one time, unless prior permission for alternative arrangements is obtained from the Cemeteries Office.

8.10 The time allowed for a service in a Crematorium Chapel shall not exceed 40 minutes unless prior approval for a longer period has been obtained from the Cemeteries and Crematorium Service.

8.11 All fees and charges shall be paid in advance, but these requirements do not apply to those who pay by account.

8.12 No cremation shall take place except on the written authority of the Medical Referee or Medical Examiner, who may in any case decline to allow a cremation without stating a reason why.

8.13 The coffin must be made of wood, a wood by product or a similarly approved material which, when placed in a cremator and subjected to the accepted cremation processes, is easily combustible and which does not emit smoke, give off toxic gas, or leave any retardant smears or drips after final combustion.

8.14 No metal of any kind shall be used in the manufacture of the coffin except as necessary for its safe construction and then only metal of a high ferrous content to be used. In no circumstances must lead or zinc be used.

8.15 Cross pieces must not be attached to the bottom of a coffin. If it is desired to strengthen the bottom of a coffin, wooden strips may be placed lengthwise for that purpose. Any coffins painted or varnished should be used with water-based ingredients and cremator safe materials. Products manufactured in polyvinylchloride (PVC) or melamine must not be used in the construction of a coffin or its furnishings. The use of polystyrene must be restricted to the coffin nameplate only and if used must not exceed 90gms in weight.

8.16 No deceased person will be accepted for cremation unless they are in a coffin and bearing a nameplate which states the identity of the person it contains including name, age and date of death. If the materials of the coffin are in any way unsuitable or the identity of the body not established, the Cemeteries Service may decline to cremate.

8.17 Any materials which is like to give rise to the emission of smoke, odours, toxic gasses or other harmful pollutants during the cremation process must not be placed in or on a coffin. Materials for still birth, neonatal and foetal remains shall not include chlorinated plastics.

8.18 Pacemakers and other implants can cause an explosion during the cremation process if left in a deceased person. Cremations will be refused if such devices are not removed.

8.19 The external dimensions of a coffin to be used for cremation must not exceed 30" in width, 84" in length and 23" in depth.

8.20 If offensive odours or liquids issue from any coffin brought for cremation, the Crematorium may refuse the coffin being taken into the Chapel.

8.21 A request needs to be made in advance via the Cemeteries Office if an open coffin or casket is wanted as part of the funeral service.

8.22 No coffin or part of a coffin shall be removed from the Crematorium unless prior permission has been obtained by the Cemeteries and Crematorium Management.

8.23 No body shall be removed from the Crematorium for any purpose whatsoever except on the order of a Coroner or Court of Summary Jurisdiction.

8.24 Smoking and vaping is strictly prohibited in the Crematorium. All of Nottingham City Council's facilities are no smoking sites.

8.25 No alcohol is to be consumed in the Crematorium or whilst in any of the Cemeteries.

8.26 Assistance dogs may be taken into or allowed to enter the Cemetery or Crematorium grounds. Subject to prior arrangement and written permission from the Cemeteries and Crematorium Service, dogs can attend a funeral service but must be on a lead. Excluding this, dogs cannot be brought into the Cemeteries.

8.27 No person shall canvass or solicit orders within the Crematorium or Cemetery Grounds.

8.28 Following a cremation, cremated remains shall be given into the charge of the Applicant, the Nominee or the Funeral Director with the instruction made clear on the Cremation paperwork. A suitable and secure container shall be used for all cremated remains leaving the Crematorium and a signature will be required by the same person collecting.

8.29 Alternatively, other arrangements can be made for the disposal of cremated remains within the Cemetery grounds including interments and scattering which will need the relevant permissions and paperwork completing.

8.30 Cremated remains may also be retained at the Crematorium whilst awaiting decisions to be made for the disposal instruction. After a period of 4 weeks a prescribed fee may be charged. If this fee is not paid Nottingham City Council reserves the right to dispose of the cremated remains after a further period of 3 months at the discretion of the Cemeteries and Crematorium Service.

8.31 All floral tributes placed in the Flower Bays will be removed by the Cemeteries and Crematorium Service after 7 days of being in situ.

9.0 SCATTERING OF ASHES

9.1 All scatterings require a pre-arranged appointment made through the Cemeteries Office. All record keeping for scatterings will be maintained by Nottingham City Council.

9.2 No scatterings are to take place in any Cemetery without a Council Representative in attendance.

9.3 No scatterings can be conducted in rose beds, in a shrubbery or around a tree.

9.4 Scatterings on graves require the written permission of the Grave Owner.

9.5 Non-witness scatterings will be taken with the same respect and dignity as Witness Scatterings. These scatterings are undertaken 4 weeks after the cremation date and the arrangement of photography will not be permitted.

9.6 Fresh flowers, without wrappings, or a floral tribute can be left at the location of a scattering, but no other memorial items can be left apart from in the designated areas within the memorial gardens.

10.0 IN EVENT OF PANDEMIC/EXCESS MORTALITY EVENT

10.1 In a pandemic or circumstances relating a national or local higher death rate, special instructions will be given with governmental guidance.

10.2 The Service will work in line with government advice/law and in line with the Cemetery and Crematorium Business Plan/NCC Emergency Planning.

10.3 Whether a person has died from a reportable disease, the Cemeteries Office need to be notified in advance of a funeral.