

Worcester City Council

Cleaner and Greener City
Bereavement Services

Rules and Regulations

Made by Worcester City Council under the powers granted by the
Local Government Act 1972 and the Cremation Act 1902.
For the Management, Regulation and Control
Of
Worcester Crematorium
And
Astwood and St John's Cemeteries

Effective from April 1st 2014

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Introduction

These rules and regulations are a necessary requirement for the management of Worcester City Council's, Cemetery and Crematorium facility.

Every effort has been made to avoid restricting the rights and choices of the individual. Therefore, these rules and regulations have been prepared with a balance between individual rights/information and the need to regulate for clean, safe and tidy cemetery/crematorium grounds.

The Charter for the Bereaved

This charter is produced by the Institute of Burial and Cremation Administration and lists a series of guarantees, rights and responsibilities effecting managers and users of cemetery and crematorium services.

Worcester City Council is not a charter member, but aspires to achieve the guiding principles suggested by the charter where reasonably practicable.

The content of the Charter is based on the experiences of cemetery and crematorium managers who have worked extensively with bereaved families.

Professional and charitable groups involved with the bereaved have also been consulted.

Glossary of Terms

The Council – Worcester City Council.

The Manager – The Bereavement Services Team Manager who is appointed and authorised by the Council to be responsible for the management of the cemeteries/crematoria and their staff.

Cemetery – Any one of the cemeteries which belongs to and is operated by the Council, which are known locally as Astwood and St John's cemeteries

Crematorium – Worcester Crematorium which is owned and operated by the Council.

General Regulations

1 Anyone visiting or working within the confines of the cemetery and crematorium grounds must adhere to these regulations.

2 Please respect the manager and his staff by following any instructions they may give you, when you visit the cemetery and crematorium.

3 Records of burials, graves, cemetery plans, cremations and subsequent memorials are available from the respective offices in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000, on payment of the appropriate fee.

4 Contact us and opening times

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Bereavement Services Team
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Worcester
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Astwood & St Johns Cemeteries and Worcester Crematorium Grounds will be open every day of the year.

Spring / Summer
1st April – 30th September
Daily 8.00am to 8.00pm
Entrance gate will close at 7.45pm

Autumn / Winter
1st October – 31st March
Daily 8.00am to 4.30pm
Entrance gate will close at 4 15pm

The **Hall of Remembrance Room** will be open every day of the year.

Spring / Summer
1st April – 30th September
Daily 10.00am to 7.30pm

Autumn / Winter
1st October – 31st March
Daily 10.00am to 4.00pm

The office reception will be open to the public from Monday to Friday 9.00am to 3.00pm, but closed at the weekends and on Public Holidays.

A manned telephone answering service is available Monday to Friday until 4.15pm, thereafter messages may be left on the automated message service.

The management reserve the right to close the cemetery/crematorium without notice if considered necessary.

Children

5 Children under the age of 16 are not allowed in the cemetery/crematorium grounds unless they are under the care of a responsible adult.

Vehicles

6 Vehicles shall only use the main drives and must not exceed a speed of 5 mph. Please do not drive down the paths on the older sections of the cemetery, as considerable damage is being caused to gravesides. These paths are for the use of funeral cars and grounds maintenance staff. Signs currently located in these areas indicate this arrangement.

7 Vehicles must park where parking spaces are available and not park or drive on any grassed areas. The manager has the authority to exclude from the grounds, any vehicle which is deemed unsuitable or parked inappropriately.

8 Coaches and buses are permitted into the grounds but require prior discussion with the manager over suitable parking arrangements.

Dogs

9 Dogs are not permitted either in or around the cemetery and crematorium gardens. Signs are posted at all the entrances and exits to both cemeteries, indicating this arrangement. No dogs shall be permitted in the crematorium buildings, except for dogs for assistance.

Photographs & Metal Detectors

10 The permission of the manager shall be requested before photographing, filming or drawing any object/s in the crematorium/cemetery grounds.

No persons will be allowed to use metal detectors, anywhere within the confines of the cemetery boundaries

Fees & Charges

11 In respect to members of the public, all fees and charges regarding cremations, burials and memorials must be paid at the cemetery office before the funeral service.

Funeral Directors have the benefit of a monthly account at the discretion of the manager. The cemetery office will always issue a printed receipt for any monies paid to us.

Ministers

12 Relatives or their representatives (e.g. funeral directors) must make the necessary arrangements for a minister to officiate, when a religious service is required.

Canvassing

13 No person shall canvass or solicit orders in the crematorium/cemetery grounds.

Gratuities

14 The Council staffs are not allowed to receive tips or any other gifts for services rendered

Individual requests for funeral services

15 We welcome any individual requests for a funeral service i.e. horse drawn carriages, pipers, military, family to video the service and to view the committal, but please inform the cemetery office at your earliest convenience, so these requests can be accommodated.

16 We will always try to accommodate requests relating to any cultural, religious or personal preferences.

Cremation Regulations

Guiding principles for cremation services

We have adopted the guiding principles for cremation services that are issued by the Institute of Cemetery and Crematorium (ICCM) The Council is a corporate member of the ICCM and the Federation of British Cremation Authorities (FBCA). The bereavement services team manager is an Associate Member of the ICCM.

Booking cremation service times

17 Cremation services shall normally take place between the hours of 10.00am and 4.00pm.

No cremations are permitted on any Saturday, Sunday, Good Friday, Christmas or a Public Holiday, unless approved by the council.

The manager reserves the right to decline to undertake a cremation, for any reasonable and sufficient reason.

Applications for cremation must be made to the cemetery office between the hours of 0830am and 5.00pm Monday to Thursday (excluding Public Holidays) and 8.30am to 4.30pm on a Friday.

Cremation Papers

18 The forms required for each cremation should arrive at the office no later than 9.00am the day before the proposed cremation. Under exceptional circumstances you may deliver cremation papers later, but only with the prior agreement of the cemetery office.

Medical Referees

19 Before a cremation can take place, the council's appointed Medical Referee must be satisfied that the cause of death has been adequately explained. If this is not the case the manager can postpone the service.

The service can still take place but the coffin must not be placed on the catafalque. The minister should not proceed with the words of committal on this particular service.

At the end of this service the funeral director is to remove the coffin from the crematorium and then re-arrange another time, with or without a minister for the actual cremation to take place.

There is an additional fee in relation to these circumstances

Length of service

20 The duration of a service shall not exceed 45 minutes unless a double time period has been agreed and the appropriate fees paid.

Chapel seating capacity

21 The seating capacity in the chapel is for 90 persons and there is some standing room available. An outside speaker system can be set up by request of the funeral director or family.

Leaving the chapel after the service

22 Everyone who attends a funeral at the crematorium must leave the chapel immediately after the service, so that we can prepare the chapel for the following service.

The funeral director and minister should assist in this matter, to help avoid future services being affected and possible distress to the family.

It is advised that ministers are greeted by mourners forward of the wreath terrace and not the chapel exit door.

Arriving early or late

23 If a funeral arrives at the crematorium early or late, the service will take place at a convenient point thereafter at the discretion of the chapel attendant or the manager.

It is appreciated if funeral directors telephone the office to advise of their expected time of arrival, if known to be running early or late.

Coffin Identification

24 The coffin shall bear a nameplate stating the full name and the age of the deceased, as stated on the official documentation submitted.

This is in order to establish the identity of the body contained therein. It may be placed on the lid, or at the foot end of the coffin. The chapel attendant will check the coffin name plate is correct, before the coffin leaves the hearse.

Bearers

25 The provision of sufficient bearers to convey the coffin reverently, from the hearse to the catafalque is the responsibility of the funeral director.

If assistance from a chapel attendant is required, a fee is payable and must be charged.

Failure to do so may result in an employee being subjected to a disciplinary investigation, which may result in their dismissal.

Viewing the Committal

26 In cases where the representatives of the deceased wish to see the coffin placed into the cremator, the manager will allow four representatives to enter for this purpose.

Please inform the cemetery office on booking the funeral.

Structure of Coffin and its contents

27 Funeral Directors are aware of the Environmental Protection Act 1990, which does not allow any substance to be cremated that may cause pollution.

We do not currently cremate Cardboard coffins, but will accept Wood, Wicker and Woollen, with solid bases only.

The funeral director should advise the family that no personal effects of the deceased should accompany the coffin when presented for cremation.

Instructions for disposal of Cremated Remains

28 The cemetery office will require written instruction by completion of the White "Notice for Cremation Form", from the applicant before the cremated remains can be released or disposed of.

An alteration to the original option selected for disposal must be confirmed by the applicant in writing, or by the funeral director completing a change of instruction form.

The cremated remains are normally only to be released into the charge of the person who applied for cremation or the funeral director as stated on the "Notice for Cremation Form" and on collection a receipt must be signed.

If the applicant requires another person to collect the remains on their behalf, then a letter to that effect is required before the remains can be released.

Cremated Remains can be collected the next working day following the cremation after 10.00am Monday to Friday (excluding Public Holidays). An exception can be made if authorised by the manager beforehand, for special mitigating circumstances

For all cremated remains that are to be buried in the grounds of the cemetery, permission must be granted first and prior arrangements made with the cemetery office.

All containers/caskets of cremated remains are to bear a nameplate/label as applicable.

Funeral directors and/or family members are responsible for the placing of any valuable items in the cremated remains casket.

No cremated remains will normally be buried for at least 7 days after the cremation has taken place, to allow bereaved families time to consider the final resting place.

Storing of Cremated Remains

29 The cremated remains will be temporarily retained pending further instructions for a period of six calendar months from the date of the cremation. If we receive no further written instruction from the applicant, the said cremated remains will be scattered in the Gardens of Remembrance as advised on the reverse of the "Notice for Cremation Form"

A certificate issued by the appropriate cremation authority will be required for the interment of human cremated remains.

A fee is payable for temporary storage after one calendar month following the cremation

Music

30 The crematorium currently uses an internet download music system supplied by Wesley Music Ltd. This system is widely used and has become an accepted standard for providing music to crematoria

Facilities are available for pre-recorded music in the form of original CD's. The funeral director or family representative is to provide these at least 24 hours prior to the service.

"Home" copies of CD's are not permitted as they can introduce viruses into the music system and cause disruption, both to the immediate and subsequent services.

An Organist facility is available and Hymn books are supplied, but this will need to be booked through your funeral director.

Flowers

31 The Funeral Director is responsible for removing floral tributes from the coffin after the service has completed and prior to cremation taking place. All floral tributes will be placed in the wreath terrace located at the rear of the crematorium chapel

32 Cemetery staff will clear all floral tributes after 7 days from the wreath terrace (E.g. flowers for a funeral service on Tuesday will be disposed of Monday night/Tuesday early morning prior to the first funeral service on that day).

Families are free to remove the flowers/cards from the wreath terrace and at their own convenience.

Burial Regulations

Guiding principles for burial services

The Council have adopted the guiding principles for burial services that are issued by the Institute of Cemetery and Crematorium (ICCM)

The Council is a corporate member of the ICCM and the Federation of British Cremation Authorities (FBCA).

The bereavement services team manager is an Associate Member of the ICCM.

Booking burial service times

33 Applications for burial must be made to the cemetery office between the hours of 8.30am and 5.00pm Monday to Thursday (excluding Public Holidays) and 8.30am to 4.30pm on a Friday.

Burials shall not normally take place on Sundays, Christmas Day, Good Friday, and Public Holidays. Exceptions to this can be authorised by the manager, but only if the appropriate paperwork is made available.

34 Interments must take place between the hours of 9:30am and 3.00pm straight to grave.

During the months of November, December and January and February the last burial time will be 2.00pm straight to grave, as the grounds are too dark at this time of year for safe movement of staff and visitors.

Burial times will have at least a two hour gap to avoid congestion of funeral corteges.

Interment Notices

35 Completed interment notices must be delivered to the cemetery office with at least 2 clear working days before the planned day of burial.

The coffin/casket size must be confirmed in writing, the size must be exact and to include mouldings and any opened handles.

Any alteration to these sizes must be notified to the cemetery office in writing at least 1 working day prior to the funeral.

36 In the instances when a burial is booked in with less than 24 hours notice for religious reasons, the interment notice must be delivered to the office, on the day of the burial to confirm the booking.

The original signed form is to be given to the cemetery official attending the burial.

If we do not receive a completed interment notice by the required time, the manager may decide to postpone the funeral.

Interment of cremated remains in lawn or traditional graves

37 Sockets for cremated remains (under turf) on an existing lawn or traditional type of grave can only take place after the last full coffin interment has taken place as to avoid the disturbance of remains required by law.

The remains must be placed towards the head end of the memorial, but not underneath it, so to avoid undermining the stability of the memorial.

Cremated remains may also be buried in a grave following the appropriate legal procedures.

Arriving at the Cemetery

38 The time booked for a funeral is the time that the cortege is due to arrive at the cemetery.

Arriving early or late

39 The funeral director must inform the cemetery office of the expected time of arrival at the cemetery, to make sure that the minister and cemetery staffs are present.

Certificate for Disposal

40 The Registrar's "Certificate for Disposal" or the Coroner's "Order for Burial" must be delivered to the office, with the Notice of Interment before the burial can take place.

If you do not deliver the Registrar's Certificate or the Coroner's Order for Burial to the cemetery office, then the Burial **must not** take place **EXCEPT** in the situation where the certificate has been issued, but not duly presented by the funeral director, at the appropriate time.

If this occurs, the funeral director must sign a declaration (Form 18) in accordance with the Births and Deaths Registration Act 1926 before the funeral can take place.

This declaration must explain why the certificate has not been delivered and promises to deliver it to the cemetery office, preferably on the same day as the burial, or in exceptional circumstances, the next day.

41 Each individual body whether an adult or child must be brought into the cemetery in a separate coffin.

The only exceptions to this rule will be: -

- When a mother dies in childbirth, in which case both the mother and child can be in the same coffin.
- When twins or multiple births die in childbirth, the babies can be in the same coffin.

A letter stating this fact must be submitted prior to the burial or cremation taking place.

Open Coffin in chapel

42 Coffins may be open in the chapel during the service, at the request of the family and at the discretion of the manager.

Structure of Coffin

43 For burial purposes, coffins can be made of Wood, Metal, Wool, Wicker, or Cardboard with an engraved nameplate, showing Name, Age and Date of Death. (Full name to be shown on all connecting paperwork).

Opening Graves

44 No grave for which a grant of exclusive right of burial applies can be opened without the written permission of the registered owner.

Transfer of Ownership may be necessary to permit the opening of a grave and before a memorial permit will be issued.

Contact the cemetery office for further details.

45 To make sure that only the correct person is buried in the grave, any variation in the names must be explained and confirmed by a statutory declaration before the burial can take place.

Producing the Grave Deed

46 The council have the right to demand to see the Grant of Exclusive Right of Burial before a grave is opened.

If you lose this document, the council have the right to demand a statutory declaration to say you have lost it.

Soil Boxes

47 The council have the right to put soil boxes on graves next to those that need to be opened for a burial without notice.

Cemetery staff will remove the soil as quickly as possible and leave the grave in a clean and tidy condition.

Moving Memorials

48 When the council excavate graves in certain areas of the cemetery, it may be necessary to move a memorial on the surrounding graves for health and safety reasons.

An approved memorial mason will remove and re-erect the memorial stone back to its correct position, as soon as possible after the burial.

Backfilling of Grave

49 Representatives of the deceased may, at their own risk, back fill the grave after an interment, but must strictly adhere to instructions given by the cemetery staff in attendance. The shoring will remain in place and will only be removed by Council staff at the appropriate time during the backfill process.

Flowers

50 Families usually remove their flowers several days after the funeral as they can become unsightly. But if they are not cleared after 14 days, the cemetery staff are authorised to dispose of them.

Exclusive Right of Burial

51 The council will grant Exclusive Right of Burial in a grave for 30 or 99 years, or the lease can be extended following payment of the appropriate fee.

Please note you do not own the land, as this remains in the Council's ownership.

A grave will be for a maximum depth of 2.4m where ground conditions allow.

Where a casket or coffin exceeds 500mm in depth, this will reduce the maximum number of interments possible in a grave, from three to two.

The registered grave owner is responsible for the upkeep and safety of the memorial.

Burial of Non Residents of Worcester

52 The Exclusive Right of Burial and interment fees are published in the current Fees and Charges list and these will apply.

i) When the deceased is not a resident or council taxpayer of Worcester City Council.

If the deceased lived in the city for the majority of their life but took up residence outside the city boundary in a residential or nursing home registered by National Care Standards within two years of the death, they may be exempt.

In this case the family is to provide the relevant information for claiming this exception to the cemetery office and the manager's decision is final.

- ii) When the burial rights are pre-purchased by anyone who is not a resident or council taxpayer of the city.

This is provided that the increase shall not apply to the interment after the initial burial in a grave.

Gardens of Remembrance

53 Two Gardens of Remembrance exist in Astwood cemetery for floral tributes in the ornamental sculpture and various memorials to the deceased.

54 Cremated Remains are placed in a "Socket" grave in the gardens of remembrance and are not interred in any of the gardens or on the memorial beds.

55 In order to preserve the aesthetic appearance of these gardens as a memorial, the Council respectfully requests that visitors note the following:

There are to be no vases, photos, planting of trees, shrubs or flowers that create private gardens, artificial flowers and containers of any description, are not permitted on the grass or tree areas. Please use the ornamental flower holders where provided for fresh floral tributes.

Staff are authorised to move any floral tributes left on the gardens into the nearest available flower holder and at the earliest opportunity.

An exception to this is following a funeral service where the floral tributes will remain, until they have faded or died and then removed for disposal.

56 Over the Christmas period many cut flowers, floral tributes and Christmas wreaths are laid in the cemetery gardens.

During this festive period only, tributes can be left on the grass and shrub bed areas between 1st December and 31st January.

After the 1st February staff will start to dispose of the Christmas wreaths and floral tributes to disposal.

Any remaining Armistice Remembrance Day wooden crosses will also be removed at this time.

57 All cremation memorials are to be purchased or leased from the Council, as no private memorials are permitted.

There are a range of memorials with each, having its own conditions which are set out on the relevant forms.

On request and with the payment of an additional fee, the lease period may be extended by a further ten years.

Grave Options

58 The council offer a variety of types of grave to suit the needs of the bereaved. These graves range from unpurchased graves, through various types of lawn, traditional and natural burial graves.

Reserved Graves

59 The council do not currently offer the option to reserve graves for future use.

Lawn Graves

60 The owner of the grave may choose whether to have the grave for up to two interments, if the grave space can accommodate it. This decision must be made at the time of the first burial in the grave. In addition, cremated remains can be buried in the grave following appropriate legal procedures.

61 The typical lawn grave is laid to turf. At the head of the grave the registered owner may apply for permission to erect a memorial. You are allowed a border 300mm from the front of the slab in which to plant, place ornamentals, vases etc.

62 Memorials on new lawn grave sections must not exceed 1metre in height above ground level, 100mm in thickness and maximum 650mm wide.

63 Memorials should be made of quarried stone, however the manager may allow wooden memorials, but prior authorisation from the manager must be given.

64 After the first six months following an interment, the grave will be topped up with soil by cemetery staff. During this time you are advised to keep any vases etc to the head of the grave whilst this work is carried out to avoid staff having to move them. After six months, but depending on the time of year, usually autumn and spring, grave spaces will be turfed or soil/seeded by cemetery staff.

Any remaining vases, flowers, plants, ornaments etc will be moved up to the head of the grave and placed on the slab.

From this point on, the grave owner can only utilise the 300mm from the front of the slab for vases, plants, ornaments etc.

Natural Burial Graves

Natural Burial graves are available at Astwood cemetery only. These graves are located in an area that is attractive to wild flowers, birds and small mammals.

65 Each grave is for one interment and there is no mounding.

66 You can place a stepping stone memorial as a marker on the grave in this area, subject to the appropriate fee being paid.

Un-Purchased graves

67 Un-Purchased graves are provided for people who want to be buried, but cannot or do not want to purchase the Exclusive Right of Burial.

The Council are not able to provide, or allow a plaque to be placed at the head of an un-purchased grave.

68 The family of the deceased have five years in which to purchase the exclusive rights of burial. After this time the burial authority may inter another unrelated person in that same grave.

69 No memorials are to be erected on a grave unless the exclusive right of burial has been purchased which includes the right to erect a memorial on that grave.

70 No mounds are to be formed on un-purchased graves.

Traditional graves

71 The owner of the exclusive right of burial may have a "full" memorial put on a traditional grave, which is securely fixed on a concrete landing.

The overall height of the headstone permitted will not exceed the height of those other memorials already existing on that section. Traditional graves are not generally available, however, if a request is made, we shall endeavour to find one, but it will be in an older section of the cemetery.

Please discuss your requirements with the cemetery office in the first instance.

Muslim Graves

72 A section has been made available for the use of the Muslim community at Astwood cemetery. The graves will be traditional Muslim graves and where mounding is permitted. All treatment, washing or dressing of bodies must be carried out prior to arrival at the cemetery. Cover boards can be used but the council does not supply them.

Brick Graves

73 Design of memorials on brick graves and designs for memorials must be submitted to the manager for approval. These are available only in double depth, and we require at least 10 clear working days notice prior to the funeral date for this type of new grave.

74 The contractor chosen by the Funeral Director or the family is to supply the manager, with a signed method statement and risk assessment before work commences.

Babies Graves

75 Several varieties of headstone memorials are permitted, but must not exceed 1 metre in height, 100mm in depth and 650mm in width.

76 Small sets of kerb stones are allowed around the inside perimeter of the grave space, but the kerb stones must not exceed 105mm in height and 80mm in width

77 Baby graves are arranged to accommodate a maximum coffin size of 910mm x 380mm

Cremated Remains

78 There is space for up to four interments of cremated remains. The memorial is to be removed for each interment by an approved stone mason.

79 The Council supplies a temporary slab 900mm wide and 600mm thickness, but if a memorial is to be erected the stonemason should replace this slab with one that meets the current NAMM Code of Working Practice.

80 The memorial must not exceed 800mm in height, 100mm in thickness and 650mm in width.

81 With this type of grave you have the space on the slab in which to put memorials of your choice.
However, please be respectful and considerate to others, so that you do not obstruct the pathways or create tripping hazards.

General Points for All Graves

82 The Council does not accept responsibility for damage or loss of any memorials, ornaments or benches.

An exception to this is where, above all reasonable doubt that damage has been caused by the actions of cemetery staff.

The manager's decision on this is final.

The Council has a responsibility to ensure the cemeteries are free of obvious dangers and hazards.

Examples of hazards are glass, pottery items which break, sharp objects, items placed in paths reducing the width of the path and items which are a tripping hazard.

Such items will be removed with or without prior notification and they will be available for collection from the office for a period of one month after removal.

In addition, it may be necessary from time to time to remove items in the cemeteries that cause disturbance or offence to visitors attending the cemetery.

Please help the Council to provide a safe cemetery and one in which it is an attractive and peaceful place to visit.

As a responsible grave owner you have your part to play.

83 As part of routine grounds maintenance, the weeds/grass along the front and to the sides of memorials may be controlled using herbicide and/or a strimmer. It is not possible to keep all strimmed or mown grass off graves and headstones, but we will endeavour to keep it to the minimum.

84 If any plants/trees become too large or items are considered unreasonable, the manager reserves the right to remove or prune the offending items.

85 Please be aware that the cemetery is a working place and at times for operational reasons some items on graves may have to be temporarily moved and subsequently replaced for a burial to take place.

Management of Headstone Memorials

86 The installation of new memorials, renovation of existing memorials and added inscriptions to memorials, is carefully controlled to ensure that:

(i) Work is only carried out with the authority of the registered owner/s of the Exclusive Right of Burial,

(ii) That all memorials comply with council regulations applicable to the erection and maintenance of memorials and work is carried out in a manner that will ensure that all Health and Safety Regulations are adhered to.

87 Memorials and surrounds may not be erected over any grave in which the Exclusive Right of Burial has not been purchased.

88 Once a memorial has been erected, the grave owner or their executor or personal representative will be deemed to be held responsible for the future maintenance and safety of that memorial. Any memorial deemed to be unsafe by the manager must without unreasonable delay, either be removed from the cemetery or repaired by an approved stone mason.

The costs of rendering the memorial safe shall be recoverable from the owner.

It is strongly recommended that appropriate insurance cover is obtained for the memorial by the grave owner against all risks.

89 Applications for memorial work together with the relevant fee must be submitted to the cemetery office for approval on the "Memorial Permit Application Form".

You need to include the name and address of the memorial mason who will carry out the work, the material and measurements of the memorial, what you want to inscribe and a diagram of the proposed memorial.

The application form must also contain the full names of the registered grave owner/s and their signatures to give permission for the work to be done.

The council are flexible regarding the shape and design of a memorial as long as they do not exceed the sizes given.

Please note, memorials overall height **MUST** include the height of its base.

90 Only stone masons who appear on the British Registration of Accredited Memorial Masons (BRAMM) are permitted to work within Worcester's cemeteries.

This is to ensure the installation of memorials is carried out in a safe manner and to national standards.

The Council has the right on demand for the stone mason to dismantle a memorial to demonstrate the correct fixings methods have been used at the stone masons cost.

Contravention of the regulations may result in removal of the mason from the register.

91 All memorials must be fixed on approved foundations and to the National Association of Memorial Masons (NAMM) Code of Working Practice, as specified in the licensing agreement.

92 The manager has the authority to decline any memorial/inscription that he may deem inappropriate for the cemetery.

93 A vase bearing an inscription shall not be regarded as a memorial and not be subject to a fee.

Grave owners are advised to have the grave number inscribed on any vases and to make sure this number can be seen.

94 Every memorial must have the section, grave number and the name of the memorial mason inscribed upon it.

95 The council may seek to ban any person/s from entering the cemetery that is found trying to gain business opportunities.

A License to trade in the cemetery is required and can be purchased from the manager.

96 All stone masons' materials, equipment and vehicles must be removed from the cemetery by 4.30pm Monday to Friday.

Fixing of memorials is not normally allowed on Saturdays, Sundays and Public Holidays. However, by prior agreement with the manager, arrangements can be agreed for Saturday working.

All fees are to be paid before the memorial is fixed.

When a stone mason is removing a memorial from a grave they are also responsible for removal of the entire memorial including any foundation i.e. concrete landings, slabs and brickwork.

The memorial foundations are only to be returned to the cemetery at the time the memorial is re-erected.

97 The Council may remove any memorials from graves when the period of the Right of Burial has expired as legally allowed in the Local Authorities Cemetery Order 1977. The Council do endeavour to make contact with the grave owner before the expiry date, so please ensure your up to date contact details, are with the cemetery office.

98 The Council as part of its Memorial Management Scheme will routinely inspect memorials. Memorials which appear to be in a potentially unsafe, dangerous or dilapidated state and require remedial work will be at the expense of the owner of the grave. Details on any aspect of this scheme are available on request.

99 The Council reserves the right, after reasonable notice to the person concerned and failure to take the necessary action, to remove or change any memorial, which infringes these regulations or, in the opinion of the manager is in a state of disrepair.

100 The Bereavement Services Team Manager reserves the right to amend these regulations at any time.