

Copeland Borough Council

Crematorium and Cemeteries

Management Rules



Contents	Page No
Introduction	4
Crematorium and Cemeteries Administration Office	5
Crematorium Management Rules	6
Hours of Administration	6
Office Opening Hours	6
Book of Remembrance	7
Hours of Service	7
Officiating Minister	7
Wesley Music System	7
Notice of Cremation and Statutory Forms	7
Fees and Charges	8
Punctuality	8
Coffins	8
Cremation and Removal	8
Environmental Policy	9
Disposal of Cremated Remains	9
Floral Tributes	9
Memorials	10
Unacceptable Behaviour	10
General Terms of Use	11

Cemeteries Management Rules	12
Hours of Interment	12
Notice of Interment	12
Coffins	13
Burials (General)	13
Certificates Required	14
Fees and Charges	14
Exclusive Right of Burial	14
Public Graves	15
Exhumation	15
Personalisation of Graves	15
Memorials	16
Unsafe and Unauthorised Memorials	17
Control of Funerals	17
After Care of Graves	17
Conduct of Person in Cemetery	17
Wreaths and Floral Tributes	18
Shrubs and Trees on Graves	18
Grounds Maintenance	18
General Terms of Use	19
Nether Wasdale	20
Contact Details for Open and Closed Cemeteries	21

Introduction

Copeland Borough Council welcomes all visitors to their cemeteries and crematorium.

Visitors are kindly asked to respect the peace, dignity and reverence of these facilities in order to promote them as places of tranquillity for quiet reflection.

All the Councils cemeteries and crematorium are managed and operated in accordance with the Local Authorities' Cemeteries Order 1977, as amended by the Local Authorities (Amendment) Order 1986 and such other regulations as may be made by the Minister of Justice.

These Management Rules apply to the following Copeland Cemeteries and Crematorium:

- Whitehaven Cemetery
- Hensingham Cemetery
- Beckermeth Cemetery
- Nether Wasdale Cemetery
- Millom Cemetery
- Distington Hall Crematorium

They exclude:

All formally closed Church of England Churchyards

The above is subject to their own rules and therefore not covered by these Management Rules.

Although these Management Rules are necessary requirements for the management of our cemeteries and crematorium, careful consideration has been made to accommodate the rights and choices of individuals. These Rules have, therefore, been prepared with a balance of individual rights and the statutory need to regulate for safe and tidy cemetery and crematorium grounds. The Management Rules will be reviewed and updated regularly and an extract displayed on site noticeboards and Copeland Borough Councils website.

The Council is empowered to alter or amend the Management Rules at any time, to introduce further Management Rules as they consider necessary, to waive any of the Management Rules in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by the Management Rules. The most up to date Cemeteries and Crematorium Management Rules will always be published on the Council's web site: www.copeland.gov.uk

Crematorium and Cemeteries Administration Office

The Crematorium and Cemeteries Office is based at:

Distington Hall Crematorium
Distington
Workington
Cumbria
CA14 4QY

01946 830561

Email: info@copeland.gov.uk

All of the Council's cemeteries are open to the public every day of the year.

Enquiries or requests for information about any aspect of the Council's Bereavement Service should be made via the Crematorium and Cemeteries Administration Office.

Any visitor wishing to report any urgent matter relating to any of the Council's crematorium or cemeteries outside of normal office hours should contact Copeland Borough Council on 01946 598300. Should the urgent matter relate to a crime in progress, danger to life or threat of violence, this should be reported to the Police at the time of the emergency on 999.

Information about the fees and charges for Bereavement Services is available via the Council's web site: www.copeland.gov.uk

Crematorium Management Rules

Interpretation

In these Terms of Use

‘Medical Referee’ means a medical referee or a deputy medical referee appointed by the Home Secretary in pursuance of Cremation (England & Wales Regulations 2008).

Cremation 1 means the form of application for cremation submitted by the nearest relative or an executor of the deceased.

Cremation 4 means the certificate of the medical attendant given by a registered medical practitioner.

Cremation 5 means the confirmatory medical certificate given by a registered medical practitioner who has been fully registered for not less than 5 years.

Cremation 6 means the certificate for cremation given by a Coroner.

Cremation 10 means the form of authority to cremate given by the medical referee.

All cremations shall be carried out in accordance with the Statutory Regulations for Cremation, the Code of Cremation Practice of the Federation of British Cremation Authorities and the Institute of Cemetery and Crematorium Management.

1. Hours of Admission

The public will be admitted to the Crematorium Chapel, except when it is in use.

Current opening times are:

Monday to Friday	9am to 4.30pm
------------------	---------------

(Any changes or extensions to opening times will be promoted on the Council’s website, www.copeland.gov.uk)

The public will be admitted to the Chapel of Remembrance during the following times:

365 days a year	9am to 4.15pm (electronic version of the Book of Remembrance is available to view at weekends and public holidays)
-----------------	--

2. Office Opening Hours

The office at the crematorium is open Monday to Friday 9am to 4.30pm except Public Holidays.

3. Book of Remembrance

The Chapel of Remembrance will be open all year round from 9:00am - 4:15pm.

The Book of Remembrance is kept in the Chapel of Remembrance, which adjoins the main car park at Distington Hall and can be viewed Monday to Friday (except Bank Holidays) during opening hours. The electronic version of the 'book' can be viewed on any day, during opening hours. Fresh flowers and pot plants may be placed in the Chapel.

4. Hours for Services

Services are currently held at 45 minute intervals during the following times:

Monday to Friday	9am to 12 noon 1.15pm to 3.30pm
------------------	------------------------------------

The period allowed for the use of the Chapel shall not exceed the time arranged for the service, except with the prior consent of the Council's Bereavement Services Team, and all persons using the Chapel are required to leave the Chapel immediately after the conclusion of the service.

5. Officiating Minister

The responsibility for making the necessary arrangements for the attendance of Ministers to officiate at a service rests upon the Funeral Director or other person(s) arranging the service.

6. Wesley Media Music System

Music for services is provided by Wesley Media and can be obtained by your Funeral Director. Wesley Media also provide images, visual tributes etc., for further information contact the office at the Crematorium or your Funeral Director.

7. Notice of Cremation and Statutory Forms

- (a) Notice of Cremation must be given on the official form supplied and delivered to the Bereavement Services Team at the crematorium office NOT LATER than two working days prior to the day of cremation. Please note a working day is 9 am-4:30 pm
- (b) Forms 1, 4 and 5, together with the certificate of disposal issued by the Registrar of Births & Deaths, OR where the Coroner has been involved, a Form 6 for cremation, must be delivered to the Medical Referee, c/o the Bereavement Services Team, Distington Hall Crematorium, NOT LATER than two working days prior to the day of cremation.
- (c) The Council will not be responsible if a cremation is postponed through the necessary forms and certificates being delivered after the stipulated time.

8. Fees and charges

All fees and charges in respect of a cremation must be paid in accordance with the terms of the invoice. Copeland Borough Council reviews its fees and charges on an annual basis.

9. Punctuality

If a cortege arrives late and is likely to cause inconvenience to any other funerals it may be put back to a later time at the discretion of the Bereavement Services Team.

10. Coffins

- (a) Nobody will be accepted for cremation unless the body is enclosed in a coffin of a suitable material i.e. wood, felt, wicker, wool, cardboard and must bear a nameplate establishing the identity of the body contained within the coffin.
- (b) Coffins shall consist of easily combustible wood, cardboard, wicker, felt or wool. Resinous or badly seasoned wood must not be used. A coffin must not be painted or varnished but may be covered with a thin cloth. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) or melamine must not be used in coffin construction or finishing's. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used for covering a coffin. The exception to the foregoing is the use of polystyrene which is restricted to the coffin nameplate only and it must not exceed 90 grams in weight.
- (c) No metal furniture or fittings whatever shall be used on a coffin for cremation; and no metal of any kind shall be used in the manufacture of such coffin except as is necessary for its safe construction. Hardwood plugs should be used whenever possible. Cross pieces must not be attached to the bottom of the coffin but if necessary wooden strips may be placed lengthwise. Where it is imperative that a body should be cremated in a metal case, a thin zinc lining only should be used. The Bereavement Services Team must be informed where such a lining is used.
- (d) The use of sawdust, cotton wool or shredded paper within the coffin must be avoided. If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness.
- (e) The maximum external measurements permitted for a coffin are: Length 221cm or 87 inches, Width 104 cm or 41 inches, Height 75cm or 29.5 inches. The maximum weight the bier can carry is 285 kilograms or 44.8 stones. Push capacity of the automatic charger is 300 kilograms or 47 stones.

11. Cremation and Removal

- (a) On the day when the funeral service takes place, provided the necessary authority has been given by the Medical Referee, the coffin and its contents shall be cremated exactly as they have been received on the catafalque. Floral tributes will be removed from the coffin and displayed in the flower bays at the crematorium or removed as arranged with the Funeral Directors.
- (b) No coffin shall be removed from the Crematorium for any purpose whatsoever except on the Order of a Coroner, Court of Summary Jurisdiction, or Chief Constable.
- (c) By prior arrangement with the Bereavement Services Team, two representatives of the deceased may see the coffin introduced into the cremator if they so desire, but no inspection of the actual process of cremation will be permitted.

12. Environmental Policy

In the interests of the environment, the Distington Hall Crematorium, Management and Employees abide by the Guiding Principles of Cremation of the Institute of Cemetery and Crematorium Management (ICCM). Cremation is normally completed on the day of the funeral. When environmental considerations dictate the cremation may be delayed, no cremation will be delayed more than 72 hours.

All metals remaining following cremation will be disposed of in the most suitable manner to reduce the impact on our environment. This will include the sensitive recycling of metals to avoid the use of non-renewable resources and comply with existing legislation.

13. Disposal of Cremated Remains

- (a) Responsibility for the instruction given on the Notice of Cremation Form regarding the disposal of the cremated remains shall rest upon the person signing such notice.
- (b) Cremated remains shall not be removed from the Crematorium unless they are contained in an approved urn or container and shall only be given to the applicant for the cremation or a representative from the relevant Funeral Directors by the Bereavement Services Team on the signing of a receipt of the same.
- (c) In the absence of any arrangements for the disposal of cremated remains within a month from the date of cremation, the Council's Bereavement Services team will contact the Funeral Director, or the person who applied for the cremation, to determine how they wish for the ashes to be disposed of. In the absence of any arrangements being made within 2 months the remains will be respectfully strewn within the crematorium grounds.

14. Floral Tributes

- (a) Wreaths, Sprays and other floral tributes connected with any funeral may only be placed in the space reserved for that purpose or elsewhere as prescribed by the Bereavement Services Team for a period not exceeding seven days, after which they will be disposed of by the Council.
- (b) Floral tributes placed in the Chapel of Remembrance shall consist of cut flowers or plants only and must not be placed on the case containing the Book of Remembrance. Artificial flowers are not permitted. Artificial wreaths and holly wreaths are not permitted in the Chapel but may be placed upon the paved area adjoining the Chapel. Vases for flowers will be provided as far as possible for use in the Chapel of Remembrance.

- (c) Flowers or plants placed in the Chapel of Remembrance may be removed by the Bereavement Services Team at their discretion after seven days, or earlier where such flowers or plants are decayed, or where the space allocated in the Chapel for the display of flowers becomes limited.
- (d) Relatives may bring their own vases for use in the Chapel of Remembrance but these must be of a none breakable type and any flower container which does not fall into such category will be removed forthwith. Personal vases must be removed after use and the Council will not be held responsible for any loss or damage to any such vase.
- (e) Fresh cut flowers can be placed in the grounds of the Crematorium, however, they will be removed when they are starting to decay.
- (f) Wildlife do roam the grounds of the Crematorium and unfortunately they may cause damage to floral tributes.
- (g) The Council will not be held responsible for any loss or damage to floral tributes.

15. Memorials

- (a) The Book of Remembrance, housed in the Chapel of Remembrance, shall be the only permanent form of memorialisation permitted in the Chapel. An application for an inscription to be placed in the Book of Remembrance will be sent to the person who was the applicant for the cremation, however, any other person can apply for an inscription by completing the relevant application form.
- (b) Plaques are allowed on the outside of the Chapel of Remembrance and Trinity Gardens. The relevant application form for this should be completed and submitted to the Bereavement Services team.
- (c) Information on memorial benches can be obtained from the Bereavement Services team.
- (d) No permanent memorial shall be placed in any part of the Crematorium grounds. Containers for plants, for example plant pots and metal containers, are acceptable. Flowers laid in the grounds of the Crematorium will be removed after one week of them been placed.

16. Unacceptable Behaviour

Copeland Borough Council is committed to providing a safe workplace for all of our employees. We have a zero-tolerance approach to unacceptable behaviour. Abusive language or threatening behaviour will not be tolerated. If you conduct yourself in this manner you will be asked to leave the crematorium.

- (a) All persons while in the Crematorium grounds or buildings shall conduct themselves in a quiet and orderly manner.
- (b) Any person who wilfully disturbs any persons assembled for the purpose of attending a funeral, either within the Crematorium grounds or the Crematorium buildings, or interferes with any service or cremation taking place will result in the Police being called.
- (c) Any person who wilfully interferes with or damages any property belonging to or connected with the Crematorium or is found stealing flowers or plants from the grounds or chapels will be referred to the Police.
- (d) No person not being an officer of the Council or another person so authorised by or on behalf of the Council shall enter or remain in the Crematorium or grounds outside the permitted hours.

17. General Terms of Use

- (a) All vehicles must be parked in the parking area and must not obstruct the entry or exit roads.
- (b) Persons attending a service who are in charge of a vehicle must remove their vehicle immediately after the service is concluded so as not to interfere with any following cortege.
- (c) No vehicles shall be driven at speed exceeding 10 mph.
- (d) Dogs are allowed into the Chapel and the Crematorium grounds. The owner must ensure that the dog is on a lead and controlled at all times and will be responsible for cleaning up/removing any fouling.
- (e) All persons entering the crematorium shall enter at their own risk and the Council will not accept any liability for injuries or damage sustained for any reason whatsoever.
- (f) The Council will not accept responsibility for any failure in arrangements due to circumstances beyond their control.
- (g) The Council may close the Crematorium buildings or grounds or any part thereof to the public for such time as it is considered necessary or expedient.
- (h) The Council reserves the right to amend any of the foregoing regulations and to deal with any circumstances or contingency not provided for in the Management Rules and to amend our fees as necessary.

Cemeteries Management Rules

Interpretation

In these Terms of Use

- (a) 'the Council' means the Copeland Borough Council
- (b) 'the cemetery' means any cemetery managed by the Council and shall include any chapels or buildings therein.
- (c) 'vault' means any grave with internal walls constructed of brick stone or other materials.
- (d) 'memorial' means any headstone, monument, cross, flat stone, kerbing or any other erection placed for the purpose of a memorial over any grave.

1. Hours of Interment

Interments may take place during the following times:

Monday to Thursday 10am to 2.00pm

Friday 10am to 1.00pm

Interments shall not take place on Good Friday, Christmas Day or Public Holidays except in the cases of emergency certified by a Coroner or registered Medical Practitioner.

2. Notice of Interment

The Council does provide a flexible approach in order to accommodate as many wishes of the bereaved as possible, whilst still upholding cultural, ethical and legal requirements.

All notices of interment must be given on the prescribed form obtainable at Distington Hall Crematorium on which the particulars required must be clearly stated. The time booked for a burial is the time that the cortege is due to be at the graveside at the cemetery. It is essential that the time of booking is adhered to in order to avoid disruption and distress to those attending other burials. If the cortege arrives early or late the cortege may have to wait until it is convenient for it to be moved forward. The Funeral Director or person in charge of the cortege must act under the direction of the Council as to when the cortege may proceed.

All new graves and plots will be allocated sequentially within individual sections of the cemeteries. However, the wishes of applicants will be considered as far as may be deemed practicable.

No pre-purchase of graves is permitted at Whitehaven Cemetery, however, Exclusive Rights of Burial of 50 years can be purchased at the time of an interment.

For interments in new grave plots, a completed Notice of Interment together with the Registrar's Burial Certificate or Disposal Notice or Coroners Order must be submitted to Distington Hall Crematorium before the planned day of burial.

All deceased persons brought to cemeteries for burial shall be contained in a suitable coffin, casket or shroud. No coffin or shroud shall be accepted unless it bears adequate particulars of the identity of the deceased person. For faiths requiring interment as soon as possible following death specific procedures are in place.

For re-opening of an existing grave a completed Notice of Interment signed by the grave owner together with the Registrar's Burial Certificate, Disposal Notice or Coroners Order must be submitted to Distington Hall Crematorium at least 72 hours before the planned day of burial. .

3. Coffins

Nobody will be accepted for a burial unless it is enclosed in a suitable wooden, cardboard, wicker, felt or wool coffin and must bear a nameplate establishing the identity of the body contained therein.

4. Burials (General)

Deceased persons, whether adults or children, must be brought into the cemeteries in separate coffins. The only exceptions to the rule are:

- When a mother with child dies in childbirth and the child also dies, both the mother and child may be buried together in the same coffin
- When twins or multiple births die in childbirth and babies may be placed in the same coffin
- At the discretion of the Bereavement Services Officer

Any cremated remains brought to a cemetery for burial shall be contained in a suitable container and bear adequate particulars of the identity of the deceased person therein.

No cremated remains brought into a cemetery can be left or strewn anywhere within the cemetery grounds. For example, urns or cremated remains placed within a plant pot and left adjacent to a headstone are not permitted.

All graves are excavated and backfilled by trained Council Operatives or appointed contractor. No grave shall be excavated by any other person. No grave shall be backfilled by any other person unless permission has been obtained by the Council.

The Council reserves the right to be able to close the gates of the cemetery to vehicle access or to cordon an area off when preparing for a burial. The Council may need to erect without notice temporary hazard warnings and barriers around a grave that needs to be opened for burial or in the case where a memorial poses an imminent risk to public safety, including

surrounding graves. This is to create a safe working area for the projection of visitors and Council employees alike

A Burial can take place with or without a religious service. It is the responsibility of the Funeral Director or bereaved family to arrange the attendance of an officiant at the burial if required. All graves will be initially excavated to the standard depth determined by the Council. The Council cannot be held responsible if, due to factors outside their control, the full number of 3 burials per grave cannot be achieved. It is the Councils policy to excavate graves to the maximum depth, however, the ability to achieve this will vary depending on ground conditions at each cemetery.

All new graves and plots will be allocated sequentially within individual sections of the cemetery, however, the wishes of applicants will be considered as far as deemed practicable

5. Certificates Required

A certificate of the Registrar of Births and Deaths or Coroners Order for Burial must be delivered to the Bereavement Services Officer before any interment, including that of a still born child, takes place. Before the interment or strewing of cremated remains, a Certificate of Cremation issued by the crematorium at which the cremation took place must be produced to the Bereavement Services Officer except, where the cremation was carried out at the crematorium managed by the Council.

6. Fees and Charges

All fees and charges in respect of an interment must be paid in accordance with the terms of the invoice. The Council reviews its fees and charges on an annual basis.

7. Exclusive Right of Burial

- (a) On the purchase of the exclusive right of burial in a grave a Grant of Exclusive Right of Burial deed will be issued by the Council to the person purchasing the said Right and particulars of the purchase will be entered in the Exclusive Right of Burial Register.
- (b) If the exclusive right of burial has not been exercised within a period of 50 years from the date of purchase the grant shall automatically terminate.
- (c) No grave for which an exclusive right of burial has been purchased shall be opened for the interment of a body or cremated remains, nor shall cremated remains be strewn on such grave without the written permission of the owner of the exclusive right of burial (or where the owner is deceased and being interred, a near relative or executor) being given on the prescribed form obtained at Distington Hall Crematorium.
- (d) In the event of the death of a registered owner, the person claiming entitlement to ownership must obtain a formal transfer of ownership from the Council.
- (e) The owner of the exclusive right of burial may assign such right to another person by submitting a Form of Assignment to the Council. Any transfer of ownership of a Grant of Exclusive Right of Burial will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the cemetery records and appropriate transfer fee paid.

- (f) A person to whom an exclusive right of burial is transmitted or assigned is NOT entitled to exercise the right until the Council has been notified of the transmission or assignment and details of such has been entered in the cemetery records.
- (g) The Council can provide services of the burial of cremated remains in cemeteries.

8. Public Graves

The charge for an interment in a grave for which an exclusive right of burial has not been purchased does not include any right or privilege other than a right to make a single interment in a grave selected by the Bereavement Services Officer. In certain specific circumstances the Council will arrange for a cremation or interment to take place on a person's behalf. In such circumstances the deceased's family will not be able to make choices about the nature of the funeral or the resting place of the deceased. Public graves tend to be unmarked. More information is available from our Distington Hall Crematorium office.

9. Exhumation

Exhumation is the removal of human remains from their place of interment.

Licences to Exhume - It is an offence to disturb human remains without first obtaining the correct lawful permissions. There are two types of licences that may be required for exhumation, a Ministry of Justice Licence and/or permission in the form of a Faculty from the Chancellor of the Diocese. Which licence is required depends on the location of the grave, i.e. whether it is located in consecrated or un-consecrated ground and where the remains are going to be re-interred afterwards. Consecrated ground is the term that is given to an area of ground that had been dedicated to the service of god according to the Rights of the Church of England.

In the event that a previously used grave is required to be opened for a further burial, then provided the remains are not to be disturbed neither a Licence nor a Faculty will be required.

10. Personalisation of Graves

To help us carry out grass cutting in open cemeteries more efficiently and to reduce the risk of damage to memorabilia, the purchase of any new graves (i.e. the Exclusive Right of Burial) from 2019 onwards will include a condition that requires memorabilia to be limited to the head stone area only and not to be laid along the length of a grave. This will apply to any new graves purchased following the implementation of these Management Rules. This condition does not apply to graves purchased prior the implementation of these Rules, however, the Council may consider sensitively asking families who currently place memorabilia along the length of a grave if they would be willing to place their items at the headstone to minimise obstacles so that the grass cutting service can continue uninterrupted. Where the personalisation of graves, including the laying of memorabilia along the length of the a grave, obstructs grass cutting, the Council reserves the right to stop grass cutting on such graves

11. Memorials

- (a) No memorial shall be erected or laid down on any grave if the exclusive right of burial has not been purchased.
- (b) No memorial should be erected or any inscription put on the same until a form of application, obtainable at Distington Hall Crematorium, giving a description and drawing of the proposed memorial and / or details of the inscription has been submitted to and approved by, the Council. All work to existing memorials or installation of a new memorial must be carried out in accordance with the Council's Memorial Mason Registration and Permit to Work Scheme.
- (c) Applications to erect a memorial on a grave or cremated remains plot or to carry out any work to an existing memorial will only be accepted from the owner of the of the Grant of Exclusive Right of Burial.
- (d) Applications for permission to place, alter, add an inscription, remove, replace or renovate any memorial on a grave or plot in any of the Council cemeteries must be presented to Distington Hall Crematorium on the Council's Application for Erection of Memorial form. A permit will be sent to the Memorial Mason once the work has been approved.
- (e) All memorials shall be erected in accordance with the National Association of Monumental Masons (NAMM) Recommended Code of Safe Working Practice and BS 8415
- (f) Memorials must be made of hard stone, such as granite, only. Memorials made from other materials will be removed without notice. A letter will be sent to the owner of the grave notifying them of the removal and will allow one month form the date of the letter to arrange collection. If the memorial is not collected within one month then it will be disposed of.
- (g) No footstones, kerbstones or other form of surrounds will be allowed on any grave.
- (h) No memorial will be erected shall exceed 5 feet in height.
- (i) No mounds shall be formed on any grave.
- (j) Persons erecting memorials must cause proper foundations to be laid for them to the satisfaction of the Bereavement Services Officer and all memorials must be properly secured with dowels or clamps. Where the memorial is erected upon undisturbed ground and where a concrete raft has not been provided by the council the base shall be set on a level foundation or pre-cast concrete suitably reinforced, in one piece. The foundation must be sunk into the ground so that the top surface of the foundation is flush with or below the adjoining level.
- (k) Where the memorial consist of a headstone and base, the base shall be of the same material as the headstone. All soil, rubbish and material remaining after the erection is completed must be removed from the cemetery forthwith by their persons erecting such memorial.
- (l) No hewing or dressing of stones will be permitted with in the cemetery except for the cutting of an inscription on a memorial already erected.
- (m) Any damage done in connection with the erection of any memorial shall be made good by the person erecting the same. The Council cannot be held responsible for any memorial or foundation being installed on an incorrect grave or plot space.
- (n) All vaults and memorials must be kept in repair by the owners and if the owner of such shall neglect or refuse, after one months' notice to put or keep the same in proper

- repair, of if the owner or his representative cannot be found, then in either case the Council shall be at liberty to repair or remove the vault/memorial at its discretion.
- (o) Memorial benches and plaques are not purchased in perpetuity. The renewal of a bench is 10 years and memorial plaques is 15 years.

12. Unsafe and Unauthorised Memorials

Registered owners of the Exclusive Right of Burial are responsible for keeping memorials in a good and safe condition. If a memorial is deemed to be unsafe and the Council is unable to make contact with a registered owner, the Council may make safe or remove any memorial that becomes dangerous in accordance with the Local Authorities Cemeteries Order 1977 and Health and Safety at Work Act 1974.

Any unauthorised memorial shall be removed at the expense of the registered owner of the Exclusive Right of Burial, or the personal representative. Memorialisation that has not been authorised will be removed into storage. A letter will be sent to the grave owner notifying them of the removal and allowing the owner one month from the date of the letter to arrange collection. If the memorial is not collected within one month then it may be disposed of. This paragraph refers to unauthorised stone work memorialisation such as headstones and kerb sets and not tribute memorabilia which, when removed, will be disposed of without notice.

The Council reserves the right to exclude or remove from cemeteries any memorial installation not executed to an appropriate standard, or any memorial not formed of sound material, or which would, in the opinion of the Council disfigure the cemeteries or offend public decency. Action against the responsible memorial mason shall be in accordance with the Council Memorial Mason Regulation scheme or BRAMM scheme.

13. Control of Funerals

- (a) The conduct of all funerals within the cemetery shall be subject to the control of the Bereavement Services Team.
- (b) Permission should be sought from the Council for any extraordinary funeral arrangements, e.g. large processions, bands of music etc.
- (c) The Council reserves the right to close a cemetery, or sections of a cemetery for a funeral cortege.

14. After Care of Graves

Graves will be checked regularly from the date of burial for a 12-month period. This programme of works will ensure each grave is adequately maintained and sufficiently covered with turf or sown with grass seed, any headstones surrounding the new grave are clean and wiped, paths are clear, the grave is level etc.

15. Conduct of Persons in the Cemetery

Copeland Borough Council is committed to providing a safe workplace for all of our employees

We have a zero-tolerance approach to unacceptable behaviour. Abusive language or threatening behaviour will not be tolerated. If you conduct yourself in this manner you will be asked to leave the cemetery.

- (a) All persons must confine themselves to the roads and paths except when visiting a grave space.
- (b) All visitors are respectfully asked to conduct themselves in a respectful and peaceful manner and not commit a nuisance. The atmosphere in the cemeteries should be a place of calm, to allow the bereaved to have a peaceful space to reflect.
- (c) Any person who wilfully disturbs any persons assembled within the cemetery for the purpose of attending a funeral or interferes with any burial taking place therein or commits any nuisance is liable to prosecution.
- (d) Any person who wilfully interferes with or damages any grave, vault, memorial or any property belonging to, or connected with, the cemetery or is found stealing flowers or plants from a grave space will be prosecuted.
- (e) Any person or persons found playing any game or sport within the cemetery will be prosecuted.
- (f) No person not being an officer or servant of the Council or another person so authorised by or on behalf of the Council shall either or remain in the cemetery at any hour when it is closed to the public.

16. Wreaths and Floral Tributes

To ensure the appearance of the cemeteries is maintained to the highest standard possible at all times, we ask that all wreaths and floral tributes are removed when they begin to deteriorate. Funeral wreaths and floral tributes are permitted to be placed on the lawn area above the grave for the period following the funeral. Once the funeral tributes have faded, further tributes can be placed on the headstone itself or where applicable the concrete plinth only. Christmas Wreaths and flowers will be removed from the Cemeteries from the 1st week in February.

17. Shrubs and Trees on Graves

Shrubs or trees shall not be planted on any grave without the permission of the Bereavement Services Team nor shall existing shrubs or trees be removed without permission.

The Council reserves the right to remove or prune any shrub or tree deemed necessary.

The Council may close the cemetery grounds or any part thereof to the public for such time as is considered necessary or expedient.

18. Grounds Maintenance

Grounds maintenance operations such as grass cutting, leaf and litter clearing, upkeep of trees, shrubs, flower beds, hedges and memorial borders will be carried out by the Council, at a frequency determined by the Council and by weather conditions.

The Council shall endeavour to reinstate all newly excavated graves within 12 months of an interment, subject to the ground conditions and the season of the year being appropriate for these works to be undertaken. The period is necessary to allow the natural subsidence of the earth used to fill the grave. The reinstatement shall include the levelling and seeding of the grave.

No mound will be permitted over any new grave other than to allow for settlement.

Funeral wreaths will generally be disposed of within 14 days after interment, however, they may be left longer depending on how well the flowers have lasted.

The Council reserves the right to disconnect the water supply during the winter months to avoid freezing and ultimate bursting of the pipes, or when the tap(s) are defective or the water supply provided is being abused.

The Council reserves the right to change the appearance of the cemetery and therefore the demeanours of the surround adjacent to a specific grave may change as may any amenity or feature adjacent to a grave.

Please be aware that adjacent graves may need to be re-opened, which may temporarily restrict access to your grave. This is unavoidable, but we aim to restrict this to the shortest time possible. The Council may need to gain access without notice over graves next to those that need to be opened for burial. This may involve the passage of mechanical excavator and lightweight load carrying vehicle. This is to allow the Council to excavate and return soil in a safe and efficient manner. The Council will return all graves to their previous lawn condition.

Wildlife do roam the grounds of the cemeteries and unfortunately they may cause damage to floral tributes and impact on ground conditions.

The Council will not be held responsible for any loss or damage to floral tributes.

19. General Terms of Use

- (a) No vehicle will be allowed in the cemetery other than those connected with a funeral without permission of the Council and must not be driven at speed exceeding 5 m.p.h.
- (b) Dogs are permitted in Council cemeteries. All dogs must be kept under strict control and on a lead at all times. If any fouling does occur, then it is the responsibility of the person in charge of the dog to clean up and dispose of the waste responsibly.
- (c) All persons entering the cemeteries shall enter at their own risk and the Council will not accept any liability for injuries or damage sustained for any reason whatsoever.
- (d) The Council will not accept responsibility for any failure in arrangements due to circumstances beyond their control.
- (e) The Council may close any part of a cemetery to the public for such time as it is considered necessary or expedient.

- (f) The Council reserves the right to amend any of the Management Rules and to deal with any circumstances or contingency not provided for in the Management Rules and to amend our fees as necessary.

20. Nether Wasdale

Land to extend this Cemetery is in the process of being acquired by Copeland Borough Council. The terms of the acquisition shall set out who can be interred in the cemetery. This section shall be updated when the acquisition has been completed.

21. Contact Details for Open and Closed Cemeteries

Cemeteries/Churchyards Maintained					
Place	Churchyard	Open / Closed	Contact Name	Contact Tel No	Notes
Whitehaven	St Bees Road	O	Bereavement Services	1946830561	
Whitehaven	Hensingham	O	Bereavement Services	1946830561	
Thornhill	Beckermet	O	Bereavement Services	1946830561	
Wasdale	NetherWasdale	O	Bereavement Services	01946830561	
Millom	St George's Cemetery extension	O	Bereavement Services	01946830561	
Whitehaven	Trinity Gardens	C	Parks and Open Spaces	01946593031	Conveyed to the Council for use as open space
Whitehaven	St James Churchyard	C	James Nicholson	01946590803	
Whitehaven	Kirk Mission	C	Fergus Pearson	01946692822	
Hensingham Square	Closed Churchyard	C		01946692822	
Lowca	Moresby Churchyard	C	Rev.Paul Kerry	0194666168	
Cleator Moor	St John's Churchyard (& War Memorial)	C	Harold Blair	01946812143	
Cleator	St Leonard's Churchyard	C	Carol Martin	01946811908	
Egremont	St Mary & St Michael's Church grounds	C	Rev. Tim Taylor	01946822255	
Beckermet	St John's Church	C	Copeland Borough Council	01946830561	
Irton	St Paul's Churchyard	C	Rev. Cannon Gill Hart	01946724724	
Muncaster	St Michael's Churchyard	C	Cath Tebb	01229717457	
Millom	St George's Church & old cemetery	C	Rev. Malcolm Cowan		
Hallthwaites	St Anne's Church old graveyard	C	Rev. Clive Shaw	01229772889	

