

Wealden District Council

Wealden Crematorium Regulations

PART 1 INTRODUCTION

1. Wealden District Council has introduced these Regulations in respect to their Crematorium and Crematorium grounds.
2. We aim to provide the highest possible standards of care, choice and dignity to those who suffer bereavement and to create and maintain an environment where the bereaved can pay their respects and remember loved ones.
3. We respect the rights and needs of the individual and have therefore prepared these regulations with a balance that will enable us to manage the Crematorium and Grounds effectively and maintain the highest possible standards without placing unnecessary restrictions on individual choices.
4. These rules and regulations apply to the Wealden Crematorium, Horam.
5. To assist with the proper management of the Crematorium all visitors to the Crematorium are obliged to abide by these Regulations.

Administration

6. The crematorium office is situated at:

Wealden Crematorium, Horam Road, Horam, TN21 0FX

Telephone 01323 443400

e-mail: crematorium@wealden.gov.uk

The office is open from 8.30am to 5.00pm Monday to Fridays. The office is open on Saturdays from 9.00am to 12.00 pm. The office is closed on Sundays and Public Holidays.

Crematorium Grounds

7. The Crematorium grounds and Gardens of Remembrance will be open during the following hours:

1 April to 30 September 8.30am to 8.00pm

1 October to 31 March 8.30am to 5.00pm

PART 2 GENERAL

General Conduct

8. All persons entering the Crematorium and Gardens of Remembrance are required to conduct themselves in a decent, quiet and orderly manner.

Vehicles

9. For safety purposes, the speed limit within the grounds of the Wealden Crematorium is 10mph.
10. To maintain the appearance of the crematorium grounds, vehicles must only be parked in the designated car park. Vehicles must not be driven over or parked on grassed areas.

Children

11. For safety purposes, children under 12 years of age are only allowed in the grounds of the crematorium when accompanied by and under the care of a responsible adult.

Dogs and other animals

12. Dogs (except guide and hearing dogs) and other animals are prohibited from entering all Crematorium buildings except where agreed by the Crematorium Manager.
13. Dogs and other animals are permitted on paths and walkways provided they are on a short leash and kept under control. Fouling is strictly prohibited.

Gratuities

14. Crematorium staff are not allowed to receive gratuities, tips or any other gifts.

Scale of fees and charges

15. Inspection of the list of scale of fees and charges can be made at the Crematorium Office or on the web site.
16. Plans of the crematorium grounds are also available for inspection free of charge.

PART 3 CREMATION

Code of Practice

17. All cremations at our Crematorium are carried out with strict adherence to the Guiding Principles issued by the Institute of Cemetery & Crematorium Management of which Wealden District Council is a Corporate member. Copies of the Guiding Principles are available from the Crematorium Office.
18. As Corporate Members of the Institute of Cemetery and Crematorium Management we have adopted its Charter for the Bereaved.

Cremation Ceremony Times

19. The days upon which cremation ceremonies at our Crematorium take place are Mondays to Fridays and Saturday mornings.
20. Ceremonies will normally be held at 60 minute intervals with the earliest being 9.00 a.m. and the latest 4.00 p.m. Monday to Friday. On Saturdays ceremonies will normally be held at 60 minute intervals from 9.00 a.m. and the latest at 11.00 a.m. Requests for ceremonies outside of these hours will be considered on a case by case basis.
21. Please note that the time booked for a ceremony is the time the cortege is due at the Crematorium Hall. In order to avoid disruption to any other funerals we request that you keep to this time. A charge, as detailed in the list of scale of fees and charges, may be levied for corteges arriving late.

Cremation Papers

22. To ensure that we have sufficient time to make the necessary arrangements for a cremation we require correctly completed paperwork to be delivered to the Crematorium Office at least 24 hours, on a working day, before the day of cremation. Where the applicant for cremation has expressed the wish to inspect the Cremation Forms before the Medical Referee considers those forms then the paperwork must be delivered to the Crematorium Office at least 72 hours, on a working day, before the day of cremation.
23. Please be aware that a charge, as detailed in the list of scale of fees and charges, may be made if the paperwork is delivered after the specified time.
24. Before a cremation can take place all documents relating to that cremation are checked by a medical practitioner appointed by Wealden District Council and who is notified to the Ministry of Justice. This person is called a Medical Referee and gives the final permission for a cremation to take place. The Medical Referee can refuse to allow a cremation to be carried out without stating the reason.
25. Wealden Crematorium will allow the electronic delivery of cremation forms signed in accordance with section 7(2) of the Electronic Communications Act 2000.

The length of the ceremony

25. Ceremonies are normally held at 60 minute intervals. Please be aware that this includes the time taken for entry and dispersal from the Crematorium. It is possible for an additional ceremony time to be purchased if required for a ceremony up to and including the one at 3.00 p.m. and this must be specified at the time of the original booking and is subject to availability.

26. The option of committal only ceremonies of 15 minutes and direct cremation without any ceremony will also be available.

Music

27. Music played at Wealden Crematorium is principally supplied by our Obitus Music System. A list of music held on their library at Wealden Crematorium can be viewed by logging on to: <https://www.obitus.com/index.php?page=music-search>. Any special requests i.e. family own recordings etc. must be agreed and arranged through the Crematorium office. The Obitus music system also provides the facility to web cast or to record the ceremony which can be viewed online or provided on DVD. This must be pre-booked prior to the funeral ceremony.

28. To ensure the bereaved family have the music played they request any instructions regarding it should be coordinated via the Funeral Director (where applicable).

29. Whilst the Crematorium does not have an organ the Obitus Music System does have organ accompanied hymns.

The coffin

29. If requested by the Applicant for Cremation the lid of the coffin may be removed for the duration of the hall ceremony and subsequently replaced prior to the committal. This cannot be permitted where the cause of death is a notifiable disease. Coffins cannot be opened other than in the hall once they have entered the Crematorium grounds.

30. In order to reduce pollution and prevent damage to the cremators it is important that each deceased, whether an adult or a child, be brought to the Crematorium in either:

- a wooden (including bamboo and wicker), wool, cardboard or suitable compliant coffin bearing the proper ID, i.e. full name and age of the deceased. Please be aware that metal fittings cannot be allowed; or
- a shroud made of natural materials bearing the proper ID, i.e. full name and age of the deceased. Please be aware you must also supply a wooden charger board which should be given to our staff by your funeral director before the ceremony starts.

31. If a deceased person is repatriated from abroad, the cremation must take place in a coffin exactly the same as the ones normally used for cremation and the "Declaration of content and manufacture of coffin" on the Ceremony Application Form must be signed.

32. In order that the cremator may be operated in a safe manner there is a limit to the size of coffin which can be cremated. Details of maximum size are available from the Crematorium Office.

33. Providing the coffin fits in the cremator, we permit more than one body per coffin so that those who choose may be cremated together.

Environmental Protection Act 1990

34. The Crematorium has to operate in accordance with the requirements of this legislation. This means that we cannot allow any substance to be cremated that may cause pollution. We therefore request that all bodies in coffins are covered in natural material only.

Bearers

35. The Funeral Director (where applicable) is responsible for arranging bearers to transport the coffin from the hearse to the platform where the coffin is placed during the ceremony. We understand that family members and mourners often wish to assist with this and we respect that decision. We do ask you to be aware, however, that any mourners who do assist with the bearing of a coffin do so at their own risk.
36. Bearers have a designated room and may use this for waiting and changing. Bearers are requested not to use the main waiting room.

Leaving the hall after a ceremony

37. A number of ceremonies are held in our Crematorium hall on any given day. Each ceremony is unique and is conducted in accordance with the bereaved families' wishes. To allow us to make the necessary preparations for each ceremony we request that everyone attending a funeral ceremony at the Crematorium leaves the hall immediately following the ceremony. In order to respect the privacy of mourners at each ceremony we also request that the Crematorium access and exit areas, including the access road, are vacated as soon as possible.

Floral Tributes

38. Wealden District Council does not take responsibility for any floral tributes in the Crematorium grounds and cannot sign for their receipt. Any that become unsightly and which spoil the appearance of an area will be removed. Floral tributes displayed at and after funeral ceremonies taking place at the Crematorium will be disposed of after five days. It is requested that you do not place floral tributes in glass or porcelain containers, carry out any planting in the strewing areas or do anything which may interfere with someone else's memorial. All Christmas wreaths will be removed by the end of each January.

Cremation

39. Each coffin will be cremated separately and will be placed into the cremator exactly as it is received at the Crematorium.
40. If you wish to we can make arrangements for you to view and, if wished, charge the coffin into in the cremator but this request will need to be stated on the cremation paperwork.
41. Wealden Crematorium being a Corporate Member of the Institute of Cemetery & Crematorium Management abides by their Guiding Principles which require that the container and the body shall be placed in a cremator and cremation commenced no later than 72 hours after the ceremony of committal. Where cremation is not to be carried out on the same day the Applicant for Cremation shall be notified. A body shall not be removed from the crematorium after the ceremony of committal, except by order of a Coroner or for some other valid reason.

Disposal of ashes

42. You have the option of strewing (or scattering), interring or removing the ashes
Strewing (or scattering) of ashes
43. We have designated areas in the Crematorium grounds and these are the only areas where ashes may be scattered.

44. Where the ashes are to be scattered in the Crematorium grounds this should be indicated in the appropriate place on the cremation paperwork. If you wish our staff will scatter the ashes for you. If you wish to scatter them yourself then a member of staff will take you to the strewing area in the Crematorium grounds. Please be aware that you must have the permission of the Council to scatter ashes within the Crematorium grounds as we must also record the day, time and place that scatterings take place.
45. The area where ashes are scattered is carefully managed in order to maintain a neat and tidy appearance in the Crematorium grounds. The Council reserves the right to remove anything which contravenes the regulations or anything which becomes neglected, unsightly, overgrown or encroaches beyond the designated memorial area. The Crematorium will retain items removed from the grounds for a period of 3 months, after which they will be disposed of. The Crematorium has a structured grounds maintenance programme, therefore the private planting of trees, plants or shrubs is not permitted.
46. The planting of anything in the scattering grounds is not permitted, nor is the use of glass or porcelain containers, or the placing of personal items on trees or bushes i.e. wind chimes, bird boxes etc. Cut flowers only, without wrapping paper and plants may be left in the designated area. Any items inappropriately placed elsewhere will be relocated to this area.

Interring cremated remains/ashes

48. Cremated remains/ashes can be interred in above ground vaults supplied by the Council for a ten year period that may be renewed on expiry. No below ground interring is permitted.

Removing cremated remains/ashes

49. Cremated remains/ashes can only normally be removed from the Crematorium by the Applicant for Cremation or his/her nominee.

PART 4 CREMATION MEMORIALS

Plaque memorials

50. Memorials in the form of trees, rose beds, rose bushes, marble or stone vaults, benches and wall memorials, each with an appropriate plaque, can be supplied, where available, by the Council for a ten year period which may be renewed on expiry.
51. Please be aware that cremated remains are only strewn in certain areas of the Crematorium grounds. It is normally possible for a memorial to be placed near the cremated remains. No glass or porcelain containers, wind chimes, bird boxes etc. are allowed.

Book of Remembrance

52. There is a Book of Remembrance at the Crematorium in which inscriptions of two, five or eight lines may be ordered.
53. The Council reserves the right to refuse any entry which is considered unsuitable.
54. The Book of Remembrance room is open at the following times :-

Monday to Friday 9.00 a.m. to 5.00 p.m.

Saturday and Sunday 9.00 a.m. to 4.00 p.m.

On Christmas Day, Boxing Day, Good Friday, Bank Holidays and any other day appointed as a general holiday the Book of Remembrance room will be open from 9.30 a.m. to 4.00 p.m.

Note :

These Rules and Regulations are not exhaustive and are subject to change in the light of amendments to legislation under which we operate viz. the Cremation Acts & subsequent Regulations, currently those dated 2008 & those amended in 2017 and came into force on 1st April 2018.

For statutory forms for the application of a cremation and guidance thereon go to :

<https://www.gov.uk/government/collections/cremation-forms-and-guidance>