

## APPENDIX 1

### CHESTERFIELD AND DISTRICT JOINT CREMATORIUM COMMITTEE

#### CHESTERFIELD AND DISTRICT CREMATORIUM

#### Regulations

Made by the Chesterfield and District Joint Crematorium Committee (hereinafter called 'the Joint Committee') in exercise of the powers and duties conferred upon them by the Local Government Act 1972, the Cremation Act 1902 and the Births and Deaths Registration Act 1926, and of all other powers and duties regarding the management, regulation and control of the Chesterfield and District Crematorium, provided by them.

#### INTERPRETATION

1. In these Regulations, unless the context otherwise required, the words: -

"The Joint Committee" means the Chesterfield and District Joint Crematorium Committee;

The "Manager" means the Bereavement Services Manager or the person for the time being carrying out the duties of the Bereavement Services Manager;

"The Medical Referee" means one of the Joint Committee's duly appointed Medical Referees;

"Funeral Director" means any person having on behalf of the relatives of a deceased person the carrying out of the arrangements for cremation;

"Crematorium" means the Chapel and other buildings;

"Crematorium Grounds" means land owned by the Joint Committee in the vicinity of the Crematorium and associated buildings; and

"Scale of charges" means the scale of charges from time to time in force for the use of the Crematorium.

#### STATUTORY REQUIREMENTS

2. All cremations shall be conducted strictly in accordance with the Statutory Rules, Orders and Regulations made by the Secretary of State for **Justice Constitutional Affairs**, under Section 7 of the Cremation Act 1902, Section 2 of the Cremation Act 1952 and Section 10 of the Births and Deaths Registration Act 1926 and subsequent amendments and regulations current at the date of cremation. Cremations shall be conducted in accordance with the Code of Cremation Practice issued by the Federation of Burial and Cremation Authorities (FBCA), which is reproduced at Appendix 1 to these Regulations.

#### I. HOURS OF OPENING

##### CREMATORIUM OFFICE

3. The Crematorium Office is open Monday to Friday 08.30 a.m. ~~to 1 p.m. and 2 p.m.~~ to 5.00 p.m., except specified holidays which include Good Friday, Christmas Day, Easter, Spring, etc.

##### TIMES FOR CREMATIONS

4. Cremation services may take place Mondays to Thursday between the hours of 8.10am and 5.10pm, between the hours of 08.10am and 4.10pm on Friday ~~8.30 a.m. and 3-4.30 p.m.~~ and on Saturdays between 8.30 a.m. and 1.30pm. ~~12.30 p.m.~~ Arrangements may be made for cremation at other hours in special circumstances **emergencies**. Cremations are not permitted on Sundays or Bank Holidays except by the prior and express permission of the Manager.

##### ROOM OF REMEMBRANCE AND CREMATORIUM GROUNDS

5. The Room of Remembrance and Crematorium Grounds are open to the public during the following hours: -

Monday to Friday (except Bank Holidays) 08.30 **9** a.m. to 5 p.m.

Saturdays, Sundays and Bank Holidays; 10.00am to 4.00pm

~~during:-~~

~~JANUARY and DECEMBER 11 a.m. to 4 p.m.~~

~~FEBRUARY, MARCH, APRIL, OCTOBER~~

~~NOVEMBER 11 a.m. to 5 p.m.~~

~~MAY, JUNE, JULY, AUGUST,~~

~~SEPTEMBER 11 a.m. to 6 p.m.~~

6. The Joint Committee reserves the right to close the Crematorium on any day should circumstances so warrant.

#### II. ADMISSION OF VISITORS

##### ADMISSION TO CREMATORIUM

7. No person who is not an employee of the Joint Committee or who has not been so authorised by **or** on behalf of the Joint Committee shall enter or remain in the Crematorium when it is closed to the public. At times when the Crematorium is not in use for cremation or other services, the public will be admitted at the discretion of the Manager.

##### ADMISSION OF CHILDREN

8. Children under 12 years of age are not allowed within the Crematorium Grounds except under proper care.

##### ANIMALS

9. No animals, other than the deceased's or **Guide Assistance** Dogs, will be allowed into the Chapel. A Dog Control Order is in place within the grounds of the crematorium. **It is an offence for any person in charge of a dog to not keep it on a lead. It is an offence for any person in charge of a dog, which defecates on that land not to remove the faeces forthwith.**

## VEHICLES

10. Motor vehicles may enter the Crematorium Grounds only if an occupier is on Crematorium business. The maximum speed for vehicles within the Grounds is 10 m.p.h. All cars, motor cycles and mopeds must only be driven on the main carriageways in the Crematorium and parked only in the car parks provided so as not to cause obstruction. The only exception being disabled drivers with vehicles displaying the appropriate badge who will be allowed to **drive motor** and park as near as practicable to the place they wish to visit. The Manager shall have power to exclude from the Grounds any vehicle that he/she deems unsuitable. The Joint Committee will not accept responsibility for loss **or** from or damage to any vehicle brought into the Crematorium, howsoever caused.

## BICYCLES

11. Cyclists shall ride to the left of carriageways in single file. Bicycles shall not be ridden on footpaths, grass areas or planted areas. Bicycles must not be placed against memorials, benches or trees and shrubs and if laid on the ground must not cause an obstruction. The Joint Committee will not accept responsibility for loss of or damage to any bicycle brought into the Crematorium, howsoever caused. **Bicycle stands are available on the Crematorium Entrance Drive.**

## EXCLUSION OR REMOVAL OF PERSONS FROM THE CREMATORIUM

12. All persons admitted into the Crematorium shall conform in all respects with the Regulations of the Joint Committee and shall be subject to the requirements of the Manager or nominated officer, who, in the case of any misconduct, shall have full power to remove or exclude from the Crematorium any person or persons who are not mourners or officially connected with the cremation of any deceased person, whom he/she, in his/her discretion, considers it advisable to remove or exclude in order to maintain satisfactory conditions or secure compliance with the Regulations. Any service or demonstration in connection with a funeral shall be subject in all things to the control of the Manager.

## III. CONDUCT

### CONDUCT

13. All persons shall conduct themselves with due reverence.

### SMOKING

14. Smoking is strictly prohibited in the Crematorium. **Visitors are requested to refrain from smoking near to where mourners are gathering and to dispose of cigarette ends in a proper manner.**

### CANVASSING

15. No person shall canvass or solicit orders in the Crematorium Grounds.

### PATHS AND DRIVES

16. Visitors shall keep to the drives and paths provided.

### TREES, SHRUBS AND FLOWERS

17. Visitors should refrain from touching or cutting trees, shrubs, plants or flowers.

### PHOTOGRAPHS

18. The permission of the Manager in writing shall be obtained before any objects in the Crematorium or Grounds are photographed or video recordings are commenced.

### GRATUITIES

19. No employee of the Joint Committee is allowed to take any gratuity, or to undertake private<sup>ly</sup> work of any kind connected with the Crematorium, either in his own time or the Joint Committee's time.

### COMMITTING NUISANCE

20. The Manager is empowered to take such lawful action as he/she may consider appropriate against any person who may:

- (a) commit any nuisance;
- (b) wilfully interfere with any cremation that is taking place; or
- (c) wilfully interfere with any memorial, plants, flowers or other such objects.

### OFFENCES

21. The provision of cremation facilities is a statutory responsibility and as such governed by Acts, Regulations and Codes of Practice. As such any persons knowingly in breach of these requirements may be liable to prosecution.

## IV. APPLICATIONS FOR CREMATION

### RESERVATIONS

22. Reservations for cremation services may be made by telephone, in writing or in person at the Crematorium Office, or by the computerised remote booking facility. **A telephone service will be provided each Saturday morning from 9 a.m. to 12 noon for the booking of cremation times.** Reservations will be regarded as provisional until the formal notice required by Regulation 23 is received.

### NOTICE OF CREMATION

23. Notice of Cremation is given when Preliminary Instructions for Cremation and the Application for Cremation (**Form A form Cremation 1**) have been delivered to the office of the Manager.

### PRELIMINARY INSTRUCTIONS FOR CREMATION

24. Preliminary Application for Cremation must be made to the Manager, Chesterfield and District Crematorium, Chesterfield Road, Brimington, Chesterfield during normal working hours by 12 noon, two working days **least 48 hours** before the proposed cremation. **When Sundays and/or Bank Holidays intervene at least 72 hours notice is required.** Details of the arrangements must be confirmed to the Crematorium Office on the prescribed printed form.

### STATUTORY APPLICATION FOR CREMATION

25. The statutory Application for Cremation (~~Form A~~ Form Cremation 1), should be made by an executor of the deceased wherever practicable, but may be made by the nearest surviving relative or any other person who can show reason, satisfactory to the Medical Referee, why it is not made by an executor or nearest surviving relative. ~~The Application for Cremation must also be verified by being countersigned by a householder to whom the applicant is known who shall certify that the applicant is known to him or her, and that he or she has no reason to doubt the truth of any information furnished by the applicant.~~

#### FEES AND CHARGES

26. All fees and charges for a cremation shall be paid at the time of giving Notice of Cremation and all other fees shall be paid before the work to which they relate is started. For Funeral Directors with accounts, the settlement of all requisite fees and charges in respect of cremation as set out in the current scale of charges shall be required within thirty days ~~fourteen days~~ of receipt of invoices and ~~payment made to Chesterfield Borough Council's Revenues Department.~~ For Funeral Directors without accounts, all fees and charges shall be paid at the Crematorium Office in accordance with the scale of charges for the time being adopted by the Joint Committee ~~and in advance of the service taking place.~~

#### NUMEROUSLY ATTENDED FUNERALS

27. In order that appropriate arrangements may be made wherever possible, every endeavour should be made to notify the Crematorium Office if a public or military funeral or one at which a large number of persons is expected.

#### VERBAL INSTRUCTIONS

28. The Joint Committee will not be responsible for any delay or misunderstanding which may occur if instructions are given verbally or by telephone. Neither will the Joint Committee accept responsibility for any documents lost or delayed by the Post Office.

#### ELECTRONIC DOCUMENTS

29. Statutory Forms for Cremation can be received electronically or as paper documents. Where a form requires a signature and it is received electronically, the signature must confirm to the requirements in section 7(2) of the Electronic Communications Act 2000.

#### FACSIMILE AND TELEX DOCUMENTS

~~29. Facsimile transmissions of statutory documents are acceptable in extreme circumstances and with the consent of the Manager. Documents sent by Fax or Telex will only be accepted as temporary notification(s) and must be confirmed by the submission of originals.~~

### V. MEDICAL CERTIFICATION

#### MEDICAL REFEREE

30. No cremation will be permitted to take place except on the written authority of the Medical Referee (~~Form F~~ form Cremation 10) who must be satisfied that the ~~fact and~~ cause of death ~~has have~~ been definitely ascertained and who may in any case decline to allow a cremation, ~~giving written reasons to the Applicant, without stating a reason.~~ The Medical Referee will, before allowing the cremation, examine the application and certificates and ascertain that they are such as are required by these Regulations and that adequate inquiry has been made by the persons giving the certificates. He/she may make any inquiry with regard to the application and certificates that he/she may think necessary.

#### POWERS OF MEDICAL REFEREE

31. The Medical Referee may, after making proper inquiries, decline to allow the cremation unless an inquest is opened and a certificate be given by the Coroner in ~~Form E~~ form Cremation 6. ~~Provided that in any case to which the foregoing rule applies it is shown to the satisfaction of the Secretary of State that by reason of any special circumstances it is impractical or undesirable that an inquest shall be held, he may by order under his hand authorise the Medical Referee to allow the cremation without an inquest being opened and certificate given by the Coroner.~~

#### MEDICAL CERTIFICATES

32. No cremation shall be allowed to take place unless:

(a) A Certificate of Medical Attendant in ~~Form B~~ form Cremation 4 has been given by a registered medical practitioner giving the cause of death ~~who has attended the deceased during his or her last illness and who can certify definitely as to the cause of death,~~ and a Confirmatory Medical Certificate in ~~Form C~~ form Cremation 5 has been given by another medical practitioner qualified to give such a form; or

(b) A post-mortem examination has been made by a ~~medical practitioner expert in pathology appointed by the Cremation Authority (or in case of emergency appointed by the Medical Referee),~~ person entitled to make a post-mortem examination under the authority of a licence granted under section 16 of the Human Tissue Act 2004 (licence requirement) for that purpose and a certificate given by him/her in ~~Form D~~ form Cremation 11; or

(c) A post-mortem examination has been made and the cause of death has been certified by the Coroner under Section 19 (3) of the Coroners Act 1988 and a certificate has been given by the Coroner in ~~Form E~~ form Cremation 6; or

(d) An inquest has been opened and a certificate has been given by the Coroner in ~~Form E~~ form Cremation 6;

(e) during the course of the Coroners Investigation, the cause of death became clear and he/she was satisfied that it was unnecessary to continue the investigation and a Certificate has been given by the Coroner in Form 6

or

(e) In relation to a person who has undergone anatomical examination pursuant to the provisions of the Human Tissue Act 2004 a certificate has been given in ~~Form H~~ form Cremation 7.

#### DEATHS IN SCOTLAND, NORTHERN IRELAND, ISLE OF MAN OR CHANNEL ISLANDS

33. In the case of the remains of a person who has died in Scotland, Northern Ireland, Isle of Man or Channel Islands the Medical Referee may accept an application and certificate in the form normally used in those places ~~Scotland.~~

#### DEATHS ELSEWHERE

34. In the case of the remains of a person who has died in any place ~~out of England, Wales and Scotland~~ outside the British Islands, the Medical Referee may accept a declaration containing all the required particulars in ~~Form A~~ form Cremation 1; and he/she may accept ~~certificates in Forms B, C and D if they be signed by any medical practitioners who are shown to his satisfaction to possess the necessary qualifications substantially equivalent to those prescribed in the case of each certificate by~~



these regulations or, in the case of the remains of a person who has died in any place outside the British Islands, Form "E" form Cremation 6 issued by a coroner.

#### CREMATION OF EXHUMED REMAINS

35. The foregoing regulations 32 to 34 shall not apply to the cremation of the remains of a deceased person who has already been buried for ~~not less~~ more than one year. Such remains may be cremated subject to such conditions as the Secretary of State may impose in the exhumation licence granted by them ~~him~~ or otherwise by a faculty granted by the consistory court of the diocese; and any such cremation in which those conditions are not observed shall be deemed a contravention of these regulations.

#### CREMATION AFTER AN INQUEST

36. If a Coroner has ~~given notice that he/she intends~~ decided to hold an inquest on the body, the Medical Referee shall not allow the cremation to take place until the inquest has been opened.

#### STILL-BORN CHILDREN

37. Notwithstanding the foregoing regulations, the Medical Referee may permit the cremation of the remains of a still-born child if, either the original certificate of the registration of the still-birth or a duly issued duplicate is provided, and it be certified to be still born by a registered medical practitioner or a registered midwife after examination of the body and if the Medical Referee, after such inquiries as he/she may think necessary, is satisfied that it was a still-born child and that there is no reason for further examination. ~~Where no registered medical practitioner or registered midwife was present at the birth or has examined the body, the Medical Referee will accept a declaration given by a person who is qualified to give information concerning the birth.~~ Where a Coroner's Certificate in ~~Form E~~ form Cremation 6 has been issued, a certificate by a registered medical practitioner or registered midwife will not be necessary.

#### DEATHS FROM INFECTIOUS DISEASES

~~38. In the case of any person dying of plague, cholera or yellow fever on board ship or in a hospital or temporary place of reception of the sick provided by a Port or other local authority under the Public Health Acts or by a Hospital Committee under the Isolation Hospital Acts, the Medical Referee, if satisfied as to the cause of death, may dispense with the requirements of these regulations. These regulations may also be suspended or modified in any district during an epidemic or for other sufficient reason by an order of the Secretary of State.~~

#### DELIVERY OF MEDICAL CERTIFICATES

39. These forms, duly completed, together with the Certificate of Disposal issued by the Registrar of Births and Deaths, (or the Coroner's Certificate for Cremation in ~~Form E~~ form Cremation 6) must be delivered to the Manager not later than ~~12 noon~~ 10 a.m. ~~two working days on the day~~ previous to the cremation. ~~except in the case of Monday cremations when the forms must be delivered not later than 12 noon on the previous Friday Thursday.~~ Forms provided, or approved by, the Joint Committee must be used, which can be obtained from the Manager. Forms may be delivered to the Crematorium Office or by electronic communications.

#### AUTHORITY TO CREMATE

40. The Manager will obtain ~~Form F~~ form Cremation 10 (The Medical Referee's Authority to Cremate) in all cases, and will advise in circumstances where documents other than those listed above are required.

#### REFUSAL OF CREMATION

41. The Joint Committee reserves the right to decline to undertake cremation for any good and sufficient reason.

### VI. FUNERAL SERVICES

#### CREMATORIUM CHAPEL

42. Only one funeral will be allowed in the Chapel at any one time, unless prior permission for alternative arrangements is obtained from the Manager.

#### LENGTH OF SERVICE

43. Services or ceremonies in the Chapel may be booked for either 20 minutes or 40 minutes, depending on the type of ceremony required. Committal services, for example, are normally of relatively short duration, whereas a full service would require a longer service time. Additional 20 minute allocations may be booked to a maximum of 80 minutes. Full Services shall not exceed 30 minutes in duration and Committal Services 10 minutes allowing time for Chapel Attendants to prepare for the following service and carry out the necessary checks. ~~shall not exceed 20 minutes in duration from the time the service is due to commence, except in most unusual circumstances and with the approval of the Manager. An additional allocation can be booked if, for example, the congregation will be particularly large or that the service is likely to require more than the usual 20 minutes. Services will normally be booked at 30 minute intervals.~~ The Crematorium Chapel is non-religious and can therefore be used for all beliefs, religions and faiths or none.

#### MINISTERS OF RELIGION AND CELEBRANTS

44. Relatives or representatives of the deceased should make their own arrangements for the service, which may be conducted by a Minister, Priest, ~~Celebrant~~ or member of the family or a friend. The Joint Committee will not be responsible for arranging a Minister of Religion or any other person to conduct a service, but will refer a Funeral Director to a local Minister in certain circumstances. The Joint Committee will not in any circumstances make payments to Ministers of Religion in the form of fees or expenses and will not enter into discussions regarding the levels of such fees or expenses. ~~The Joint Committee is not responsible for the quality of the sermon and eulogy delivered by the Minister, Priest or Celebrant or any issues arising.~~

#### ORGAN AND ORGANIST

45. The Joint Committee will provide an organ as required, at no cost to the Applicant or Funeral Director. It is the responsibility of the Funeral Director to make the necessary arrangements with the Organist regarding all music requirements. The Joint Committee is not responsible for the quality of the Organist's arrangements.

~~The Joint Committee will provide an organ and organist as required and additional CD and tape recorded music facilities to provide accompaniment during the funeral service in the Crematorium chapel. It is the responsibility of the Funeral Director to make the necessary arrangements with the Manager or organist regarding music requirements. If the organist does not already possess the~~

~~arrangement, the Funeral Director should supply sheet music – adapted for the organ – at least 24 hours prior to the funeral service.~~

#### RECORDED MUSIC

46. Where recorded music is required at any part of the funeral service, it is the responsibility of the Crematorium Staff or Minister/Celebrant to operate the equipment with prior agreement to the service commencing. Pre-recorded compact discs will only be accepted if the original recording of music is unavailable via the Obitus Music System. It is the responsibility of the Funeral Director to ensure that the music schedule is correct and that the schedule, media and webcast requests are received by Obitus Music in good time for the service to proceed. ~~It is the responsibility of the person providing the music to ensure that:~~

~~(a) The recording quality is satisfactory;~~

~~(b) The recordings, audio tapes (one piece of music per tape), compact discs etc. are delivered to the Crematorium Office with the name of the deceased and the date and time of service clearly and legibly marked on the cassette or case by 12.00 one working day prior to the funeral service.~~

#### FUNERALS – ATTENDANCE OF MUSICIANS

47. Musical instruments or appropriate sound reproducing equipment shall be permitted in the Crematorium Grounds with the permission of the Manager.

#### MOBILE PHONES

48. Mobile phones shall be turned off or put on to silent mode before entering the Chapel.

#### LEAVING THE CHAPEL AFTER THE SERVICE

49. All persons attending funerals at the Crematorium shall leave the building immediately after the conclusion of the ceremony.

#### FLOWERS AND DONATIONS

50. The Funeral Director is responsible for removing the flowers from the coffin, and placing all other floral tributes by the plaque provided in the area set aside for floral tributes. ~~The Funeral Director is responsible for collecting all donations and collecting from Chapel.~~

#### COFFINS NOT TO BE OPENED

51. No coffin shall be opened whilst situated on the Crematorium Catafalque for any purpose whatsoever. ~~Coffins may be opened whilst laying on Chapel Trestles with prior approval from the Manager. It is the responsibility of the Funeral Director to close the coffin and transfer to the Catafalque at the end of the Service.~~

#### PARTS OF COFFINS NOT TO BE REMOVED

52. After the Service of Committal, no coffin or part of a coffin shall be removed from the Crematorium except as authorised by law

#### BODIES NOT TO BE REMOVED

53. No body shall be removed from the Crematorium for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction, a Chief Constable or the Manager.

#### DEATH FROM INFECTIOUS DISEASE

54. The use of the chapel for a service of a person having died of a notifiable disease shall be at the discretion of the Manager. The Manager may require that the coffin is not taken into the chapel until he/she is satisfied that precautions taken against the risk of infection are adequate.

#### VIEWING THE COMMITTAL

55. No person shall be allowed to enter the Crematory or Committal Room without the permission of the Manager. By prior arrangement with the Manager, four representatives of the deceased may see the coffin placed into the cremator if desired, but no inspection of the actual process of cremation will be permitted.

### VII. CREMATION

#### SEPARATELY CREMATED

56. Each coffin and its contents shall be cremated separately. The coffin will be placed into the cremator exactly as it is received on the catafalque.

#### INSTRUCTIONS FOR FUNERAL DIRECTORS

57. The Funeral Director must observe the Joint Committee's regulations regarding the length of notice to be given for a cremation; the delivery of the cremation forms and the time of the cremation service as agreed must be strictly adhered to.

#### BEARERS

58. Funeral Directors are responsible for providing sufficient bearers to convey the coffin reverently from the hearse to the catafalque. ~~When the coffin is in position on the catafalque his responsibility towards it ceases, and that of the Joint Committee begins. Funeral Directors are also responsible for providing sufficient bearers to convey the coffin reverently to the appropriate place on the advance delivery of coffins.~~

#### IDENTIFICATION

59. The body of a person shall not be accepted at the Crematorium unless it is enclosed in a coffin bearing a nameplate establishing the identity of the body contained therein. It may be placed on the lid or at the foot end of the coffin. If the materials of the coffin are in any way unsuitable or the identity of the body not established, the Manager may decline to cremate.

#### NOT MORE THAN ONE BODY IN EACH COFFIN

~~60. Not more than one body will be allowed in any one coffin, except in the case of a mother and her newly born child not exceeding one month.~~

#### JEWELLERY AND METALS

61. Rings, jewellery and personal items, on or about the body must be removed before the coffin is sealed (except wedding rings) and the Joint Committee shall not be liable to account for such articles after Cremation has taken place. With the written consent of each bereaved family, the recycling of metals following a cremation will take place. The Crematorium participates in the ICCM Metal Recycling Scheme with the proceeds of the recycling donated to bereavement related charities nominated by the Joint Committee annually.

#### CONSTRUCTION OF THE COFFIN

62. The construction of coffins should comply with the current specification issued by the National Association of Funeral Directors and Funeral Furnishings Manufacturers' Association. The coffin must be made of easily combustible material, wood or wood derivatives, which when placed in a cremator and subjected to the accepted cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. Ecologically friendly coffins will be permitted. Resinous or badly seasoned wood must not be used in the construction of coffins. No metal furniture or fittings whatever shall be used on a coffin for cremation; and no metal shall be used in the manufacture of such coffins except as is necessary for its safe construction, and then only metal of a high ferrous content. Hardwood plugs should be used whenever possible. Plastic handles and fittings are permitted if they are made from a base material of polypropylene. Products manufactured in polyvinylchloride (PVC), polystyrene, melamine or other plastic materials are not acceptable in the construction of the coffin or its furnishings. The nameplate may be of polystyrene and must not weigh more than 90 gms. (ideally the nameplate will be manufactured from solid wood). There must be no crosspieces or fittings attached to the bottom of the coffin. If it is desired to strengthen the base of the coffin, wooden strips may be placed lengthways for this purpose. The coffin must not be painted or varnished, but may be covered with a suitably coloured cloth. The Joint Committee will refuse to accept uncoffined corpses for cremation.

63. If a coffin is brought to the crematorium, which, due to its poor construction is unsuitable or odoriferous, it will be allowed into the Chapel at the discretion of the Manager. A coffin leaking body fluids will not be allowed into the Chapel under any circumstances.

#### CLOTHING

64. Any material, which is likely to give rise to the emission of smoke, odours, toxic gases or other harmful pollutants during the cremation process, must not be placed in a coffin. The coffin must not contain items of clothing, footwear or personal items liable to produce undesirable or toxic emissions or containing any polyvinylchloride (PVC) or any form of residual chlorine. Where the deceased is dressed in personal clothing, the minimum of clothing should be used and cotton should be the preferred material.

#### LINING OF THE COFFIN

65. The use of sawdust, wood shavings, cotton wool or folded paper must be avoided. Wadding, side linings and gowns should be of cellulose based fibre. The use of polyester or acrylic fibres should be avoided where possible. If circumstances require, suitable sealing materials may be used, but no metal or rubber will be allowed and on no account must polyvinylchloride, pitch or similar bituminous substances be used. Plastic linings must be of polyethylene (Cremfilm). Packaging for still birth, neonatal and foetal remains shall not include chlorinated plastics. Lead, zinc or other metal linings are not permitted. All coffins will need to be constructed to satisfy the Health and Safety at Work etc. Act 1974 and the Pollution Prevention and Control Act 1999. This regulation does not preclude the use by Health Authorities of sealed transportation bags, which may be left in the coffin for hygiene or public health reasons.

#### HAZARDOUS IMPLANTS PACEMAKERS

66. Hazardous implants are those that have an explosive or radioactive capacity and must be removed before cremation. Pacemakers can cause an explosion if left in a body brought for cremation. Radioactive implants pose a health hazard. Cremation will be refused if such devices are not removed.

#### SIZE OF THE COFFIN

67. The maximum external dimensions permitted for coffins are:

Length: 7 ft. 3-ins.	Width: 3 ft. (36")	Depth: 1 ft. 10 ins.
2134 mm.	914 mm.	559 mm.

Advice should be sought from the Crematorium Office if there is a need to exceed these sizes.

68. Prior arrangements must be made with the Manager in any instance where the weight of a coffin exceeds 114kg.

68. The Funeral Director must notify the Manager in any instance where the weight of a coffin exceeds 127kg

### VIII. CREMATED REMAINS

#### REDUCING THE CREMATED REMAINS

69. Cremated remains are routinely reduced to granular consistency and placed in separate containers awaiting the final disposal on instructions given by relatives. This process may be omitted on request, provided that notice is given prior to cremation.

#### INSTRUCTIONS FOR DISPOSAL OF CREMATED REMAINS

70. After the cremation the cremated remains shall be given into the charge of the person who applied for cremation or his/her representative if he/she so desires. Alternatively, they may be posted in a specially constructed container provided for this purpose and suitably labelled.

#### COLLECTION OF CREMATED REMAINS

71. The Joint Committee will require a receipt to be signed if the cremated remains are removed from the Crematorium, and the person signing shall state how the cremated remains are to be disposed of. Cremated remains may not be removed from the Crematorium unless they are contained in either a suitable and secure urn or casket supplied by the Joint Committee, or such other containers the Manager considers appropriate for that purpose. A Certificate for Burial of Cremated Remains should be obtained from the Manager if it is intended to bury the cremated remains elsewhere. Cremated remains may be collected Monday to Friday (excluding public holidays) on the next working day following the cremation, after 10.00a.m. If remains are required on the day of cremation, the service should be held no later than 11.30 p.m.

#### STREWING OF CREMATED REMAINS



72. Alternatively, the cremated remains may be strewn in the Garden of Remembrance on the applicant's signed authority on a form provided. Where the Applicant for Cremation elects to have the cremated remains strewn in the Garden of Remembrance or Woodland Walk, the remains will be held in storage for at least 14 days following the cremation, to allow time for reconsideration.

**STORAGE OF CREMATED REMAINS**

73. Unless the relatives give other instructions, cremated remains will be sealed in a simple urn and may be retained free of charge at the Crematorium for a period not exceeding three months. A notification will then be sent by post to the Applicant for Cremation requesting instructions. In the absence of specific instructions, after the expiration of a further 14 days, the cremated remains will be strewn in the Garden of Remembrance. The Joint Committee will not be held responsible for ensuring that the Applicant for Cremation has received the notification referred to above. Where the cremated remains are stored within a Pond Marker or Sanctum, a notification will be sent to the applicant for the adoption within 3 months of expiry of the adoption period requesting further instructions. If no further instruction is received within 30 days, then the cremated remains will be strewn in the Garden of Remembrance. The Joint Committee will not be held responsible for ensuring that the Applicant for Cremation has received the notification referred to above

**URNS AND CASKETS**

74. Specimens of urns of various designs may be seen on application to the Manager, and may be purchased from the Joint Committee. All urns/caskets containing cremated remains released from the Crematorium shall bear a nameplate or label to identify the name of the deceased. The Joint Committee will take all reasonable steps to safeguard urns and containers but cannot be held responsible for any loss or damage. The removal of "token" remains is not permitted, nor will crematorium staff divide cremated remains in any way

**IX. MEMORIALS**

**MEMORIALS**

75. Memorials are available for dedication in the Crematorium Gardens of Remembrance. Inscriptions on these memorials will be subject to approval to ensure that no offence is caused to any person, race or religion.

**FEES AND CHARGES**

76. Applications for memorials must be accompanied by the appropriate remittance – cheques etc., and made payable to Chesterfield Borough Council and sent to the Crematorium Office. Payment can also be made in person in the Crematorium Office using a Card Payment Terminal.

**INSCRIPTIONS IN BOOK OF REMEMBRANCE**

77. Inscriptions in the Book of Remembrance provided by the Joint Committee will be inserted by the approved persons appointed by the Committee. The Joint Committee reserves the right to refuse to make an entry in the Book of Remembrance that it considers unsuitable.

**FLOWERS**

78. Flowers are allowed only in the areas and containers provided by the Joint Committee and shall not be removed therefrom without permission. Cellophane or similar wrappings or plastic or imitation flowers and wreaths should be avoided. The introduction of privately owned vases, containers or memorials is not permitted into the Crematorium. The crematorium staff will remove any such items. All Christmas Wreaths, ornaments and decorations shall be removed from the crematorium grounds and areas from 6<sup>th</sup> January onwards.

**MEMORIAL SEATS**

79. Memorial seats may be placed in the Gardens of Remembrance with the prior approval of the Manager. The design and manufacture of the memorial seats are to be approved by the Manager, and shall be constructed only of timber from sustainable sources.

**X. MISCELLANEOUS PROVISIONS**

**INSPECTION**

80. The public can obtain permission to inspect the building, when no cremation is proceeding, between the hours of 10.00 am and 4.00 p.m. Monday to Friday.

**LIABILITY**

81. All persons entering the Crematorium do so at their own risk and the Joint Committee will not accept any liability for injuries or damage sustained for any reason whatsoever.

**LOSS OR DAMAGE**

82. The Joint Committee shall not be held responsible for the safe keeping of any wreaths, flowers, plants or any other objects placed in the Crematorium nor for any damage caused to memorials or monuments by winds, storms, inclement weather, vandalism or other factors outside of their control.

**AMENDMENTS**

83. The Joint Committee reserves the right from time to time to make any alterations or additions to these Regulations as necessary. The Joint Committee's ruling on these Regulations shall be final.

**REPEAL OF FORMER REGULATIONS**

84. Any Rules or Regulations previously in force in respect of the Crematorium are hereby revoked.

(Signed) .....  
(Signed) .....

CHAIR OF JOINT COMMITTEE  
CLERK OF JOINT COMMITTEE

The foregoing Regulations were approved at a meeting of the Chesterfield and District Joint Crematorium Committee held on .....

