

**CHESTERFIELD AND DISTRICT
CREMATORIUM JOINT COMMITTEE**

**Rules of the
Chesterfield and District
Crematorium**

Constituent Authorities of the Joint Committee:-

Bolsover District Council
Chesterfield Borough Council
North-East Derbyshire District Council

Clerk to the
Committee

D. R. Harrison, LL.B.,
Town Hall,
Chesterfield.

Telephone: 77232

Treasurer to
The Committee

R. L. Ward, I.P.F.A.,
Town Hall,
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Telephone: 77232

Surveyor to
The Committee

E. Faulkner, M.I.Mun.E.,
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Chesterfield.

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Superintendent and Registrar

J. D. Eggleshaw, Esq.
Chesterfield & District Crematorium,
Chesterfield Road,
Brimington,
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Telephone: 34346

CHESTERFIELD AND DISTRICT CREMATORIUM JOINT COMMITTEE

CHESTERFIELD AND DISTRICT CREMATORIUM

Regulations

In these Regulations:-

- “The Joint Committee” means the Chesterfield and District Crematorium Joint Committee.
- The “Superintendent” means the Superintendent and Registrar of the Crematorium or the person for the time being carrying out the duties of the Superintendent and Registrar.
- “Crematorium Grounds” means land owned by the Joint Committee in the vicinity of the Crematorium and Associated Buildings.

THE CREMATORIUM – STATUTORY REQUIREMENTS

1. Cremations shall be conducted in accordance with the Cremation Acts, 1902 and 1952 and the Cremation Regulations 1930, 1952 and 1965.

OFFICE

2. Application for Cremation must be made to the Superintendent during normal working hours at least 48 hours before the proposed cremation. When Sundays and/or Bank Holidays intervene at least 72 hours notice is required. The Crematorium Office is open:
Monday to Friday 9 a.m. to 1 p.m. and 2 p.m. to 5 p.m.
3. A telephone service will be provide each Saturday morning from 9 a.m. to 12 noon for the booking of cremation times.
4. Cremation services may take place Monday to Friday except on Bank Holidays, Christmas Day or Good Friday from:
9 a.m. to 12.30 p.m. and 2 p.m. to 3.30 p.m.
5. The Application for Cremation (Form A), 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 satisfactory reason why it is not made by an executor or nearest surviving relative.
6. Form A, together with Forms B and C and the Certificate of Disposal issued by the Registrar of Births and Deaths, (or the Coroners Certificate for Cremation in Form E), must be delivered to the Superintendent not later than 10 a.m. on the day previous to the cremation, except in the case of Monday cremations when the forms must be delivered not later than 2 p.m. on the previous Friday.

7. The Joint Committee will not be responsible for any matter lost or delayed in the post.
8. All requisite Cremation Fees as set out in the current Table of Fees shall be paid prior to the work being undertaken in respect of which they are payable.
9. 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.

CREMATORIUM CHAPEL

10. Services in the Chapel 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 Superintendent.
11. Services may not commence before the appointed time except in cases where the Minister and Funeral Director are satisfied that all persons wishing to attend the service are present and providing the Chapel has been prepared to receive that service.
12. All persons attending a service must comply with the requirements of the Superintendent, who, in the case of any misconduct, has full power to remove or exclude any person he considers it advisable to remove or exclude. Any service or demonstration shall be subject in all things to the control of the Joint Committee.
13. Children under 14 years of age will not be admitted to a service unless under the care of a responsible adult. At times when the Chapel is not in use for cremation or other services, the public will be admitted at the discretion of the Superintendent.

CREMATION AND CREMATED REMAINS

14. Cremations shall be conducted in accordance with the Code of Cremation Practice issued by the Federation of British Cremation Authorities.
15. Two representatives of the deceased may see the coffin placed in the cremator if desired, but no inspection of the actual process of cremation will be permitted.
16. 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. A Certificate for Burial of Cremated Remains should be obtained from the Superintendent if it is intended to bury the cremated remains elsewhere. If remains are required on the day of cremation, the service should be held no later than 12.30 p.m.
17. Cremated remains may not be removed from the Crematorium unless they are contained in either an urn or casket supplied by the Joint Committee, or such

other containers the Superintendent considers appropriate for that purpose. The removal of "token" remains is not permitted.

18. Unless other instructions are given by the relatives, cremated remains may be retained free of charge at the Crematorium for a period not exceeding one month. A notification will then be sent 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 on land adjoining the Crematorium which has been set aside for that purpose. The Joint Committee will not be held responsible for ensuring that the Applicant for Cremation has received the notification referred to, above.

ROOM OF REMEMBRANCE AND CREMATORIUM GARDENS

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

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

Saturdays, Sundays and Bank Holidays 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.

20. All persons shall conduct themselves with due reverence.
21. Children under 14 years of age are not allowed within the Crematorium Gardens except under the care of a responsible adult. Visitors should refrain from touching or cutting trees, shrubs, plants or flowers.
22. It is requested that animals should not be brought into the crematorium gardens except in the case of guide dogs for the blind.
23. The maximum speed for vehicles within the grounds is 10 m.p.h.
24. Flowers are allowed only in the areas and containers provided by the Joint Committee. Plastic or imitation flowers and wreaths are not allowed. Any such items in the Buildings or grounds will be removed by the crematorium staff.

FUNERAL DIRECTORS

25. 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.
26. Funeral Directors shall observe the Regulations of the Joint Committee. They 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.

27. The coffin must be made of easily combustible material, wood or wood derivatives. Resinous or badly seasoned wood must not be used. 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 as is necessary for its safe construction and then only metal of high ferrous content. Plastic handles and fittings are permitted if they are made from a base material of polypropylene. Those made of polystyrene, PVC and other plastic materials are not acceptable. Cross pieces must be attached to the bottom of the coffin. If it is desired to strengthen the base of the coffin, wooden strips may be placed lengthwise 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.

28. The unnecessary use of sawdust, wood shavings or cotton wool must be avoided. If circumstances require, suitable sealing materials may be used, but no metal or rubber will be allowed and on no account must pitch or similar bituminous substances be used.

If a coffin is brought to the crematorium which, due to its poor construction is unsuitable or odoriferous it will only be allowed into the Chapel at the discretion of the Superintendent.

A coffin leaking body fluids will not be allowed into the Chapel under any circumstances.

29. The maximum external dimensions permitted for a coffin are:

Length: 7ft 3ins	Width: 2ft 6ins	Depth: 1ft 10ins
2210mm	762 mm	559 mm

The Joint Committee reserve the right to alter these Regulations as necessary.

The foregoing Regulations were approved at a meeting of the Chesterfield and District Joint Crematorium Committee held on the Second day of July, 1982

(Signed)	B. SMITH, CHAIRMAN
(Signed)	D. R. HARRISON, CLERK