



## Crematorium Regulations

### WEST LINDSEY DISTRICT COUNCIL

West Lindsey District Council welcomes all visitors to Lea Fields Crematorium and asks that visitors respect the peace, dignity and reverence of these facilities as well as other users. We thank you in advance for your consideration.

The regulations in the following pages have been drawn up by West Lindsey District Council to ensure that the Crematorium and Gardens of Remembrance are managed and used in a sensitive and appropriate way for everybody. These are communal spaces for quiet reflection and remembering our loved ones.

Although these regulations are a requirement for the management of the Crematorium and Gardens, every effort has been made to avoid restricting the rights and choices of the individual. Therefore, these regulations have been prepared with a balance between individual rights/information and the need to regulate for safe and tidy grounds. For example, the restrictions on glass are based upon these items becoming potential hazards when mowers are used. It is not based upon aesthetic considerations.

The Council has adopted the principles of the Charter for the Bereaved and is committed to giving the individual the rights that are provided by the Charter. For further information contact the Cemetery Office or see the "Information" section of the Institute for Cemetery and Crematorium Management (ICCM) website - <http://www.iccm-uk.com/iccm/>

The following regulations apply to Lea Fields Crematorium and any other crematorium which may be established by or come under the control of West Lindsey District Council after the adoption of these regulations.

#### Contact details:

Lea Fields Crematorium  
Gainsborough Road  
Lea  
Gainsborough  
Lincolnshire  
DN21 5PL  
01427 675136  
[crematorium@west-lindsey.gov.uk](mailto:crematorium@west-lindsey.gov.uk)

## **INTERPRETATION**

In these rules and regulations, unless the context otherwise requires, the following words and expressions shall have these meanings assigned to them:-

**Contractor** - A person or firm that undertakes a contract to provide materials or labour to perform a service or do a specific task.

**Council** – West Lindsey District Council and any authorised officer in its employment.

**Funeral Director** – Person making arrangements and directing the funeral service

**Memorial** - Any stone, vase, tablet, kerbing, or other authorised object placed (excluding wreaths and flowers).

**Un-authorised** - Any item appearing in the crematorium grounds that has not been granted prior written approval.

**Office** - The Crematorium office (address on the inside cover of these regulations).

**Sanctum Vault** - Overground vault for storage of cremated remains sold for a lease period.

**Working days** - The days on which the office is open, i.e. Monday to Friday inclusive (excluding Public Holidays).

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## **MANAGEMENT OF THE CREMATORIUM**

The Crematorium & Grounds will be open to the public on such days and during such hours as the Council may, from time to time, determine.

At the time of adoption of these regulations by the Council the Crematorium grounds will be open 08:30 until dusk

All persons entering the Crematorium will be subject to the orders and control of the Council.

All persons shall conduct themselves in a decent, quiet and orderly manner

Visitors to the Crematorium shall not unreasonably interrupt the Council's employees or their contractors at their duties, or employ them to execute private work within the grounds or extend to them any gratuity.

All complaints and requests by members of the public must be made to the Crematorium Office and not to the workers employed in the crematorium. All dogs must be kept on a short lead at all times and must not foul within the Crematorium grounds, (if this is unavoidable, the person in control of the dog must remove any deposit).

Children who are, or appear to be, under the age of 14 years will not be permitted in the crematorium grounds except under the care of a responsible person.

No person (other than the Council) shall sell or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders for the same, within the crematorium or grounds.

Any person using a motor vehicle in the crematorium grounds shall only do so on a carriageway suited to the purpose. Vehicles must be driven with care and at a slow speed and must be kept to the roads. Parking must not restrict access to other road users. Priority must be given to funeral cars. No unauthorised vehicle should be left in front of the chapels

All visitors to the Crematorium must keep to the footpaths or roads whilst visiting and refrain from interfering with trees, shrubs and flowers.

No person shall drop, throw or otherwise deposit and leave in the crematorium any wastepaper or refuse of any kind except in the receptacles provided for the purpose.

The taking of photographs, video and tape recordings, within the Crematorium shall be subject to the approval of the Bereavement Services Manager, who may demand

production of an indemnity in the Council's favour where it is proposed to photograph a private service.

Smoking is prohibited in any of the Council's buildings or in the immediate vicinity, this includes the use of electronic cigarettes (ecigarettes).

No employee of the Council, or its contractor, is to demand or receive any gratuity.

## **CREMATION**

Such of the above Regulations, as the Council feels applicable, will apply to Lea Fields Crematorium. Current fees are available either from the office or can be found on West Lindsey District Council website.

All the forms of religious and/or secular services are permitted in our chapel, and the duration of these is determined by the time and service type booked for the funeral.

The time appointed for a service will relate to when the funeral cortege is to arrive at the Crematorium. Ceremonies of a special nature are subject to the approval of the Bereavement Services Manager (ie out of the ordinary).

No food or drink is permitted in the Chapel area.

Fully completed statutory, and other required paperwork must be delivered to the office no later than 10.00 a.m. at least two full working days before the day of the funeral, and three full working days in such cases as the applicant wishes to inspect the medical certificates.

Any difficulties in providing the required paperwork on time should be communicated directly with the office.

The preliminary application form is also confirmation of the telephone or internet booking which is provisional until the Office checks the details on the preliminary application form.

Failure to comply may mean that the cremation will be postponed.

**All Music (including organist played hymns), Visual Tribute, Webcasting & Recording requirements must be booked by 9am two working days before the service via:  
[www.obitus.com](http://www.obitus.com)**

Music requests and alterations to music from funeral directors can cause problems, not only for your funeral service but also have an effect on following services.

Music must be ordered at least two working days before the funeral but the earlier the better as it may need to be purchased on CD or vinyl and it will allow adequate time to arrive in time for your service.

Please be aware:

- Music specifically ordered from Obitus may have to be sourced or purchased.
- Webcasts have to be compiled by our provider

Although we will endeavour to do our best, any music requests received late can't be guaranteed. We will only take music instructions, in writing, from the funeral director. The Council accepts no responsibility for incorrect music instructions received from the funeral director.

**Please note: If no music preferences have been given, or received, the staff will select something that they think is appropriate.**

Families/Funeral Directors are welcome to bring their own organ to play but will need to ensure this device has a PAT tested certificate or less than a year old. This remains the responsibility of the Funeral arranger to ensure this is set up and removed within their allocated service time.

### **Direct Funerals**

Funeral Directors must notify the crematorium that they have a need for a direct service time, and must not use the online booking service.

Lea Fields Crematorium will agree a suitable day and time for the funeral.

Direct Services will only be accepted subject to the following being adhered to:

- No Family or friends will be in attendance
- To arrive on the agreed date and time
- That a clean smart vehicle be used
- That all staff are uniformed
- That sufficient staff to convey the Coffin to the Catafalque in a dignified manner are provided (Use of the crematorium trolley/ bier is permitted).
- All Coffins will enter the Crematorium through the main Chapel doors and be respectfully placed on the Catafalque.
- If requested, one piece of music can be chosen to be played for arrival.

The crematorium have the right to refuse any coffin if the standard of care and dignity set out above are not met.

A Direct Cremation does not allow Family or Friends to attend the Crematorium. The crematorium reserves the right to charge the appropriate fee if family members do arrive for the Service.

## Early Start Services

The 09:00 and 09:45 are at 45 minute intervals and provide 35 minutes maximum service time and 10 minutes to fully vacate the chapel ready for the next service to begin. No additional time may be booked for the early start services.

## Any other cremation service

Lea Fields Crematorium offer a 45 minute service hourly at 10:30: 11:30: 12:30: 13:30: 14:30 and 15:30. Punctuality is required by all persons attending a service so as to prevent the interference of one funeral with another. It is essential that bookings arrive at the time booked and finish at a quarter to the hour for the smooth operation of the service. Please note when booking in your service an extension can be purchased in advance, subject to availability.

## Important Information

**Responsibility** - The Funeral Director is required to complete and sign an annual compliance agreement form and adhere to its content.

**Strict punctuality** - Strict punctuality is required by all persons attending a service so as to prevent the interference of one funeral with another. It is essential that bookings arrive on time and finish on time for the smooth operation of the service. Over running services, may be charged according to the current scale of fees and charges. Please note when booking in your service an extension can be purchased subject to availability. The time appointed for a service will relate to when the funeral cortege is to arrive at the Crematorium.

**Clothing and coffin content** - In order to minimise the release of pollutants to air, only clothing made from natural fibres should be used and any prostheses, where possible, should be removed. Glass, ceramics, or any other items should not be placed in the coffin. Shoes or any material manufactured from PVC should not be placed in the coffin. Body adornments made from copper should be removed as should any casts of plaster of other material.

Letters, flowers and unframed photographs may be placed in the coffin with the deceased. No other items may be placed in or on the coffin for cremation

**Environmental** - For environmental reasons, cremations may be held over until the following day in accordance with the Code of Cremation Practice (3B) the cremation will take place within 72 hours of receipt at the crematorium. If it is imperative that a cremation is carried out the same day as the funeral, then a written request to this effect must be made to the crematorium 48 hours prior to the service taking place. West Lindsey District Council is a member of the Institute of Cemetery and Crematorium Management (ICCM) and operates within the guiding principles for burial and cremation (ICCM 2009) and guidance published by the Ministry of Justice (MOJ, 2012) as such all cremations will be commenced no later than 72 hours after the service of committal.

**Cremation on the day of the service can only be guaranteed (barring any irregular or emergency occurrence) if the service is booked up to and including the 12:30 service time.**

**Witness charged coffins** - We are happy to accommodate witness charged funerals at Lea Fields Crematorium. We allow a supervised group into the crematory to witness the committal from behind a barrier. The Crematorium must be informed that you wish to witness the committal when the cremation is booked, so that staff can be informed who will then make the necessary preparations on the day. To ensure the health and safety of all concerned please note:

- Witnesses will be invited into the crematory area once all the preparations have been made.
- A maximum number of witnesses allowed in the crematory is at the Crematorium Managers discretion, with a maximum of 3 witnesses per member of staff available + Funeral Director.
- Witnesses must stay behind the barrier at all times.
- It is not possible for witnesses to help with the charging of the coffin.

Witnesses must follow the instructions and directions of crematory staff at all times or proceedings will cease. Please inform the crematorium staff at your earliest convenience the number of witnesses expected to ensure we can accommodate your request.

If a coffin is not to be used for a cremation, the body must be enclosed in a shroud or winding sheet (the body is to be totally wrapped in this). Underneath will need a wooden charging board, with a fixed footplate to provide rigidity for handling and charging purposes. An 'outer shell' will be needed if the wrapped body may be visible to members of the public.

### **Coffin Construction**

Certain materials will be avoided in the construction of coffins, both as an aid to reducing emissions and the cost of emission control. In particular this refers to the avoidance of the use of Chlorinated plastics (P.V.C.) and melamine. This includes the lining of the coffin and any clothing being worn by the deceased which should only be made of "natural" materials.

- Due regard should be taken of the type of chipboard (with respect to the adhesive used) from which the coffin is made, and the application of heavy dressings of varnish or lacquer should not be used.
- If the body is enclosed in a body bag, the bag not be made of P.V.C.
- The use of zinc or lead linings to coffins for cremation is not permitted.
- Packaging for stillbirth, neonatal and foetal remains should not include any chlorinated plastics.



**Recycling metals** - All metal residues removed after the cremation process shall be suitably stored and transferred to a central organisation for recycling. Any applicant who does not wish for the metal residues to be taken for recycling must inform their Funeral Director or the Crematorium Office prior to the cremation process. All metals and other residue recovered from cremations shall be recycled or returned to the applicant after cremation. Metal residues include nails and screws used in the construction of the coffin and metal implants. Any profits from the recycling of these metals are donated to national bereavement related charities as per the Institute of Cemetery and Crematorium Management recycling scheme. It is possible to have metal remains returned if requested prior to cremation.

The Council will accept no responsibility whatsoever for verbal arrangements where such arrangements have not been confirmed in writing on the prescribed form(s).

The Council will not accept responsibility for consequences arising from the loss or delay of any forms, order or any other document sent by post, nor for the accuracy of the details contained in the prescribed forms.

In the case of disposal of cremated remains, a certificate of Cremation, issued by the Council as the Cremation Authority, will be required.

It is unlawful to bury or scatter cremated remains within the crematorium grounds without first gaining permission from the Local Authority, Lea Fields Crematorium office, who own the land as by Law and regulation, records **MUST** be completed by the Authority in control of the land regarding the final resting place of the cremated remains and may be subject to a fee payable.

Pet remains are not permitted to be disposed of in Lea Fields crematorium or grounds.

## **MEMORIALISATION**

The crematorium grounds are communal areas enjoyed by many visitors therefore personalisation of even small areas is not allowed.

The placing in the Crematorium grounds of personalised memorabilia including artificial wreathes or flowers, glass shades, items of pottery, candles, glass jars, tins, plastic or wire mesh fences or any other items of wood, metal, plastic or any other material (this list is not exhaustive) is not permitted and any item so placed in contravention of these regulations will be removed and disposed of by the Council without notice.

Unwrapped floral tributes laid on the grass are permitted; any tied to trees or benches will be taken down, and placed on the grass. Wrapped flowers will be relocated to the vases provided at the Book room.

A range of memorial options are available to be purchased, in accordance with the Regulations and the Scale of Fees and Charges applicable to such purchase at that time.

At the expiration of a lease of a memorial, the purchaser, and his/her heir or successors, may have the option to renew, subject to such restrictions and regulations as may be in force at that time. Application for renewal of the memorial should be made before the expiry of the previous lease. West Lindsey District Council reserve the right to refuse re-purchase.

All leases for memorials will be made for a period of 5 years, with the exception of sanctum vaults which are leased for a period of 10 years

A leased memorial confers no other right, (e.g. right to erect further memorialisation; ownership of land), other than that of the leased memorial itself.

The Council reserves the right to remove, without notice, from any area, flowers, plants or wreaths that in its opinion have become unsightly and to dispose of the same in such a manner as deemed fit.

The Authority does not accept any responsibility for any items left in the grounds, items are left entirely at your own risk.

Please contact the Crematorium office for details of the Book of Remembrance and memorials options available

Unauthorised memorials and other items will be removed by the Council, without notice.

## **FEES AND CHARGES**

The fees and charges prescribed for the use of the crematorium shall be those specified in the scale of fees and charges, as amended from time to time and published on the West Lindsey District Council website.

All fees and charges are payable in advance to the Council, except in the case of Funeral Directors who deal continuously with the Council, when payments may be permitted to be rendered weekly (this must be discussed, in advance, with the Bereavement Services Manager or appointed person). Late payments will result in withdrawal of services.

## **CREMATED REMAINS**

Each individual set of cremated remains will be placed in a biodegradable container to await the wishes of the applicant regarding its final disposal.

Where specifically requested, cremated remains can be held at the Crematorium for a period not exceeding three months. A charge will be made after the initial first month.

In respect of any set of cremated remains left at the crematorium and not removed by the end of a three month period, two weeks' notice will be given to the applicant for cremation, after which the cremated remains will be returned to the care of your Funeral Directors.

All scatterings of cremated remains are to be organised through the crematorium office.

## **FLOWERS AND FLORAL TRIBUTES**

Following a funeral service, floral tributes should be placed in front of the appropriate named stand in the display area outside the Chapel. Any tributes left elsewhere will be removed.

Floral tributes from funeral services, if not collected by the Funeral Director or family, will be removed and disposed of seven days after the funeral service by the crematorium staff.