

**RULES FOR THE PROPER
MANAGEMENT, REGULATION AND
CONTROL OF THANET
CREMATORIUM AND MARGATE AND
RAMSGATE CEMETERIES
SEPTEMBER 2017**

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

1	INTERPRETATION OF TERMS.....	3
2	HOURS OF OPENING.....	4
3	FEES, CHARGES AND PAYMENTS.....	4
4	CREMATIONS.....	4
5	FUNERAL DIRECTORS	5
6	CREMATORIUM - FLORAL TRIBUTES.....	5
7	DISPOSAL OF CREMATED REMAINS.....	5
8	TRANSFER OF EXCLUSIVE RIGHT OF BURIAL.....	6
9	GARDEN OF REST - EXCLUSIVE RIGHTS OF BURIAL	6
10	WOODLAND CREMATED REMAINS AREA.....	7
11	BURIALS.....	8
12	GENEOLOGY SEARCHES	9
13	THANET AND DISTRICT REFORM CREMATED REMAINS AREA.....	9
14	CEMETERIES - FLORAL TRIBUTES	9
15	GRAVESPACES.....	9
16	CEMETERIES - EXCLUSIVE RIGHTS OF BURIAL	11
17	LAWNS SYSTEM OF BURIAL	11
18	TRADITIONAL SYSTEM OF BURIAL	12
19	CHAPEL OF REMEMBRANCE	12

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

20 REGULATIONS FOR MEMORIAL MASONS, MEMORIALS AND FIXING MARGATE AND RAMSGATE CEMETERIES, CREMATORIUM GARDEN OF REST AND WOODLANDS CREMATED REMAINS AREA13

21 GENERAL REGULATIONS.....17

22 APPENDICES19

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

1 INTERPRETATION OF TERMS

- 1.1 Unless the context otherwise requires, the following terms shall have the meanings assigned:-

“Council” shall mean the Thanet District Council.

“Registrar” shall mean the person appointed by the Council to hold office by that designation and in accordance with the Cremation (England and Wales) Regulations 2008 (S.I.2008/2841).

“Officer Appointed” shall mean the appropriate responsible person/s employed by the Council.

“Crematorium Buildings” shall mean the buildings situated at Manston Road, Margate, known as Thanet Crematorium, provided by the Council for the disposal of human remains by cremation.

“Crematorium Grounds” shall mean the grounds of Thanet Crematorium provided by the Council for all purposes in connection with cremation.

“Crematorium” shall mean the Crematorium Buildings and the Crematorium Grounds together.

“Cemeteries” shall mean the burial grounds provided by the Council at Manston Road, Margate and Cecilia Road, Ramsgate and “cemetery” shall be construed accordingly.

- 1.2 These Regulations shall be construed, where possible, in accordance with the Cremation (England and Wales) Regulations 2008.
- 1.3 These Regulations shall be construed, where possible, in accordance with the Local Authorities' Cemeteries Order 1977 (S.I.1977/204) .
- 1.4 Thanet District Council is a member of the Institute of Cemetery and Crematorium Management (I.C.C.M.) and Federation of Burial and Cremation Authorities (FBCA).
- 1.5 In these Rules a reference to a statute, statutory instrument or other subordinate legislation ('legislation') is to be such legislation as amended and in force from time to time, including any legislation which re-enacts or consolidates it, with or without modification, and including corresponding legislation in any other relevant part of the United Kingdom.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

2 HOURS OF OPENING

- 2.1 The office of the Thanet District Council Cemeteries and Crematorium Manager and Registrar is situated at Thanet Crematorium, Manston Road, Margate and is open from 9.00 a.m. until 4.30 p.m. Monday to Friday, except Bank or General Holidays, and extra Council holidays.
- 2.2 The Cemeteries and Crematorium Grounds and Remembrance Chapel will be open to the public daily from 9.00 a.m. until 6.00 p.m. during summer months, (March to September) including weekends, Bank and General Holidays, and extra Council holidays. During winter months (October to February) the Cemeteries and Crematorium Grounds and Remembrance Chapel will be open to the public daily from 9.00 a.m. until 4.00 p.m. including weekends, Bank and General Holidays, and extra Council holidays.

3 FEES, CHARGES AND PAYMENTS

- 3.1 A table of fees and charges payable in respect of cremations, burials, grants of burial rights, placing and maintenance of memorials and other ancillary matters is available for inspection by the public during any reasonable time that the office of the Cemeteries and Crematorium Manager and Registrar is open.
- 3.2 All fees and charges for or in connection with burials and cremations must be paid to the Officer Appointed in accordance with the Council's prescribed procedures.
- 3.3 Fees and charges are reviewed annually and run from 1st April to 31st March each year.

4 CREMATIONS

- 4.1 A written application for cremation (on the prescribed form) and all statutory documentation shall be given to the Officer Appointed at least three working days before the funeral service.
- 4.2 Funeral services may take place between the hours of 9.00 a.m. and 4.00 p.m. Monday to Friday. None shall take place outside these hours or on Good Friday, Christmas Day, Bank or General Holidays, extra Council holidays (unless worked), Saturdays or Sundays without special permission and on payment of additional fees.
- 4.3 The time arranged for the funeral service shall be that at which the procession is to arrive at the Crematorium. Late arrivals may be put back until the last arranged funeral service of the day and must act at the direction of the Officer Appointed as to when the funeral service may proceed. A fee in accordance with the scale of fees and charges current at the time may be charged for services overrunning.
- 4.4 Arrangements for an officiating minister are the responsibility of the relatives or executors of the deceased, or their representatives.
- 4.5 No corpse, unless enclosed in an authorised container, shall be received at the Crematorium. The coffin must be suitable for cremation purposes and should a cardboard coffin, wicker coffin or similar be used, this must be supplied with a solid wooden base.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

- 4.6 If a family exercise their right under the Charter for the Bereaved to arrange a cremation service without instructing a funeral director, they should adhere to the guidance for family arranged funerals. (Appendix 1)
- 4.7 No person shall be permitted to enter the committal room without the permission of the Officer Appointed. In cases where representatives of the deceased express the desire to witness the placing of the coffin in the cremator, a maximum of four representatives only may be permitted to enter for this purpose, under the instruction of the Officer Appointed.
- 4.8 Thanet Crematorium will always endeavour for cremation to take place as soon as possible after the funeral service. Where this is not possible the Guiding Principles for Holding Over of Cremation, as agreed by the Institute of Cemetery and Crematorium Management, Federation of Burial and Cremation Authorities, Association of Private Crematoria and Cemeteries and Cremation Society of Great Britain and facilitated by the Ministry of Justice are followed. (Appendix 2)

5 FUNERAL DIRECTORS

- 5.1 Funeral Directors must observe the "Instructions to Funeral Directors" issued by the Federation of Burial and Cremation Authorities or other authorised instruction. (Appendix 3)
- 5.2 Funeral Directors are responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the chapel catafalque. When the coffin is placed on the catafalque their responsibility towards it ceases and that of the Crematorium begins, although the mourners remain the responsibility of the funeral directors.
- 5.3 Section 5.2 above does not divest the Funeral Director of the responsibility for ensuring the coffin does not contain any item which may cause damage to cremation equipment or injury to crematorium staff.
- 5.4 Funeral Directors considering the use of 'Coffin Covers', 'Green' or 'Environmental' cremation coffins must ensure they comply with the Institute of Cemetery and Crematorium Management guidance. (Appendix 4)

6 CREMATORIUM - FLORAL TRIBUTES

- 6.1 Following the funeral, floral tributes may be placed in the cloisters or other area provided for the purpose. Thanet District Council cannot be held responsible for any flowers or tributes removed without authorisation. On the Tuesday each week following the funeral (except for Monday's) all floral tributes will be removed and disposed of at the discretion of the Officer Appointed. Usable flowers may be used for chapel decoration unless otherwise instructed. Floral tributes may not be placed in any other part of the Crematorium Building.

7 DISPOSAL OF CREMATED REMAINS

- 7.1 Written instructions for disposal must be received from the applicant for cremation within fourteen days after cremation. If no such instructions are received within this period the Appointed Officer will contact the applicant for the cremation directly.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

- 7.2 Where the disposal of the cremated remains is to be done by appointment, arrangements for the appointment must be made within fourteen days after cremation. If no such instructions are received within this period the Appointed Officer will contact the applicant for the cremation directly.
- 7.3 Where the disposal of the cremated remains is to be carried out unwitnessed, the Officer Appointed will carry this out no sooner than the fifteenth day after cremation. This is to allow a period for reflection by the bereaved.
- 7.4 Where the applicant for the cremation service requires the disposal of the cremated remains to be carried out on the next working day after cremation the appropriate authorisation on the Authority for Dispersal of Cremated Remains form issued by the Cemeteries and Crematorium Service must be signed and submitted.

8 TRANSFER OF EXCLUSIVE RIGHT OF BURIAL

- 8.1 The transfer of the exclusive right of burial is only valid if this has been registered with the Council's Cemeteries and Crematorium Office.
- 8.2 Upon the death of the owner of the exclusive right of burial, the person(s) wishing take over the right of burial must provide a) Grant of Probate b) Letters of Administration or c) a statutory declaration. (Appendix 5)

9 GARDEN OF REST - EXCLUSIVE RIGHTS OF BURIAL

- 9.1 Exclusive Rights of Burial to plots may be purchased in the Garden of Rest for the burial of a maximum of four sets of cremated remains on payment of the fee current at the time. A maximum of four people may be named as owning the exclusive right of burial, and being an owner, have the automatic right to be interred in this plot, provided there is sufficient space and without permission of other owners. In the event of the last surviving owner, the burial rights will be transferred in accordance with Regulation 8.
- 9.2 Exclusive Rights to grave spaces may be purchased for the current period of time determined by the Council and may, in accordance with the prescribed process laid down by the Institute of Cemetery and Crematorium Management and by the Officer Appointed, be assigned by deed on payment of the fee current at the time. (Appendix 5). A maximum of four owners may jointly own the exclusive rights to grave spaces.
- 9.3 Where an Exclusive Right of Burial in any plot has not been exercised before the specified period from the date of granting the right, the Council may serve notice on the owner at their last known address determining such right, unless within six months of the date of service of the notice the owner notifies the Council of his or her intention to renew the right and does renew said right.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

- 9.4 Where the Council is entitled to serve such notice, it may instead
- display one or more notices in conspicuous positions at the entrances to the Crematorium;
 - publish notice for two successive weeks in the newspaper or newspapers which in its opinion would secure the best publicity in the area served by the Crematorium, and this will have the effect as if the notice had been duly served on the date on which it was first published.
- 9.5 Cremated remains shall not be buried in an existing plot without the written consent of the owner of the burial rights except to inter the cremated remains of the owner.
- 9.6 All cremated remains buried in the Garden of Rest shall be suitably contained in either a casket or metal spun urn.
- 9.7 The greensward is maintained by the Council and shall be kept free from vases, jars, chimes and similar articles.
- 9.8 If any planting encroaches upon adjacent plots, causes the edges of the turf to be cut away, overhangs the Council maintained greensward or, in the Officer Appointed's opinion, becomes neglected or overgrown, it may be removed by the Council after one month's written notice to the owner of the Exclusive Right of Burial, as recorded by the Registers held by the Burial Authority.

10 WOODLAND CREMATED REMAINS AREA

- 10.1 Exclusive Rights of Burial to plots may be purchased in the Woodland Cremated Remains Area for the burial of a maximum of two sets of cremated remains on payment of the fee current at the time.
- 10.2 Exclusive Rights to grave spaces may be purchased for the current period of time determined by the Council and may, in accordance with the prescribed process laid down by the Institute of Cemetery and Crematorium Management and by the Officer Appointed, be assigned by deed on payment of the fee current at the time. (Appendix 5) A maximum of two owners may jointly own the exclusive rights to grave spaces .
- 10.3 The option to "top up" the Exclusive Right of Burial is available upon the payment of the current fee at the time.
- 10.4 Where an Exclusive Right of Burial in any plot has not been exercised before the specified period from the date of granting the right, the Council may serve notice on the owner at their last known address determining such right, unless within six months of the date of service of the notice the owner notifies the Council of his or her intention to renew the right and does renew said right.

Where the Council is entitled to serve such notice, it may instead

- display one or more notices in conspicuous positions at the entrances to the Crematorium;

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

- publish notice for two successive weeks in the newspaper or newspapers which in its opinion would secure the best publicity in the area served by the Crematorium, and this will have the effect as if the notice had been duly served on the date on which it was first published.
- 10.5 Cremated remains shall not be buried in an existing plot without the written consent of the owner of the burial rights except to inter the cremated remains of the owner.
- 10.6 All cremated remains buried in the Woodland Cremated Remains Area shall be contained in a metal spun urn.
- 10.7 The greensward is maintained by the Council and shall be kept free from vases, jars, chimes and similar articles.
- 10.8 No planting is permitted in this area.

11 BURIALS

- 11.1 Advice/Notification of an intended interment shall be made to the Officer Appointed, giving full details of the burial, i.e. existing grave space / new grave space, depth and coffin size at least five clear working days' prior to the interment. Incomplete forms will be rejected and returned to the funeral director for their applicant to fully complete before being returned to this office. Exceptions will be made for those faiths requiring a next day burial service for which an additional fee will be payable.
- 11.2 Burials shall take place between the hours of 9.00 a.m. and 2.30 p.m. Monday to Friday. No burials shall take place outside these hours or on Good Friday, Christmas Day, Bank or General Holidays, extra Council holidays (unless worked), Saturdays or Sundays without special permission and on payment of additional fees.
- 11.3 The time arranged for the funeral shall be that at which the procession is to arrive at the Cemetery. A fee in accordance with the scale of fees and charges current at the time may be levied for every fifteen minutes' delay, and the person in charge of the funeral must act at the direction of the Officer Appointed as to when the funeral may proceed.
- 11.4 Arrangements for an officiating minister are the responsibility of the relatives or executors of the deceased, or their representatives.
- 11.5 No corpse, unless enclosed in an authorised container (coffin / casket / shroud) and showing a nameplate for identification purposes, shall be received at the Cemeteries.
- 11.6 All burial rights purchased at St John's Cemetery Margate, after 1st April 2010 will be subject to the first interment fee if no previous interment has taken place, with exception to the Hebrew Community whose faith prohibits the re-opening of burial plots. All burial rights purchased at Ramsgate Cemetery after 1st April 2017 will be subject to the first interment fee if no previous interment has taken place.
- 11.7 All funerals whilst within the Cemeteries are under the direction and control of the Officer Appointed. All hearses and funeral cars must be taken to the places directed, must not proceed faster than walking pace and must not be left for any purpose whatsoever without a competent person in charge.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

12 GENEALOGY SEARCHES

- 12.1 Requests for searches for family history and burial plots within the Cemeteries and Crematorium will be submitted in writing along with the current fee and processed as soon as reasonably possible.

13 THANET AND DISTRICT REFORM CREMATED REMAINS AREA

- 13.1 An area of Margate Cemetery has been set aside for the interment of cremated remains for members of the Thanet and District Reform Synagogue.
- 13.2 The main memorial and dedication plate are in the ownership and maintained by the Reformed Hebrew Community.
- 13.3 Interment of suitably contained cremated remains into a single plot may be arranged for this area on payment of the fee current at the time.
- 13.4 No Exclusive Rights are conferred upon these plots but a registered list of applicants will be kept by the Officer Appointed.
- 13.5 Adjacent plots can only be 'reserved' (i.e. for married and civil partners) at the time of the purchase of the first.
- 13.6 All plots shall be purchased in rotation, and no person shall have the right to select a plot, except in accordance with Regulation 13.5.
- 13.7 Each single plot measures 15 inches by 14 inches excluding the concrete raft supplied for the standard memorial marker.
- 13.8 Payment includes automatic permission for the supply and placement of the standard memorial marker supplied and inscribed in accordance with independent and formal arrangements with the local Reformed Hebrew Community. This marker shall ONLY be affixed, centrally onto the 15 inch by 12 inch raft, by the contracted stonemason.
- 13.9 No other form of memorial is permitted in this area.
- 13.10 No private planting is permitted in this area.
- 13.11 The greensward shall be kept free from vases, jars, chimes and such similar articles.

14 CEMETERIES - FLORAL TRIBUTES

- 14.1 On the day of the interment flowers and wreaths may be placed on the actual area of the grave and left for a period not exceeding fourteen days. Any tributes remaining after that time may be removed by the Council without notice

15 GRAVESPACES

- 15.1 No burials will be permitted in any areas other than the grave spaces shown upon the official plans of the Cemeteries.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

- 15.2 In Margate Cemetery the sizes of grave spaces are as follows:
Section S – 4ft by 7ft
Section T – 5ft by 7ft
Section U – 5ft by 7ft
Section V – 5ft by 7ft
Children's Section – 3ft by 4ft
These are not maximum permitted memorial sizes (see Regulation 20.4)
- 15.3 In all other areas of Margate Cemetery and at Ramsgate Cemetery overall environmental conditions do not necessarily allow for the above.
- 15.4 In Margate Cemetery, all grave spaces shall be purchased in rotation, and no person shall have the right to select a grave space. In circumstances whereby a person wishes to purchase a grave space adjacent to a previous burial, allowances may be made by the *Officer in Charge*.
- 15.5 In Ramsgate Cemetery, all grave spaces in the newly cleared areas shall be purchased in rotation and no person shall have the right to select a grave space. In circumstances whereby a person wishes to purchase a grave space adjacent to a previous burial, allowances may be made by the Officer in Charge. In cases where a grave space is being re-used after the 100 year period, families will have the option to choose their location.
- 15.6 The above Regulation 15.4 does not apply to the Orthodox Hebrew Section of Margate Cemetery where allocation of grave spaces is handled by the Margate Hebrew Congregation.
- 15.7 The above Regulation 15.4 does not apply to the Egyptian Coptic Orthodox Section within Section V of Margate Cemetery where grave spaces can be purchased by the Archangel Michael and St. Bishoy Coptic Church Committee on behalf of their members.
- 15.8 The above Regulation 15.4 does not apply to the Greek Section within Section LII of Margate Cemetery where grave spaces can be purchased by the Greek Community and a choice of grave space can be made to allow family members to be laid to rest close to relatives.
- 15.9 The above Regulation 15.4 does not apply to the Muslim Section within Section U of Margate Cemetery where grave spaces can be purchased by the Muslim Community and a choice of grave space can be made to allow family members to be laid to rest close to relatives.
- 15.10 The Council shall, at Ramsgate Cemetery only, observe the Federation of Burial and Cremation Authorities' Code of Practice for the Provision and Management of Public Graves. (Appendix 6)

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

- 15.11 The Council may allocate public graves at Ramsgate Cemetery only. Burials in general plots will be at single depth only. The right to re-use graves containing previous burials will be exercised (graves not re-opened for a minimum of 100 years and the burial rights have not been purchased). If the family decide at a later stage, they may purchase the right of burial for a period of fifty years. Until such time of purchase, no permanent memorial may be erected on this grave space.
- 15.12 The burial rights of general spaces containing more than one burial cannot be purchased. However, any person is permitted to apply for a permanent flat marble memorial 1 ft by 2 ft provided all interments in the plot are named and their names appear in the date order of which they were interred. A memorial application and the current memorial application fee is applicable.
- 15.13 Where a person or persons responsible for a burial decide not to purchase an Exclusive Right of Burial, the deceased shall be interred in a public grave. This is available at Ramsgate only.
- 15.14 Memorials shall not be erected, nor any planting take place, on any grave unless an Exclusive Right of Burial has been purchased with the exception of 15.12 above, or for those plots in Ramsgate Cemetery with an existing memorial.

16 CEMETERIES - EXCLUSIVE RIGHTS OF BURIAL

- 16.1 Exclusive Rights to grave spaces may be purchased for the current period of time determined by the Council and may, in accordance with the prescribed process laid down by the Institute of Cemetery and Crematorium Management and by the Officer Appointed, be assigned by deed on payment of the fee current at the time. (Appendix 5)
- 16.2 Where an Exclusive Right of Burial in any grave space purchased in perpetuity has not been exercised before the specified period from the date of granting the right, or the right since the last burial has not been exercised for 100 years, the Council may serve notice on the owner at the last known address determining such right, unless within six months of the date of service of the notice the owner notifies the Council of his or her intention to renew the right, and does renew it.

Where the Council is entitled to serve such notice, it may instead

- display one or more notices in conspicuous positions at the entrances to the Cemeteries;
- publish notice for two successive weeks in the newspaper or newspapers which in its opinion would secure the best publicity in the area served by the cemetery, and this will have the effect as if the notice had been duly served on the date on which it was first published.

17 LAWNS SYSTEM OF BURIAL

- 17.1 At Margate Cemetery all new grave spaces purchased on or after 14th September 1964 and on or before 25th November 2002, except those within the Margate Hebrew Congregation Section, are designated lawns graves.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

- 17.2 Headstones, crosses and memorial vases only are permitted; these shall be erected at the head of the grave within an area 2ft x 4ft provided for the purpose. This area shall be kept free of all other articles. Kerbstones, footstones, surrounds or railings of any description are not permitted.
- 17.3 When the ground has settled down to the Officer Appointed's satisfaction, the whole of the grave space, except the headstone area, will be seeded and mown by the Council at the appropriate season.
- 17.4 There will be no mounds or raised turf areas, and the greensward shall be kept free from vases, jars, chimes and such similar articles. Private planting will be restricted to the un-turfed strip at the head of the grave.
- 17.5 If the planting encroaches upon adjacent plots, causes the edges of the turf to be cut away, overhangs the Council maintained greensward or, in the Officer Appointed's opinion, becomes neglected or overgrown, it may be removed by the Council after one month's written notice to the owner of the Exclusive Right of Burial, as recorded by the Registers held by the Burial Authority.

18 TRADITIONAL SYSTEM OF BURIAL

- 18.1 All graves at Ramsgate Cemetery are designated traditional graves. All graves at Margate Cemetery the rights to which were purchased before 14th September 1964 or after 25th November 2002 are designated traditional graves.
- 18.2 For traditional graves, kerbs are permitted, subject to Regulations 20.1, 20.2 and 20.3.
- 18.3 If the grave becomes untidy, overgrown or encroaches upon adjacent land, the Council reserves the right to remove plants, ornaments etc. from the grave after one month's written notice to the owner of the Exclusive Right of Burial, as recorded by the Registers held by the Burial Authority.

19 CHAPEL OF REMEMBRANCE

- 19.1 Books of Remembrance are available in which entries in memory of the deceased may be inscribed on application to the Officer Appointed and on payment of the fee current at the time. No more than eight lines per entry are permitted.
- 19.2 The Books of Remembrance, turned at the current day's page, are on view daily in the Chapel of Remembrance at all times during which the Crematorium Grounds and Chapel of Remembrance are open to the public.
- 19.3 Leather Memorial Plaques are available, which may be inscribed in memory of the deceased, on application to the Officer Appointed and on payment of the fee current at the time.
- 19.4 The Memorial Plaques, placed into wall-mounted frames, are on view daily in the Chapel of Remembrance at all times during which the Crematorium Grounds and Chapel of Remembrance are open to the public.
- 19.5 The Council may from time to time provide additional forms of memorial.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

20 REGULATIONS FOR MEMORIAL MASONS, MEMORIALS AND FIXING MARGATE AND RAMSGATE CEMETERIES, CREMATORIUM GARDEN OF REST AND WOODLANDS CREMATED REMAINS AREA

- 20.1 Only stonemasons with full BRAMM or RQMF Fixer Licences will be permitted to carry out work within the Margate and Ramsgate Cemeteries, Thanet Crematorium Garden of Rest and the Woodlands Burial Area.
- 20.2 The Officer Appointed will from time to time carry out inspections pertaining to all aspects of the process; from accreditation to memorials and fixings, and will report any non-compliance to BRAMM / NAMM if necessary.
- 20.3 All parts of memorials must be of hard natural stone, marble or granite; foundations are to be of reinforced concrete. All parts must conform to BS8415, current at time of fixing. Plastic, wire or wooden surrounds or railings are not permitted.
- 20.4 Application for permission to erect a memorial or cut an additional inscription must be submitted to the Officer Appointed on the form prescribed for the purpose, accompanied by the fee current at the time and include the memorial inspection fee, if not already paid. Applications must be fully and correctly completed, as incomplete or incorrect forms will be refused and returned. (Appendix 7)
- 20.5 The provision of vaults, walled graves or mausoleums is not permitted.
- 20.6 Work may not proceed without the Officer Appointed's written permission including the removal of a memorial, unless this is to allow for an interment, and any memorial erected without such permission will be removed by the Council without notice.
- 20.7 Work may not proceed until current, correct and proper ownership details are established and confirmed through the formal procedure.
- 20.8 The Council reserves right to refuse any inscription on grounds of taste, decency, or possible offence to any person, faith or community.
- 20.9 The right to erect and maintain memorials/ cut additional inscriptions once issued in accordance with Regulation 20.4 is deemed to be valid for the unexpired term of the burial rights, provided the memorial does not become unsafe or its condition become dilapidated. The Council will inspect each grave at intervals as the Council may determine, to ascertain the condition of any memorial.
- 20.10 Thanet District Council operates a Memorial Stability programme (Appendix 8).
- 20.11 Memorial work shall only be carried out during the normal opening hours of the office of the Thanet District Council Cemeteries and Crematorium Manager and Registrar (Regulation 2).
- 20.12 Every memorial shall be erected in the position indicated by the Officer Appointed.
- 20.13 All memorial masons working within the Crematorium & Cemetery Grounds must act under the direction of the Officer Appointed.
- 20.14 For the cleaning of memorials, it is the responsibility of the stonemason to ensure permission has been given from the owner of the burial rights.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

20.15 All materials for the erection or repair of memorials shall be conveyed into and out of the Crematorium & Cemetery Grounds, with the exception of re-erection of a memorial laid flat due to memorial stability, if only refixing is required. All debris shall be removed from the Grounds by the stone mason instructed, in such a manner as will ensure the safety of other users of the Grounds. Furthermore, this will protect the Grounds, roads, trees, plants and nearby plots from damage, and the whole area left in a neat and tidy condition.

20.16 The foundation, lintels and any other 'below-ground' aspects of the memorial shall be visibly marked in such a way that it can be traced back to the installer of said memorial. This is to ensure correct identification of any such items left within the Crematorium & Cemetery Grounds following the removal or replacement of a memorial.

20.17 The number of the plot shall be inscribed on the base or back of the memorial. Where memorials are erected back-to-back it must be cut at the bottom front of the headstone or foot of any kerbs (where they are permitted).

20.18 The name of the stonemason may be inscribed upon the memorial provided it is unobtrusive. No other form of canvassing or advertising will be permitted within the Crematorium & Cemetery Grounds unless the property the advertisement is attached to a leased property.

20.19 All parts of memorials shall at all times be kept in good and proper repair and safe condition by the owner of the burial rights for the time being. The Council shall be entitled to make safe or remove any memorial which shall have become dangerous or in a state of serious repair.

20.20 In the interests of security and safety for all users of the Grounds, all parts of the memorial that have been removed (including foundations and lintels) for the purpose of a burial or additional inscription must be removed from the site.

20.21 As a minimum standard, all memorial work including method of fixing shall be carried out in accordance with the Code of Practice of the BRAMM Blue Book, NAMM Code of Working Practice and BS Regulations 8415 version current at time of installation. (Appendix 9)

20.22 Where memorials are re-erected following additional inscription, opening of the grave for further burials or any other reason, re-instatement is to comply with current regulations and following approval from the Appointed Officer.

20.23 MARGATE AND RAMSGATE CEMETERIES

The following sizes will be observed:-

Adult Graves:

- the maximum width of headstones shall be 3ft
- maximum height 6ft from ground level

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

- for memorials up to 4ft reinforced foundation up to 3ft wide by up to 18 inches front-to-back and 3 inches thick. Memorials over 4ft will be subject to the Appointed officer.
- reinforced foundation must be sunk to ground level
- appropriate ground anchor system to be fitted according to guidance, regulation and ground conditions
- the maximum outside dimension of kerbs shall be 7ft length x 3ft width
- double kerbs to surround two or more adjacent graves are permitted and the sizes must be clearly stated on the permit form.
- within the section at Margate Cemetery set aside for use by the Margate Hebrew Congregation the abutting of kerbs of individual plots is permitted, including the variance of kerb widths where necessary in accordance with surrounding environments.
- In burial Section T, U and V of Margate Cemetery lintels of 5ft length are required. In all other sections 4ft lintels must be installed without fail.
- Where overall environmental conditions do not allow for the above, smaller or some other method of fixing onto undisturbed ground (including the appropriate ground anchor system) will be permitted subject to prior approval by the Officer Appointed.
- Plain kerb surround reinforced foundation stone may be laid in lieu of a headstone or kerb surround. The landing must be 7ft x3ft and sunk to ground level. Lintels of 5ft must be used under the foundation stone. If needed they may be staggered with adjacent plots lintels to enable the placement of the lintels. The number of the plot must be inscribed on the foot end of the foundation stone and the stonemason may inscribe his company name onto the foundation stone.

Children's Graves:

- the maximum width of headstones shall be 2ft 6"
- maximum height 3ft 6" from ground level
- reinforced foundation up to 3ft wide by up to 18" front-to-back and 3" thick
- reinforced foundation must be sunk to ground level
- appropriate ground anchor system to be fitted according to guidance, regulation and ground conditions
- for children's plots the maximum outside dimension of kerbs shall be 4ft length x 2ft 6" width

Crematorium Garden of Rest

- Each Garden of Rest plot measures 3ft x 3ft 9" (from rear of foundation to forward edge of plot).

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

- Headstones and memorial vases only are permitted, and these shall be erected at the head of the plot within an area 15" x 3ft provided for that purpose. Excepting plots 1 to 7763 (as below).
- The following sizes will be observed:-
- for headstones the maximum width shall be 2ft 6"
- maximum height 3ft from ground level
- reinforced foundation of 3ft wide by 15" front-to-back and 3" thick. Excepting plots 1 to 7763 (see below).
- reinforced foundation must be sunk to ground level
- appropriate ground anchor system to be fitted according to guidance, regulation and ground conditions
- In older areas of the Garden of Rest, where overall environmental conditions do not allow for the above, variants will be permitted subject to approval by the Appointed Officer, provided the appropriate ground anchor system is fitted.

Plot numbers 1 to 7763

- All memorials up to maximum of 3ft high
- Foundation 3ft (where environment allows) x 14 inches x min 3 inches sunk to ground level
- Base up to 2ft 6 inches x 14 inches x min 3 inches
- Manufactured foundations must be reinforced and sunk to ground level

Plot numbers 7764 onwards

- All memorials up to maximum of 3ft high
- Foundation 35 inches x 15 inches x min 3 inches sunk to ground level
- Base up to 2ft 6 inches x 14 inches x min 3 inches
- Manufactured foundations must be reinforced and sunk to ground level

Woodlands Cremated Remains Area

- Each Woodlands plot measures 2ft 6" x 2ft 6" (from rear of plot to forward edge of plot).
- Black polished granite wedge memorial 2ft by 2ft, with engraved lettering (no colouring) and a single integral vase, on a 2ft by 2ft landing, installed in line with current legislation at time of fixing.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

21 GENERAL REGULATIONS

- 21.1 Children under 12 years of age are not permitted in the Crematorium Buildings and Grounds or Cemetery Grounds unless accompanied by an adult.
- 21.2 Vehicles are not allowed to enter the Crematorium Grounds or make use of the car park except in attendance at a funeral or for other authorised purpose. At other times entry is only allowed for reasons as may be determined by the Council from time to time.
- 21.3 Cycling is allowed within the Cemetery and Crematorium Grounds provided cyclists pay due care and attention towards other users of the Grounds and the environment therein.
- 21.4 Smoking is prohibited within the Cemetery and Crematorium Buildings.
- 21.5 Drinking of alcohol is prohibited within the Cemetery and Crematorium Buildings and Grounds.
- 21.6 Dogs are permitted in the Cemetery and Crematorium Buildings and Grounds, provided they are kept on a suitable lead and under control at all times. Owners or handlers must take full responsibility for their animal and must observe appropriate standards of behaviour and cleanliness.
- 21.7 At times when the chapel is not in use for services, the public will be admitted at the discretion of the Officer Appointed during the hours in which the Crematorium Buildings are officially open.
- 21.8 No person shall be allowed, either directly or indirectly, to solicit orders within the Crematorium Buildings and Grounds or Cemetery Grounds in the ownership of the Local Authority.
- 21.9 No person in the Crematorium Buildings and Grounds or Cemetery Grounds shall:-
 - wilfully create any nuisance, annoyance or disturbance
 - wilfully interfere with any funeral or other ceremony
 - wilfully interfere with any memorial or any flowers or plants or any such matter
 - play any game or sport
 - enter unlawfully or remain within any Crematorium or Cemetery premises at any hour when closed to the public.
- 21.10 The Council reserves the right to delete, alter or add to any of the foregoing Regulations.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

Signed by the Registrar for and on behalf of the Council

.....

Dated

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

22 APPENDICES

APPENDIX 1 - Family Arranged Cremations – Guidance Notes (Reg.4.6)

General Information

The date and time of funeral must be booked a minimum of three days (to allow time for the statutory paperwork to be completed) in advance with the Crematorium Office and paid for in full. If paying by cheque, the cheque will need to clear through Thanet District Council's accounting system, prior to the cremation taking place.

You will be required to provide five sets of forms when booking a cremation. Some of these forms must be completed by the applicant for cremation, i.e. the deceased next of kin or executor.

- **Preliminary Application for Cremation.** This form allows Crematorium staff to carry out preliminary checks to ensure no errors have been made when booking the date and time of the funeral, provides information regarding ministers conducting the service and music requirements and it also confirms the suitability of the coffin for cremation (over page). This form is available from the Crematorium Office and will need to be signed by the applicant for the cremation.
- **Disposal of Cremated Remains.** This form indicates the applicant's wishes regarding the final disposal of the cremated remains of the deceased. Again this should be signed by the applicant for the cremation. Options for dispersal of cremated remains can be found in the Thanet Crematorium brochure.
- **Application – Cremation Form 1.** This form details information regarding the deceased and should be completed and signed by the applicant for cremation.
- **Cremation Forms 4 and 5.** Arrangements should be made for Forms 'Cremation 4 and 5' (*Doctor's papers*) to be completed by Medical Practitioners. These are Statutory documents and General Practitioners and hospitals will have these available for the required doctors to complete. **Please note** – There will be fees payable to the surgeries/ hospitals for completion of these forms; these fees should be paid directly to them.

Cremation Forms 4 and 5 are not required if H.M. Coroner is issuing a Cremation Form 6. If Cremation Forms 4 and 5 are required, these should be delivered either in person or by post in a sealed Medical forms envelope, addressed to the medical referee at Thanet Crematorium.

Cremation Forms 4 and 5 are usually released at the same time as the body of the deceased, you must ensure you meet the requirements of the institution releasing the body, i.e. identification, have suitable transport to transport the deceased and suitable facilities to house the deceased until the time of cremation. You should check with the institution that you meet their requirements prior to booking a funeral time to avoid any delays at a later stage.

- **Registration Certificate.** You will need to register the death at a Registry Office. The Registrar's green certificate must be handed to the Crematorium office. This certificate will not be required if H.M. Coroner is issuing a Cremation Form 6.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

**** IMPORTANT Application – Cremation Form 1, Cremation forms 4 and 5, and the Registration Certificate must be delivered to the Crematorium at least three full working days before the agreed funeral date to allow the medical referee to complete their checks and sign the Cremation Form 10 allowing the cremation to take place.**

Other Factors to be taken into account

1. Arrange for a coffin suitable for cremation. This should have a solid base to allow the coffin to be placed in the cremator, please refer to The Federation of Burial and Cremation Authorities, document "Instructions to Funeral Directors" or the Secretary of State's Process Guidance Note 5/2 for Crematoria, for provisions relevant to the suitability of a coffin for cremation.
2. The coffin must be clearly labelled with the deceased name, to enable crematorium staff to complete required identification checks.
3. The coffin is required to be lined with "crem film" for Health and Safety purposes. The deceased may be dressed in "natural fibre" clothing, however no shoes or any other items should be placed in the coffin. This is a legal requirement, as per the environmental agencies that closely monitor the computer generated emissions results given by each cremation; if there are items in the coffin which are prohibited, the emissions reading will show this, thus resulting in possible action being taken against the applicant for the cremation. By signing The Preliminary Application for Cremation, the Applicant for Cremation is signing to accept the terms and conditions stated in 1 and 2 above.
4. Arrange for the collection and transportation of the deceased to the Crematorium for the allocated date and time.
5. Arrange for a minister or person to conduct the service, if required. **Please note** – there are likely to be fees payable for this which should be arranged directly with the person.
6. Decide on the format of the service, it is usual to have service sheets for mourners to follow and to include favourite hymns or music in the service. The service time is a maximum of 25 minutes and this should be taken into account when planning the service
7. Arrange for an adequate number of bearers (usually four for an adult cremation) to convey the coffin from vehicle to Chapel catafalque.
8. If the cremated remains are to be taken away from the Crematorium, arrangements must be made for collection. If a representative of the applicant is to collect the cremated remains, the applicant must inform this office in person of the name of the chosen representative who will be required to produce identification prior to the cremated remains being released by the Cremation Authority.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

APPENDIX 2

Guiding Principles For Holding Over Of Cremation (Regulation 4.8)

1. If a Cremation Authority wishes to hold a cremation over from the day the coffin is received at the crematorium and/ or the funeral takes place it must observe Principle 3 below.
2. Cremation Authorities are encouraged to minimise the environmental impact of cremations where practicable to do so. Carbon Dioxide (CO₂) from fossil fuels is emitted from cremators during the cremation process. The CO₂ emissions are harmful to the environment and are at their highest when a cremator is in pre-heat mode. In order to ensure that cremators are used in the most efficient and least environmentally detrimental way a Cremation Authority may decide not to cremate on the same day as the coffin is received and/ or the funeral service held.
3. A Cremation Authority wishing to hold a cremation (or cremations) over must comply with the following conditions:
 - (a) It must not do so where the Applicant for Cremation insists on the cremation being carried out on the day that the coffin is received at the crematorium and/ or the funeral service takes place.
 - (b) Written consent must always be obtained from the Applicant or their authorised representative where the Cremation Authority practices planned holding over.

If holding over becomes necessary due to mechanical failure, then in these circumstances the Cremation Authority should inform the Applicant via the Funeral Director and either gain consent to hold over until the fault is repaired or to allow cremation at another crematorium. If this situation occurs outside of normal operating hours, then it may be considered impracticable under such circumstances to obtain the consent of the Applicant and therefore holding over should be arranged as a temporary solution.

- (c) The period for which a cremation may be held over is to be determined by prevailing circumstances. Cremation Authorities should defer to their Principle Trade Organisation if uncertain.

The crematorium must have appropriate storage conditions for holding over; i.e. secure and sanitary.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

APPENDIX 3

Instructions To Funeral Directors (Regulation 5.1)

1. **RESPONSIBILITY.** The Funeral Director shall observe the regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque. When the coffin is in position on the catafalque or deposited in the rest room or Chapel of Repose at the Crematorium, the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.
2. **CONSTRUCTION OF THE COFFIN.** The coffin must be made of a suitable material which, when placed in a cremator and subjected to the 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. No metal furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. If it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose. 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) must not be used. 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 this must not exceed 90 grams in weight.
3. **LINING OF THE COFFIN.** The use of sawdust or cotton-wool must be avoided. If lining of a coffin is necessary this should be manufactured from polythene not exceeding 75 microns in thickness. Lead or zinc linings must not be used. The use of shredded paper within a coffin is not permitted.
4. **SIZE OF THE COFFIN.** Where the external dimensions of a coffin are likely to exceed length 7ft 6 inches (228 cm); width 40 inches (101 cm); depth 28 inches (71 cm), the Officer Appointed of the crematorium must be given advance notice.

For operational reasons the Crematorium must be notified in advance of any weights over 16 stones (100 kg).

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

INSTRUCTIONS TO FUNERAL DIRECTORS (continued)

5. **CLOTHING AND COFFIN CONTENT.** In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments manufactured from copper should be removed as should any easily removable prosthesis or casts of plaster or other material. Additional items, particularly of glass or plastic, should not be placed within the coffin.
6. **NOTICE OF CREMATION.** The Funeral Director must observe the Cremation Authority's regulation regarding the length of notice to be given for a cremation and the time of the cremation, as agreed, must be strictly adhered to. All statutory and non-statutory forms and certificates, as required by the Cremation Authority, must reach the Cremation Office by the specified time.
7. **CREMATION OF INFANTS.** In cases when bereaved parents desire the cremation of a body of an infant, they should be warned that there are occasions when no tangible remains are left after the cremation process has been completed. This is due to the cartilaginous nature of the bone structure.

If the warning is not given the parents may have been denied the choice of earth burial and thereby subjected to understandable distress.

8. **CREMATED REMAINS.** The utmost care should be taken when dealing with cremated remains. If the Funeral Director supplies an urn or casket for cremated remains, it should be of sufficient internal dimension to provide a minimum of 200 cubic inches (3,280 cubic cm) and securely labelled, the container should be strong enough to resist breakage in transit. The lid must fit tightly and the fastening should be strong enough to prevent the lid being forced open by distortion of the container through maltreatment in transit.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

APPENDIX 4

Green and Environmental Coffins (Regulation 5.4)

Introduction

In order to protect the reputation of cremation authorities, funeral directors and coffin manufacturers and suppliers, and to continue to allow the bereaved to have access to the widest range of coffins as possible, this initial guidance was formulated at a meeting between those representing the Institute of Cemetery and Crematorium Management, the Local Government Association, a major funeral directing company, a leading manufacturer of cardboard coffins and a number of experienced crematorium managers.

Following this meeting and joint input and agreement the Institute of Cemetery and Crematorium Management has produced guidance that deals with the cremation of coffins manufactured from cardboard, wicker, bamboo, banana leaf and other natural materials, such as wool, shrouds etc.

Main Objective: The aforementioned organisations and individuals wish to ensure that all cremations where green/environmental coffins are used are conducted and completed in a dignified, respectful and safe manner.

Initial Guidance: All green coffins should have a flat, solid, fixed base with no snags so as to allow free, unobstructed passage over rollers or ball bearing tables. In the event of a non-integral base being fixed to a coffin it should be attached in a manner that will ensure that it cannot become detached during the process of charging into a cremator. Both ends of the coffin should be of a robust construction sufficient to withstand the pressure of a mechanical charging machine.

Note should also be made of the Secretary of State's Guidance note for Crematoria PG5/2(12) and particularly clauses 3.2, 5.20 and 5.27 that recognise/contain the following requirements in respect of coffins:

- The brief "flash" caused by volatilisation of the veneer on the outside of the coffin.
- Cardboard coffins should not contain chlorine in the wet-strength agent (i.e. not using polyamidoamine-epichlorhydrin based resin (PAA-E)).
- Materials to be avoided in coffin or casket construction, furnishings and body preparation/embalming include halogenates, metals (except steel screws and staples), wax and more than a thin layer of water based lacquer on wood'.
- PVC and melamine should not be used in coffin construction and furnishings.
- Coffins containing lead or zinc should not be cremated.

Whilst not an issue in respect of charging a coffin into a cremator, the subject of potential leakage from a coffin has been raised. Any leakage into a wicker coffin would manifest itself very quickly whilst leakage into a cardboard coffin might compromise the rigidity of the coffin itself. Funeral Directors are requested to ensure that the coffin is adequately lined using appropriate material that will prevent leakage.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

APPENDIX 5

Garden of Rest, Woodland Cremated Remains area and Margate and Ramsgate Cemeteries

Assignment of Exclusive Rights of Burial (Regulations 8.2, 9.2, 10.2 and 16.1)

Rights of burial may need to be assigned (transferred) from one person to another for a number of reasons, for example:

- (a) When a living owner of the rights wishes to pass them to another member of the family.
- (b) Upon the death of the owner of the rights.
- (c) Where there has not been an assignment of rights for some years and there is now a requirement to re-open or replace a memorial etc.

This process exists to ensure that burial rights are assigned only to the rightful owner(s) and serves to protect both the owners of those rights and the Council. It is a procedure used by most Burial and Crematoria Authorities in England and is supported by the Institute of Cemetery and Crematorium Management.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

APPENDIX 6

Public Gravespaces (Regulation 15.10)

Federation of Burial and Cremation Authorities - Code of Practice for the Provision and Management of Public Graves.

Requirements and provision by Thanet District Council at Ramsgate and Margate Cemeteries

Code of Practice requirement	Ramsgate (Adult)	Ramsgate (Child)	Margate (Child)
INTEGRATION <ul style="list-style-type: none"> wherever possible, public graves should be fully integrated within a cemetery and should be allocated in rotation 	✓	✓	✓
DIGNITY <ul style="list-style-type: none"> should be managed with the same standards of professional care as all other interments within a cemetery 	✓	✓	✓
<ul style="list-style-type: none"> should be fully backfilled after every interment 	✓	✓	✓
<ul style="list-style-type: none"> avoiding the use of the term <i>pauper's grave</i> 	✓	✓	✓
MAINTAINING FAMILY ASSOCIATIONS <ul style="list-style-type: none"> interment of unrelated persons should be avoided for a period of at least 5 years 	✓	✓	✓
OWNERSHIP <ul style="list-style-type: none"> families should have the right to purchase the EROB in any public grave during the 5 year period 	✓	✓	✓
COMMUNAL BURIAL OF CHILDREN	n/a	(see note 1 below)	
BODY PARTS AND NVF TISSUE <ul style="list-style-type: none"> Burial Authorities should permit such interments 	✓	✓	✓
MEMORIALS <ul style="list-style-type: none"> There should be granted a right to erect a simple temporary marker for a period not exceeding 5 years 	(see note 2 below)		

1. The Code states "burial authorities may provide a facility where no more than six children are placed side-by-side at equal depth within a grave. Parents should, therefore, also have the option to have an individual burial". At both Ramsgate and Margate all graves are individual but within a specified area set aside for children.

2. A small marble marker, bearing the name and plot number, is supplied for graves

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

APPENDIX 7

Memorial Applications - Clarification (Regulation 20.4)

Formal applications are not required in the following circumstances:

- A formal application form is not required for cleaning the memorial only.

Formal applications are required in all other instances

- All applications must be fully and correctly completed, as incomplete or incorrect forms will be refused and returned. This includes bearing the authority of the correct owner/s of the Exclusive Right of Burial to the plot, which must be established before the application is submitted and works proceeded.
- It is the responsibility of the memorial supplier to ensure they are dealing with the correct person with regards to ownership. Information can be supplied by this Authority outlining the correct procedure for assignment of the Exclusive Right of Burial.
- As stated above, this process exists to ensure that burial rights are assigned only to the rightful owner(s) and serves to protect both the owners of the rights, the Council and also the Memorial Mason. It is a procedure used by most Burial and Crematoria Authorities in England and is supported by the *Institute of Cemetery and Crematorium Management*.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

APPENDIX 8

Memorial Stability Programme (Regulation 20.10)

Thanet District Council has adopted a risk assessment based approach to dealing with unstable memorials as we think this will give us a rolling prioritized overview of memorials which may present high risk to the public / staff and require immediate attention and a medium and low risk list which can be dealt with over a longer period of time.

Our approach includes:

- Full training for all staff in how to conduct a memorial safety assessment which will also include the nature of memorials present, i.e. style, type, material used. This training will be conducted by the British Register of Accredited Memorial Masons or ICCM.
- A visual check to establish obvious signs that a memorial is likely to be unstable.
- If the visual check suggests that there are no stability issues, a hand test will be conducted to confirm the visual assessment or identify stability problems which the visual check may not have identified. This test will not involve any tools of any kind; it is intended to provide support to the visual checks.
- If either of these two tests identify significant risk when dealing with some of our larger memorials then arrangements will be made for a more detailed inspection by a specialist structural engineer or memorial mason.

There may be occasions where memorials have serious structural faults but they also have significant aesthetic or historical value - specific assessments for each memorial and specific management measures may be required in these cases.

RULES FOR THE PROPER MANAGEMENT, REGULATION AND CONTROL OF THANET CREMATORIUM AND MARGATE AND RAMSGATE CEMETERIES

APPENDIX 9

Memorial Sizes and Fixings

(Regulation 20.21)

BRITISH STANDARD BS 8415: current version at the time of installation incorporating Corrigendum No.1 Monuments within burial grounds and memorial sites — Specification ICS 91.100.15