

Rules and regulations

In respect of cemeteries
and crematorium



Bereavement Services



Revised 2016

Introduction

Rules and regulations are needed for the management of Walsall Metropolitan Borough Council cemeteries and crematorium. Whilst every effort has been made to avoid restricting individual rights and choices, the need for safe and tidy grounds and the provision of cemeteries as places for peaceful contemplation are also important considerations.

This publication is intended to give guidance to all cemetery and crematorium users about their conduct in the cemeteries and crematorium.

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2 Terms

Throughout these regulations the following words or terms are used as shown and shall have the meanings as follows:-

- a) "The Council" shall mean the Metropolitan Borough of Walsall
- b) "Crematorium" shall mean the building situated off Little Hardwick Road known as 'Streetly Crematorium' fitted with appliances for the purpose of disposal of human remains and includes the crematorium chapels, the crematorium grounds, the garden of remembrance and any other buildings used in connection with the crematorium
- c) "The Cemeteries" shall mean the burial grounds known as Bentley Cemetery, Wolverhampton Road West; Bloxwich Cemetery, Field Road; James Bridge Cemetery, Cemetery Road Darlaston; North Walsall Cemetery, Saddleworth Road; Ryecroft Cemetery, Coalpool Lane; Streetly Cemetery, Little Hardwick Road; Willenhall Lawn Cemetery, Bentley Lane and Wood Street Cemetery, Willenhall
- d) "Grave" shall mean a burial place formed in the ground by excavation and without any internal wall of brickwork or stone work or any other artificial lining
- e) "Bricked grave" shall mean a burial space formed in the ground by excavation but with internal brick or stonework
- f) "Purchased grave" shall mean a grave space in which the exclusive right of burial therein has been granted by the council
- g) "Memorial" shall mean any gravestone, tomb, cross, headstone, kerbing, scroll, vase or other monumental work
- h) "Lawn headstone section" shall mean any grassed section in the cemeteries designated by the council for lawn headstones only
- i) "Coffin" shall mean a dignified, suitable receptacle in which a body is received by the council to enable a cremation or burial to take place [see 4.6 and 5.3]
- j) "Surround" shall mean the maximum permitted area in which memorial items, excluding kerb sets, can be placed (see Appendix 1)
- k) "Garden" shall mean the Garden of Remembrance at Streetly Crematorium, Ryecroft Cemetery and Bloxwich Cemetery
- l) "Grave-space" shall mean the maximum permitted area in which an interment can take place (see Appendix 1)

3 General

3.1 *Miscellaneous*

a) Telephone messages

The council will accept no liability for any misunderstanding or error arising from orders or requests received by telephone. Written confirmation should follow such orders and requests

b) Calculation of times

In calculating the time required for any notice of application to the Council under these regulations, Saturday, Sunday, Bank Holidays and such other days as may be appointed as council staff holidays shall be excluded.

c) Funerals attended by many people

If a large number of mourners are expected at a funeral or if it is likely to be attended by bands of music or banners, the council should be notified as soon as possible.

d) Punctuality

The time appointed for a funeral is the time at which the funeral party should be in attendance at the cemetery graveside or crematorium chapel. This time must be strictly observed and if you are late the council may, at its discretion, allow another funeral to take precedence. A fee may also be charged for late arrivals

In the event of severe weather, or other circumstances outside the council's control, the council reserves the right to cancel an interment or cremation. The council will endeavour to give such notice as circumstances allow. The council will not accept liability for any additional costs incurred in these circumstances.

e) Bearers

The funeral director, or other person having charge of any service, is responsible for providing a minimum of four bearers to carry the coffin from the hearse into the crematorium chapel or to the graveside and for lowering into the grave in a safe and appropriate manner. Failure to do so may delay the funeral

f) Coffins

Coffins must remain closed at all times when in the cemetery or crematorium except with the prior approval of the council (See 5.3).

g) Complaints

All service related complaints should be made to the council through the Bereavement Centre at Willenhall Lawn Cemetery (see 3.2)

h) Conduct

The council aims to provide a high quality customer service. To this end we ask that visitors comply with the following points:

Visitors must:

- Leave the premises when asked to do so in the event of a fire
- Be respectful of other visitors and council staff

Visitors must not:

- Smoke in any council building
- Obstruct council staff in their duties
- Dress inappropriately
- Be under the influence of alcohol or drugs
- Play radios or musical instruments without prior permission
- Shout, sing, whistle or be noisy in any other way
- Use improper or abusive language
- Sit, or climb, on or over any gate, wall, fence, memorial or building within the cemetery or crematorium grounds

Any person found ignoring the above will be asked to leave the premises by council staff

Visitors and staff members have the right to be in a safe environment without fear of intimidation, abuse or assault. The council will prosecute people who fail to respect this right and may collect and retain data about them to prevent any future violence or abuse towards council employees

i) Right of Movement

The council reserves to itself, its staff and its contractors the right of passage over any grave for any purpose connected with the maintenance and management of the cemetery. Where there is a crowned or domed grave, every reasonable effort will be made to avoid stepping onto or over the grave itself.

The council reserves to itself, its staff and its contractors the right to remove any form of memorial from an adjoining grave to facilitate an interment if this should be necessary.

In the event of such action being necessary the full cost of such works shall be borne by the person arranging the interment

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3.2 *Location of Office*

Bereavement Centre Office
Willenhall Lawn Cemetery
Bentley Lane
Short Heath
Willenhall
WV12 4AE

Tel: 0300 555 2848

E-mail: bereavementservices@walsall.gov.uk

Website: www.walsall.gov.uk/bereavement

3.3 *Records and Plans*

Records of burials, graves, cemetery plans and subsequent memorials are available for inspection at the Bereavement Centre

3.4 *Opening Times*

OFFICE HOURS

Bereavement Centre Office
Willenhall Lawn Cemetery -

8.15am – 4.45pm (4pm for personal callers) Monday to Friday inclusive.

The Bereavement Centre will be closed on Saturday, Sunday, Bank Holidays and such other days as may be appointed as council staff holidays

HOURS OF ADMITTANCE TO THE CEMETERIES AND CREMATORIUM GROUNDS BY THE PUBLIC

January, November, December	8am – 4pm
February, October	8am – 5pm
March, April, September	8am – 6pm
May, June, July, August	8am – 7pm

These sites open at 9am on Saturday, Sunday, Bank Holidays and such other days as may be appointed as council staff holidays

The book of remembrance room at Streetly crematorium opens and closes at the same times as the cemetery.

3.5 Children

Children under 12 years of age should be under adult supervision when visiting a cemetery and will not be admitted to the crematorium except under the care of a parent or other responsible person

3.6 Vehicles

- a. Vehicles must keep to the cemetery and crematorium roads avoiding grass areas at all times
- b. Drivers must obey the 5mph speed limit while in the cemeteries or crematorium grounds
- c. Parking is allowed on the cemetery roads but priority must be given to any funeral corteges
- d. The council accepts no responsibility for any theft from or damage to vehicles parked in the cemetery or in the crematorium car park

3.7 Dogs

Only assistance dogs are allowed in the cemeteries or crematorium

3.8 Photography and Filming

No person shall take any image of any grave, memorial, building or funeral gathering within the cemetery without the prior permission of the council

3.9 Display of Images / Items on Graves or in the Grounds

Images or items that could be regarded as distressing, obscene or offensive must not be displayed in the cemeteries or crematorium and may be removed without notice

3.10 Fees

All fees and charges must be paid before the funeral, except where account facilities have been arranged with the funeral director or memorial mason

3.11 Advertising

No person shall, in the cemeteries or their immediate precincts, distribute any business cards, advertisements or literature of any kind or otherwise solicit any order for monumental or other works in connection with any grave.

3.12 Gratuities

No employee or contractor of the council is allowed to take any gratuity or to undertake private work of any kind in connection with the cemetery or crematorium either in his own time or during the council's time

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4 Cremation

4.1 *Times of Cremations*

Cremation services normally take place between the hours of 9am and 4pm Monday to Friday. Cremation services may, at the discretion of the council, also take place outside these hours

4.2 *Cremation Documentation*

All notices for cremation and accompanying documentation should be delivered to the Bereavement Centre at Willenhall Lawn Cemetery on the forms provided by the council or those available from the Ministry of Justice website

These forms must be delivered to the Bereavement Centre not later than 3.30pm two working days prior to the day on which the cremation is to take place. If inspection of the cremation papers is required a further two working days notice must be given. This is to allow the Medical Referee sufficient time to peruse the papers and undertake any checks required before authorising the cremation

4.3 *Cremation Services*

If required the funeral director, or other person having charge of any service, will be responsible for making arrangements for a person to lead the service and for engaging an organist

The crematorium chapels are booked at 45 minute intervals to include entry and exit of the mourners. If it is known that more time is required, or that the service is to be attended by many mourners, families are encouraged to book a double service time.

The West chapel can accommodate approximately 100 people seated and the East chapel 50

4.4 *Identification of Coffins*

The deceased will be contained in a coffin of approved manufacture (see 4.6)

The full name of the deceased, as stated on the documents submitted, must be shown on the exterior of the coffin

4.5 Viewing the Committal

All persons attending a cremation are requested to leave the crematorium building immediately after the conclusion of the service

A maximum of six representatives of the deceased person being cremated may, with the express prior permission of the council, see the coffin placed in the cremation chamber

At least two hours notice that representatives wish to witness the coffin being placed in the cremator must be given

4.6 Environmental Protection Act 1990

Funeral directors should be aware of the Environmental Protection Act 1990 which does not allow any substance to be burnt that may cause pollution

Instructions for funeral directors as issued by the Federation of Burial and Cremation Authorities:

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 Rest at the Crematorium the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.

2. NOTICE OF CREMATION

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 crematorium office by the specified time. For administrative reasons these times may vary according to local requirements.

3. 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 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.

Cardboard coffins should not contain chlorine in the wet strength agent. (e.g. not using polyamidoamine-epichlorhydrin based resin (PAA-E). Contact should be

made with the Crematorium Administration to ensure that the coffin selected is fit for the purpose of cremation.

4. COFFIN FURNITURE AND FITTINGS

No metal furniture or fittings whatever shall be used on a coffin for cremation. Coffin handles should be free from unnecessary metal components. 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) or melamine must not be used in coffin construction or furnishings. 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.

5. LINING OF THE COFFIN

The use of saw dust, cotton wool or shredded paper within a coffin 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.

6. SIZE OF THE COFFIN

Where the external dimensions of a coffin are likely to exceed length 2060mm (81"); width 710mm (28"); depth 560mm (22") the proper officer of the crematorium must be consulted as soon as practicable.

7. 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 prostheses or casts of plaster or other material. Additional items, particularly of glass or plastic, should not be placed within the coffin.

8. CREMATION OF INFANTS and FOETAL REMAINS

Mothers of non-viable babies and families of stillborn babies and very young deceased babies considering cremation should be advised where there is a possibility that cremated remains/ashes will not be recovered and reminded of the availability of the option of burial.

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

9. BODY PARTS

Body parts presented at the crematorium for cremation normally consists of soft tissue which in the absence of any bone structure will not produce any cremated remains.

10. 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 3,280cm³ (200 cubic inches) 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.

Federation of Burial and Cremation Authorities 2014

The council may refuse to accept any coffin which does not conform to these requirements

4.7 *Dispersal Instructions*

The council will require a receipt to be signed by the person authorised by the applicant for the cremation before cremated remains are removed from the crematorium

The council will arrange to scatter cremated remains in the garden of remembrance as soon as possible after the cremation provided a written request is made on the form completed by the applicant for the cremation

Cremated remains will be stored for one month after a funeral pending specific instructions from the applicant. If at the end of this period the applicant's instructions have not been received, all reasonable efforts will be made to obtain a decision by making contact in writing to the last registered address. Should no response be made the cremated remains will be scattered in the garden of remembrance at Streetly crematorium

4.8 *Music*

A digital music facility is available in both crematorium chapels and a musician must be engaged to play if live music is required.

All instructions for digital music must be received at least one working day prior to the funeral service.

4.9 *Flowers / Tributes*

Flowers / tributes will be displayed for 6 days after the date of the funeral service unless the funeral director, or person responsible for the funeral, makes alternative arrangements for their removal

After this period the flowers / tributes will be disposed of

The council does not accept liability for any tributes left on site

4.10 Gardens of Remembrance

Floral tributes and other items should not be placed on the grass or attached to trees in the gardens of remembrance in any of the cemeteries. This is in order to retain the natural appearance of the areas and to aid grounds maintenance

Tribute areas are available at the crematorium on the features provided at the top and bottom of the garden. Similar facilities are available at Bloxwich and Ryecroft cemeteries

All plastic and other artificial flowers, wreaths and greenery will be treated as ordinary flowers and disposed of accordingly. The council does not accept any liability for tributes left on site

4.11 Memorial Plaques

Floral tributes for the memorial plaques at Streetly crematorium may only be left in the integral memorial vase provided. No other vases are allowed. Floral tributes for the memorial wall must be placed on the features provided on the garden of remembrance

5 Burials

5.1 *Times of Burials*

Interments or scattering of cremated remains normally take place Monday to Friday between 9.30am and 3pm (2.15pm during December and January) on completion of the necessary forms and payment of any fees

In certain circumstances interments may be permitted on Saturdays, Sundays, Bank Holidays (with the exception of Christmas Day) and such other days as may be appointed as council staff holidays

Facilities for same day burials are available at Streetly cemetery until 8.30pm on weekdays only from April to September. Conditions (ensuring that all paperwork is complete, including registration of death) apply. Details are available from the Bereavement Centre, Willenhall Lawn Cemetery

5.2 *Burial Documentation*

Fully completed orders for burial and accompanying documentation should be delivered to the Bereavement Centre, Willenhall Lawn cemetery by 9am at least two clear working days before the planned day of burial except in special circumstances by prior arrangement with the council

5.3 *Identification of Coffins*

The deceased will be contained in a coffin of approved manufacture except by prior approval of the council

Metal coffins are not permitted in the cemeteries or crematorium

The full name of the deceased, as stated on the documents submitted, must be shown on the exterior of the coffin

Alternative conditions, applicable to coffinless burials, are available from the Bereavement Centre, Willenhall Lawn Cemetery

5.4 *Certificates of Disposal*

The certificate of disposal (the green form) issued by the Registrar of Births, Deaths and Marriages in pursuance of the Births and Deaths Registration Act 1953 or in relevant circumstances, the Coroner's order for burial must be delivered to the Bereavement Centre, Willenhall Lawn cemetery before the interment can take place

In the case of a stillborn child a certificate in accordance with the Births and Deaths Registration Act 1953 will be required and in the case of foetal remains a certificate signed by a medical practitioner or midwife

5.5 *Flowers / Tributes*

Flowers, wreaths and other small personal tributes may be placed over any grave at the time of interment. These will be removed after a minimum of 14 days. During this period other items will be removed if, in the opinion of the council, they interfere with the maintenance of the grounds

The council does not accept liability for any tributes left on site

All seasonal tributes will be removed from the cemeteries and crematorium in the first week of February

5.6 *New Graves*

Graves will be levelled or crowned and seeded after a reasonable period to allow the ground to settle naturally. At that time articles left on the graves, that contravene the regulations in section 6.14, will be removed to safe storage. If these articles are not collected by the grave rights owner they will be disposed of after one month

5.7 *Brick Graves*

Brick or block-lined graves are permitted on all sections. Installation of brick or block-lining for a reserved grave requires a minimum of one week's notice.

The Council will endeavour to have a number of pre-built block lined graves available at Streetly Cemetery but cannot guarantee availability at all times

Full terms and conditions are available from the Bereavement Centre, Willenhall Lawn Cemetery

6 Memorials

6.1 Accreditation

Memorial masonry companies, and their representatives, working in the cemeteries must be accredited by the British Register of Accredited Memorial Masons (BRAMM) or the National Association of Memorial Masons (NAMM)

All memorial fixers must carry their personal accreditation when fixing or removing memorials

Memorials must be erected to the current British Standard and comply with the currently adopted NAMM code of working practice

The council reserves the right to instruct the memorial mason to dismantle a memorial at their own cost to demonstrate the correct fixing methods have been used

6.2 Erection of Memorials

Memorials may only be erected on grave spaces in which the exclusive right of burial has been purchased. No memorial or ornament may be placed on or over any grave space in which the exclusive right of burial has not been purchased

The latest time to access cemeteries for the erection of a memorial is 3pm Monday to Friday. No memorials may be fixed on Saturday, Sunday, Bank Holidays or such other days as may be appointed as council staff holidays [See 6.14b]

6.3 Permits for the Erection of Memorials

A valid application form must be submitted and approved by the council prior to any memorial work taking place in a cemetery

The application must include full details of the proposed memorial, the inscription and the location of the grave and must be signed by the owner of the exclusive right of burial in the grave. Photographs to be included on the memorial must be submitted with the application

Diagrams showing standard permitted memorial sizes can be found in Appendix 1

The permit must be available for inspection and surrendered to an employee of the council when the memorial is fitted

6.4 *Power to Regulate Position of Memorials*

The council reserve the right to require any monument, gravestone, tablet or surround to be erected in any position on the grave space in question as it may think fit

6.5 *Foundations*

Only foundations of natural stone or good quality reinforced concrete will be permitted and of such sizes as are necessary to carry the weight of the memorial and comply with the currently adopted NAMM code of working practice

For lawn headstones the acceptable size is 75mm (3") x 1050mm (42") x 450mm (18"). A foundation of depth 610mm (24") from front to back may be permitted upon application

For cremated remains sections only a foundation greater than 610mm (24") in width may be permitted upon application but must be a minimum of 375mm (15") deep (front to back) and larger in plan than the base of the memorial. The foundation must not exceed the width of the grave space or extend beyond 610mm (24") from the head of the grave

Foundation slabs should not protrude unduly above ground level. The council may require individual foundation slabs to be removed to allow excavation for a burial in the grave space

Where a continuous concrete memorial foundation raft has been constructed no further foundation is required

Cover slabs may be permitted but the depth must be included in the overall height of the memorial

6.6 *Materials for Memorials*

Memorials, gravestones, tablets or surrounds shall be made of natural stone or of such material capable of withstanding continuous exposure to the weather as the Council may approve

The council may reject memorials, gravestones, tablets or surrounds made of any materials which in its opinion are unsuitable or incongruous with their surroundings

6.7 *Marking of Memorials*

All memorials, gravestones and tablets shall bear the section and number of the grave in good legible lettering not more than 12mm (½") in height

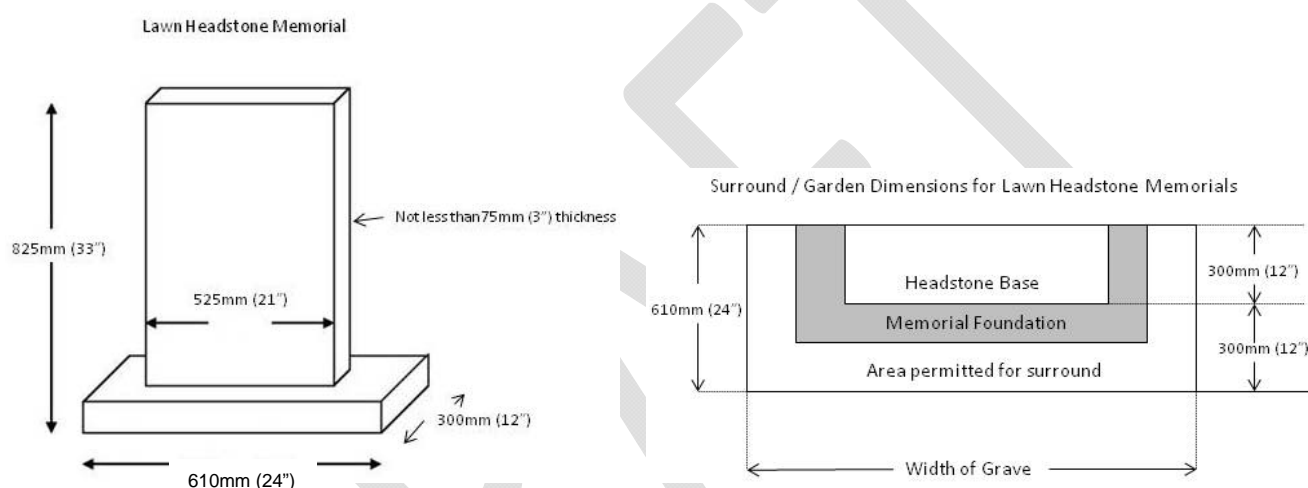
The name or initials of the mason without address may be inscribed on the memorial in an inconspicuous position

6.8 Memorial Inscription

All inscriptions on any form of monument, gravestone, tablet or erection of any kind in the cemetery shall be either of bronze or lead (raised or inset), or incised and painted, or carved in relief, or gilded lettering

6.9 Memorials on Lawn Headstone Sections

Lawn headstone memorial and surround / garden dimensions



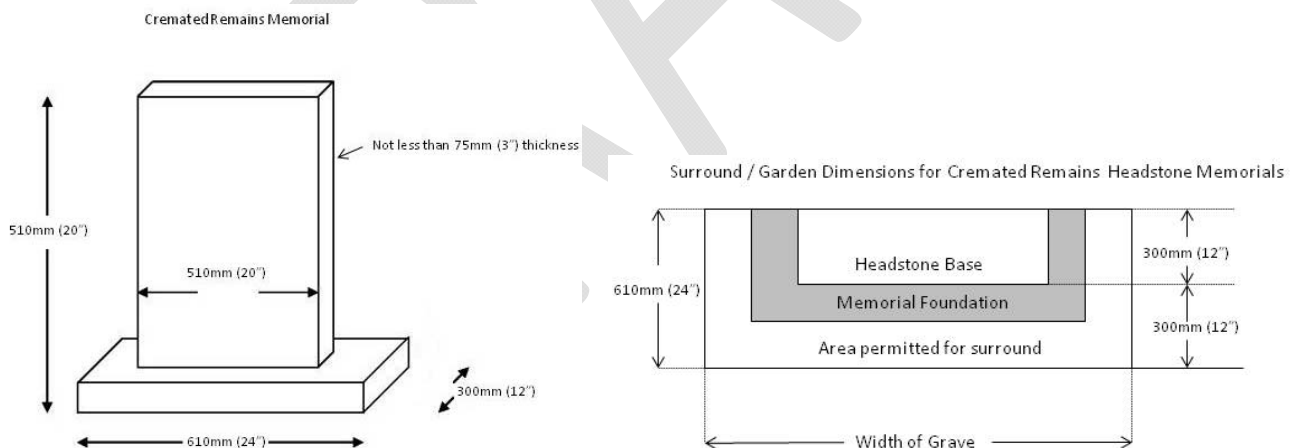
In the lawn headstone sections of the Cemeteries,

- Headstone memorials may only take the form of a headstone 525mm (21") in width and not less than 75mm (3") in thickness, fixed to a base which shall be 610mm (24") in width by 300mm (12") in depth
- The total height of the memorial shall be 825 mm (33") above the level of the foundation slab or concrete raft
- A tablet of dimensions 380mm (15") in width, 150mm (6") in depth and 300mm (12") in height may be permitted on the designated sections of the cemeteries
- Any additional memorial in the form of a surround [see 6.15g] will not extend beyond 610mm (24") from the head end of the grave space or beyond the width of the grave space nor be of a height greater than 100mm (4")
- Any chippings, pebbles or other items must be entirely contained within such a surround

- f) Surrounds may need to be removed prior to an interment taking place to allow for excavation of the grave and may be replaced at the grave rights owner's expense
- g) No kerbstone or any other form of monument or memorial whatsoever will be allowed in this section of the cemeteries. However, upon payment of a fee, the council will install a standard wooden frame level with the surrounding ground that will not impede the grass maintenance regime. The council will not maintain such a frame and will require it to be removed and replaced if a further burial takes place [See Appendix 1]
- h) No other items or structures may be placed or erected on or over a grave except flowers, wreaths and other small personal tributes at the time of the interment
- i) A vase not exceeding 225mm (9") in diameter and 300mm (12") in height may be placed adjacent to the memorial on a grave in the lawn headstone section provided there is room for the same in such space
- j) All headstones will be fixed at the head of the grave, unless specifically permitted, in such a way as to comply with the currently adopted NAMM code of working practice

6.10 Memorials on Cremated Remains Sections

Cremated remains memorial and surround / garden dimensions



On graves set aside for the burial of cremated remains only,

- a) Memorial stones shall be 510mm (20") wide and 75mm (3") thick fixed to a base which shall be 610mm (24") in width by 300mm (12") in depth
- b) The total height of the memorial shall be 510mm (20") above foundation slab level
- c) Any additional memorial in the form of a surround [see 6.14g] will not extend beyond 610mm (24") from the back edge of the grave space or beyond the width of the grave space nor be of a height greater than 75mm (3")

- d) Any chippings, pebbles or other items must be entirely contained within such a surround
- e) Surrounds may need to be removed prior to an interment taking place to allow for excavation of the grave and may be replaced at the grave rights owner's expense
- f) All memorials will be fixed at the back of the grave, unless specifically permitted, in such a way as to comply with the currently adopted NAMM code of working practice

6.11 Memorials on Flatstone Sections

In flatstone sections,

- a) The permitted memorial shall be an inscribed stone tablet 610mm x 610mm (24" x 24")
- b) The upper surface may slope up to 50mm (2") above ground level
- c) A vase not exceeding 225mm (9") in diameter and 300mm (12") in height may be placed on the tablet
- d) Any additional memorial in the form of a surround [see 6.14g] will not extend beyond 100mm (4") from the front or back of the memorial stone or beyond the width of the grave space nor be of a height greater than 75mm (3")
- e) Any chippings, pebbles or other items must be entirely contained within such a surround
- f) Surrounds may need to be removed prior to an interment taking place to allow for excavation of the grave and may be replaced at the grave rights owner's expense

6.12 Memorials on the Traditional Sections

On these sections, memorials in the form of a flatstone, kerbstone or borderstone may cover a grave area not more than 2,285mm x 1,220mm (90" x 48") including plinths and landing stones

Kerbstones on traditional sections shall not exceed 455mm (18") in height and other memorials, gravestones and tablets shall not exceed 915mm (36") in height including any base above ground level, except at the discretion of the council

Parts of the memorial may need to be removed, at the grave rights owner's expense, prior to an interment taking place

All memorials will be fixed in such a way as to comply with the currently adopted NAMM code of working practice

6.13 Memorials on Sections for Baby Burials

Memorials in the form of a flatstone, headstone, vase, must not exceed 510mm (20") in height, 610mm (24") in width and 610mm (24") in depth

Small sets of kerbstones are also allowed but they must not exceed 1,220mm (48") in length and the width of the grave space which includes the headstone to the sizes above

Any chippings, pebbles or other items must be entirely contained within such a surround

Graves on this section accommodate coffins to a maximum size of 1,115 mm (44") by 510mm (20")

6.14 General

- a) Any railing, palisades or chain around any grave space will be removed if it is a safety hazard to cemetery users
- b) Monuments and memorials will only be admitted into the cemetery at times designated by the council. No monument or memorial will be admitted into the cemetery on Saturday, Sunday, Bank Holidays or such other days as may be appointed as council staff holidays
- c) No permanent wooden, metal, plastic or glass memorials will be allowed on any grave within the cemeteries with the exception of temporary memorials or frames supplied by the council
- d) All personal items placed on the grave space are left at the owners' risk
- e) All materials for graves or memorials shall be transported into the cemetery in such manner as will avoid damage to the grounds or walks. All such material, refuse, soil or rubbish shall be removed from the cemetery immediately upon the completion of the work
- f) Unless incorporated in the memorial, vases and flower containers must be placed at the side of any memorial, or at the head of the grave if no memorial is erected, and must not exceed 300mm (12") in height by 225mm (9") in width by 225mm (9") in thickness including the base. Any vase or container which does not comply will be removed
- g) In the event that an additional memorial, in the form of a surround or kerbstones, is removed by the council for any reason, the council will not be liable for the costs of re-fitting the additional memorial
- h) Shrubs, plants or flowers may not be planted over any grave in the lawn headstone sections

- i) The council reserves the right to prune, cut down, dig up or remove any trees, shrubs, plants or flowers on any grave which, in its opinion, have become unsightly or overgrown, or obstruct the maintenance or management of the cemetery
- j) Temporary memorials provided by the council will be removed after 12 months or when a permanent memorial is erected (whichever is the sooner)

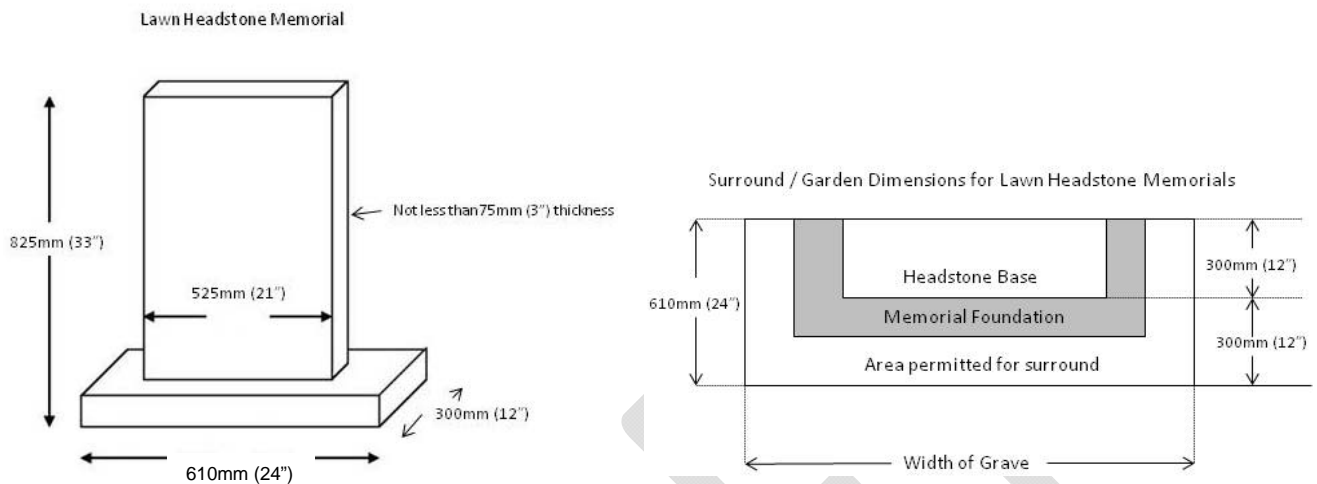
The above are intended for guidance and further advice is available on specific issues not covered in these rules and regulations

7 Alterations to Rules and Regulations

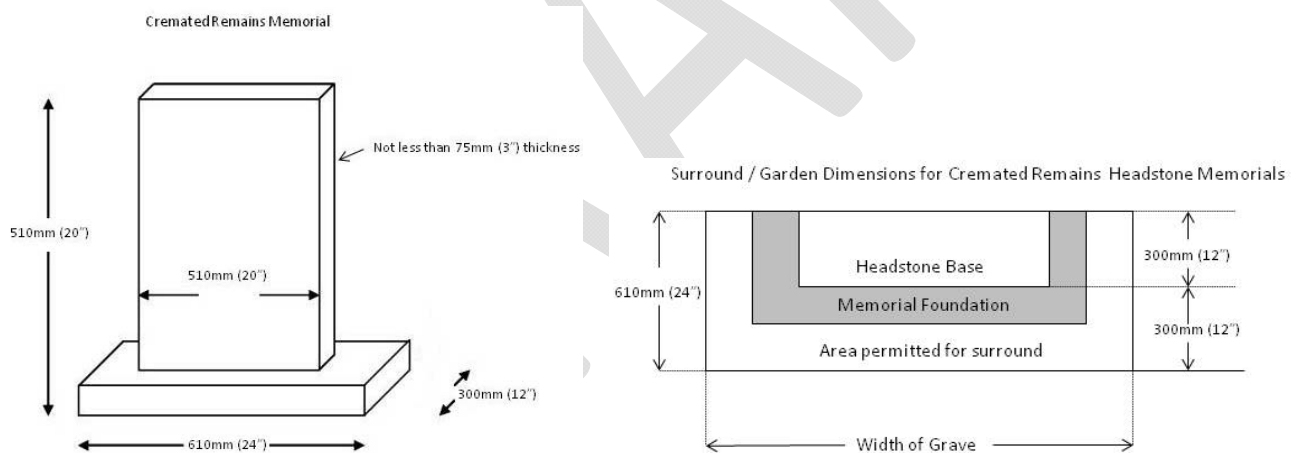
The council reserve the right to make any alterations in these rules and regulations from time to time as they think fit

8 Appendix 1 – Diagrams (not to scale)

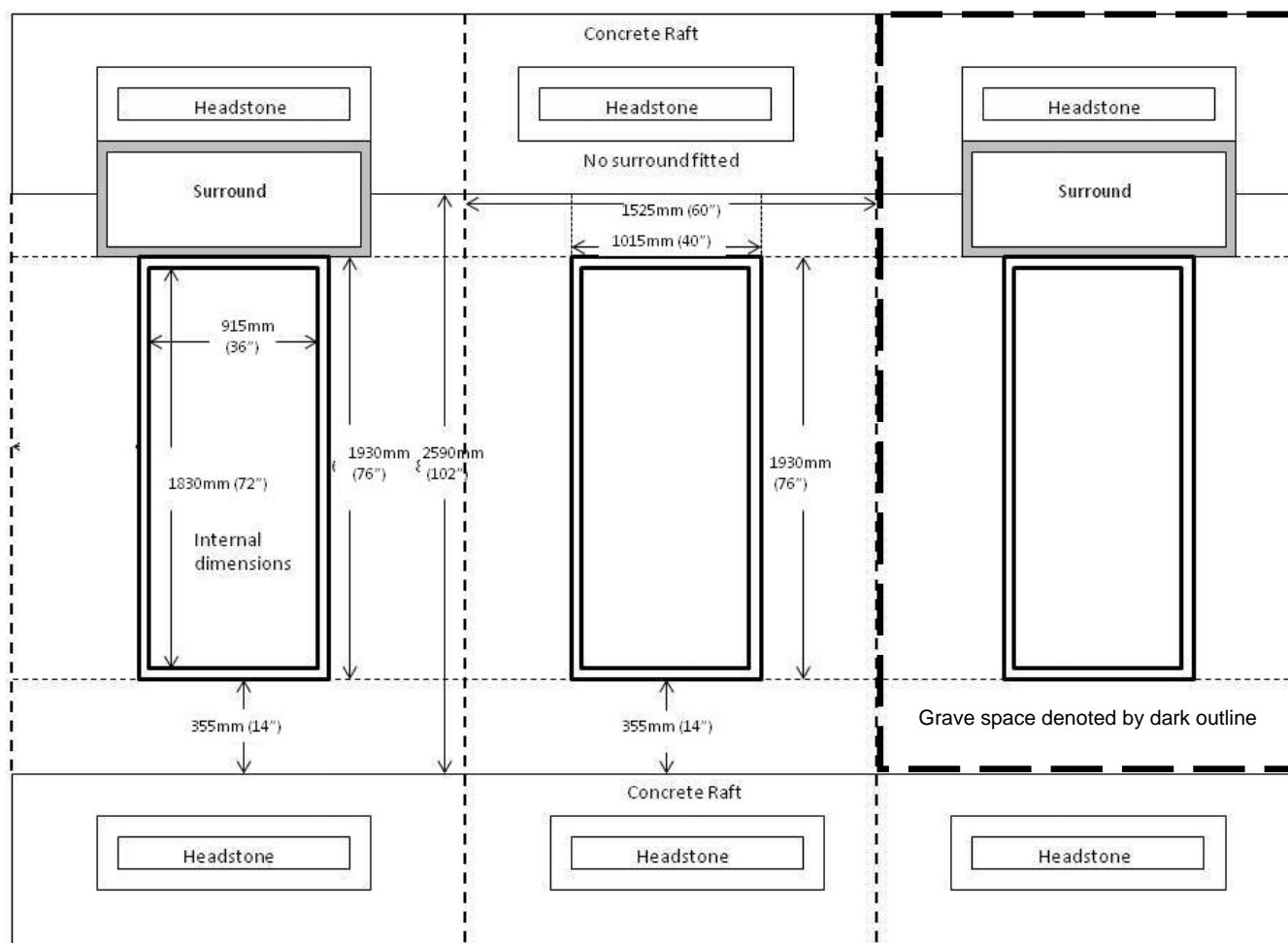
Lawn headstone memorial and surround / garden dimensions



Cremated remains memorial and surround / garden dimensions



Grave frame location and dimensions



Contact details:

Bereavement and Registration Services
 Bereavement Centre Office
 Willenhall Lawn Cemetery
 Bentley Lane
 Short Heath
 Willenhall
 WV12 4AE
 Tel: 0300 555 2848

E-mail: bereavementservices@walsall.gov.uk
 Website: www.walsall.gov.uk/bereavement