



REDCAR AND CLEVELAND BOROUGH COUNCIL

Cemetery Information and Regulations for Stonemasons



this is Redcar & Cleveland

BEREAVEMENT SERVICES OFFICE INFORMATION

Bereavement Services Officer
Civil Registration & Bereavement Assistant

Mark Newton
Julie Thompson

Address

Redcar & Cleveland Borough Council
Regeneration Services
The Register Office
Redcar & Cleveland
Leisure and Community Heart
Ridley Street
Redcar
TS10 1TD

Contacts

(T) (01642) 444420 (M) 07909 906253

Contact Centre: 01642 774774

mark.newton@redcar-cleveland.gov.uk
julie.thompson@redcar-cleveland.gov.uk

Web Address: www.redcar-cleveland.gov.uk
(Click in C and scroll down for cemeteries)

Office Hours

Monday to Thursday Friday

8.30 am – 4.30 pm 8.30 am – 4.00 pm

An answer phone is available.

Cemeteries in the Borough

<u>Cemetery</u>	<u>Post Code</u>	<u>Date Opened</u>
Boosbeck	TS12 3AY	1931
Brotton	TS12 2QA	1936
Eston	TS6 9DB	1863
Guisborough	TS14 6RP	1873
Loftus	TS13 4NA	1875
Redcar	TS10 2BP	1874
Saltburn	TS12 1NW	1899
Skelton	TS12 2AB	1875

Church Yards in the Borough

Kirkleatham
Ormesby (No new interments)
Wilton

INTERPRETATIONS

The following words and expressions shall have the meanings as stated below:

“The Council”	means Redcar & Cleveland Borough Council
“The Cemetery”	means the cemetery or burial ground
“The 1977 Order”	means the Local Authorities Cemeteries Order 1977
“The Bereavement Services Officer”	means the Council’s manager of the cemeteries and burial grounds
“Official Receipt”	means the official Redcar & Cleveland Borough Council receipt
“Grave”	means a burial place found in the ground by excavation
“Private Grave”	means a grave in which the Exclusive Right of Burial has been purchased
“Lawn Section”	means a section of the cemetery which is grassed and maintained as a lawn

MANAGEMENT OF CEMETERIES

The Council reserves the right to make any changes to these regulations as may from time to time be necessary.

The Council’s cemeteries are managed under the terms of the 1977 Order which forms part of these regulations.

CONTROL OF CEMETERIES

Subject to these regulations any changes made by the Council, the general management and control of the cemeteries shall be exercised by the Bereavement Services Officer.

All enquiries regarding the Council’s cemeteries should be made to the Bereavement Services Officer whose address and telephone number appears in this booklet. Any complaints/comments should be made to the Bereavement Services Officer in writing without delay.

MEMORIAL MASONS REGISTRATION SCHEME

All memorials must be placed by a memorial mason who is a member of the Redcar and Cleveland Memorial Mason Registration Scheme. Details of the scheme are detailed on the Redcar and Cleveland website.

GRAVE EDGINGS AND CHIPPINGS

Edging or chippings of any kind are not permitted anywhere on the grave or head row, except in Eston Cemetery and then only on plots BB and CC. This will be extended in time to plots W, X, Y, Z and AA.

FEES AND CHARGES

All fees and charges due to the Council, other than those paid on account, must be paid when sending in an application for a memorial. Official receipts will be given for fees paid. Cheques should be made payable to Redcar and Cleveland Borough Council. Card payments are also accepted via the Bereavement Services office.

Copies of the fees may be obtained from the Bereavement Services Officer or can be viewed on the Redcar and Cleveland website. These are updated yearly in April.

MEMORIALS

A memorial application form should be fully completed and returned to the Bereavement Services Officer with either a computer generated picture of the memorial or a diagram produced on the memorial application form. The form is available from the Bereavement Services Officer or can be downloaded from the Redcar and Cleveland Borough Council website.

Any inscription in a foreign language must be accompanied by a translation in English and countersigned by a responsible person.

All work should be to NAMM/BRAMM standards and all memorial masons should be part of the council's registration scheme.

No work must be undertaken on an application until a permit has been received. This will be issued upon receipt of the appropriate fees.

People working on memorials must produce the permit and their fixer licence(s) on request for the works they are carrying out otherwise the works may be suspended until a permit and fixer licence is produced.

The correct plot, row and number of the grave space must be clearly cut on the left hand side of the base or alternatively on the back of the memorial on all memorials and vases in characters of not more than 2.5 cm (1 in).

Surplus materials and debris must be removed from the cemetery and the grave space and surrounding area left clean and tidy.

Once any new work has been completed a certificate of compliance along with the signed permit must be returned to the Bereavement Services office.

Memorials may only be placed upon graves for which the exclusive right of burial has been leased. If a deed is not produced upon application please ring the Bereavement Services Office to check for the correct exclusive right of burial holder and whether there is a current lease.

The earliest fixing date after a full interment will be 5/6 months to allow the ground to fully settle.

New kerbstones/edging are not permitted in the cemeteries on new lawn section graves, except in Eston Cemetery and then only on plots BB and CC.. This will be extended in time to plots W, X, Y, Z and AA. Permission will be given for any existing old kerbstones (not lawn graves) to be refitted onto concrete frame foundations. This must be done to either NAMM or BRAMM standards.

The head rows on these plots will have been extended out by one foot so any memorial placed must be in line with other memorials along the row or placed one foot in from the edge of the lawn row. The memorials on these rows will be back to back. If in any doubt about where to place a memorial please ring the office.

Memorials must be prepared ready for fixing before being taken into the cemetery. Masons must provide their own tools and equipment for the work.

All work shall be carried out at the sole risk and liability of the person employed or engaged in the work. Any damage caused shall be made good to the satisfaction of the Council and/or the owner of the damaged property.

Any work carried out must be done between the hours of 08:30 am to 4.00 pm Monday to Friday or 8.30 am to 12.30 pm on a Saturday (with prior consent). At least two days notice must be given to the Bereavement Services Office of the intention to carry out work.

The Council may refuse permission for any memorial of any type or inscription of which it does not approve.

DIMENSIONS AND CONSTRUCTION OF MEMORIALS

Only one memorial stone or vase will be allowed on any one grave space.

Memorial - Memorials must not exceed 91 cm (3 ft) in height (**including the height of the base**), 91 cm (3 ft) in width and must be of a thickness between 7.5 cm (3 ins) and 12.5 cm (6 ins).

Base - The base shall be secured to the foundation stone and must not exceed 91 cm (3 ft) in width and 30 cm (12") back to front.

Foundation - The foundation stone must not exceed 7.5 cm (3 ins) in height, 99 cm (3 ft 3 ins) in width and 38 cm (15 ins) back to front.

Vase - Vases must not exceed 30 cm (12 ins) in height (**including the height of the base**), 35 cm (14 ins) in width (including the width the base) and 30 cm (12 ins) back to front.

Base – The base shall be secured to the foundation stone and must not exceed 35 cm (14 ins) in width and 20 cm (8 ins) back to front.

Foundation - must not exceed 5 cm (2 ins) in height x 35 cm (14 ins) in width x 20 cm (8 ins) back to front.

Full sized memorials are allowed on the cremated remains sections in Brotton, Guisborough, Loftus and Skelton. In all other cemeteries the sizes for a vase must not be exceeded.

If there is any doubt about any aspect of size or material of a memorial please consult with the Bereavement Services Officer.

Revised Document/Version Control			
Date Amended:	Author/lead officer:	Approved by and date:	Next Review Date:
5.4.2017	Civil Registration and Bereavement Assistant	Bereavement Services Manager 30.5.2017	As and when
Revised Version No:	Number of Pages:	Protect/Impact Level:	Name (or version) that this amends/ replaces:
4 – Fax Number removed and Masterman changed to Thompson on email address	6	0	Stone Masons Guide
Post on Intranet and Date:	Post on Internet and Date:	Target Audience/Circulation:	
No	Yes – 30.5.2017	Members of the public	