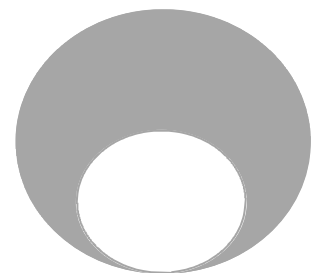


Bereavement Care Service

Rules and Regulations

Effective from 1 July 2015





Bereavement Care Service

Administration staff for all cemeteries are based at the Bereavement Care Service office at Carmountside Cemetery and Crematorium. We are available to answer your enquiries during the following hours.

**Monday to Thursday 8.30am – 5pm
Friday 8.30am – 4.30pm
Saturday 9am – 12 noon**

Stoke on Trent City Council are responsible for nine city cemeteries, the addresses are on the back cover of this leaflet.

If you require any help or assistance regarding any of our cemeteries please contact us at;

Bereavement Care Service
Carmountside Cemetery and Crematorium
Leek Road
Milton
Stoke on Trent
ST2 7AB
Tel 01782 235050
Fax 01782 234698
Email: bereavement.care@stoke.gov.uk

Memorial helpline 01782 234699.

Minicom available by telephoning Stoke on Call 01782 234234.

For Saturday same day burial provision (see Burial Paragraph 4) please contact Stoke on Call on 01782 234234.

Large print and braille available on request.

APPENDIX 1

City of Stoke on Trent – Bereavement Care Service.

Rules and Regulations Effective from 1 July 2015.


The ‘Local Authorities Cemeteries Order 1977’ and ‘Local Government Act 1974’ must be complied with in all City Cemeteries. Other relevant statutory requirements must also be complied with.

Rules and Regulations for the Burial Grounds and Cemeteries within the City which are situated in Tunstall, Burslem, Smallthorne, Carmountside, Hanley, Trentham, Stoke, Fenton and Longton.


BURIAL

1. Notice of an intended interment must be given to the Carmountside cemetery office, during office hours, three clear working days (excluding Saturdays) prior to the day and time required. Any instructions given by telephone will be received at the sole risk of the person giving such orders or instructions. The authorised officer will not be responsible for any misunderstanding which may arise with regard to any instructions given by telephone unless immediately confirmed in writing. No forms connected with the disposal of the dead will be accepted in facsimile, telexed or electronic (e mail) form.
2. Grave spaces will be allocated on the basis of the next available plot in the areas currently in use for burial purposes.
3. The Notice of Interment and all other forms confirming ownership must be fully completed. These forms are provided by the council. A Registrars Certificate for Burial or Cremation, Coroners order for burial, Stillborn or non viable fetus forms for burial are to be produced together with other statutory forms, to the Carmountside Cemetery office no later than 9.00am on the working day prior to the interment, excluding Saturday. Special consideration must be given to periods where the office is closed or Bank Holidays. If a minister is required to conduct a funeral, the person requesting this must make the necessary arrangements and notify the Carmountside Cemetery office accordingly. Where a funeral has been pre arranged to take place on a Saturday, Sunday or Bank holiday, forms must still be received on the working day (excluding Saturday) prior to the funeral taking place. Failure to provide all forms within the specified times may result in the cancellation of a funeral.


4. Saturday same day burials are available in specified sections at Tunstall and Fenton Cemeteries. All graves for this purpose are for one full interment. This service is not available on Christmas Day, Boxing Day, New Years Day, or any Saturday which falls within a Bank Holiday weekend. For interments arranged using the same day weekend and Bank Holiday service, the necessary forms must be handed to the nominated officer at the cemetery prior to the interment taking place.
5. The pre-arranged time of arrival for funerals, namely the time when the procession is to be at the grave side, must be punctually observed so that no two funerals arrive at the same time. Service times are available on request from the Carmountside Cemetery office. Bearers must be provided by the Funeral Director. In the interests of Health and Safety, only authorised persons are allowed to lower coffins into a grave. The City Council will not be held responsible for the delay to any funeral caused by Funeral Director's delay.
6. No disposal of cremation ashes from other crematoria will be undertaken without the correct Certificate of Cremation being submitted, together with other appropriate forms. All cremation ashes and forms must be delivered to Carmountside Cemetery and Crematorium office no later than 9.00am on the working day prior to the disposal excluding Saturdays.
7. Exclusive Rights of Burial include the right to erect a Memorial, excluding the Woodland Park area where memorials are not allowed. Each interment in a grave will be charged the fee applicable at the time and subject to the regulations now in force, and which may be issued with regards to Interments in Burial Grounds and/or cemeteries by Her Majesty's Secretary of State or any Government Department or by the said council or other competent authority.

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8. For full earth graves, the Exclusive Right of Burial will be issued for a 30 year lease period.
 9. For cremation ashes graves the Exclusive Right of Burial is for a 25 year lease period.
 10. All leases may be renewed on expiry of the current lease, subject to the fee and conditions applicable at the time. The lease may be renewed for the maximum period of 25 years for cremation ashes graves or 30 years for full graves. Alternatively leases may be re-purchased for a five year period. Any Exclusive Right of Burial not re-leased, will be re-claimed by the Council and any existing memorial may be removed, as in the initial agreement for the Exclusive Right of Burial. The Exclusive Right of Burial can be re-leased to persons as required. No claims by any previous registered owner of the Exclusive Right of Burial shall be made after the Exclusive Right of Burial has been reclaimed by the Council who reserve the right to re-use the land as they see appropriate.
 11. No grave space in any City Cemetery may be reserved.
 12. All coffins and cremation ashes caskets shall be constructed of wood or material of a biodegradable nature. Shrouds or biodegradable containers/covers as approved by the City Council will be allowed. Metal coffins or those constructed of non biodegradable material are not allowed.
 13. Once a coffin has entered any Council Burial Ground it will not be opened for any reason.

14. With the exception of Carmountside, Smallthorne and Trentham Cemeteries garden graves may be allowed within designated areas at the discretion of the Council. Only seasonal bedding plants are permitted within the soil area provided (6'x2'). Any grave not conforming to the specifications, or left unattended will be turfed. As from 1 January 1999, these graves must not be surrounded with edgings of any description. Any such edgings will be removed and disposed of by an authorised officer. No items of any description are to be placed/planted within a lawn grave space. Any items placed on a lawn grave will be removed and disposed of without prior notice by an authorised officer.
15. All new grave sections shall be of lawn style, unless as at paragraph 14 above. All new graves will be excavated to a depth of 6' only, unless otherwise agreed by the authorised officer. Any re-open graves requested to be dug deeper than 6' will only be done so if agreed by the authorised officer. All graves will be excavated to accommodate a coffin of 6'6"x26"x16" unless otherwise agreed by the authorised officer. No cremation remains caskets or babies' coffins shall be buried in the grip of any grave. All memorials and kerbs shall be completely removed by a licensed memorial mason for full and cremation ashes interments, unless fixed to a concrete raft with an approved ground anchoring system. Where a larger grave space is required to accommodate a large coffin for purposes other than the necessity of containing the deceased, an additional charge of 50% of the interment fee will be added to the cost of the interment.
16. Other than in paragraph 14, no tree shrub or plant may be planted on any grave or area of the cemetery without sanction of the council, nor shall any of the said be allowed to be cut or removed without compensation being paid for the same, and the sanction of the council being received.

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17. All brick, stone or other work, in or about vaults or graves shall be furnished and erected by the Council at the cost of the registered owner.
 18. All private graves and vaults, with their monuments, memorials and grave stones must be kept in good repair by the registered owner. Notice will be sent to the registered owner of the Right of Burial, where known, in the case of such repairs being required. Where a memorial is found to be unsafe we will, by an approved method, temporarily make the memorial safe and in due course permanently re-fix or make safe the memorial by an approved method.
 19. The Burial Authority may, at the request of a particular denomination or religious body, prohibit the interring or scattering of cremated human remains in or over a part of the cemetery set apart for their use.
Local Authorities' Cemeteries Order 1977 Article 5 (6).
 20. No body shall be buried or cremation remains interred in any grave without the consent in writing of the registered owner of the Right.
Local Authorities' Cemeteries Order 1977 Article 10 (6).
 21. No person not being an officer or servant of the Burial Authority or another person so authorised by or on behalf of the Burial Authority shall enter or remain in a cemetery at any hour when it is closed to the public.
Local Authorities' Cemeteries Order 1977 Article 18 (2).

22. No burial shall take place, no cremated human remains shall be scattered and no tombstone or other memorial shall be place in a cemetery and no additional inscription shall be made on a tombstone or other memorial without permission of the officer appointed for that purpose by the Burial Authority.
Part 1 of Schedule 2 to the Local Authorities' Cemeteries Order 1977 Para 1.
23. No body shall be buried in a grave in such a manner that any part of the coffin is less than three feet below the level of any ground adjoining the grave. Provided that the Burial Authority may, where they consider the soil to be of suitable character, permit a coffin made of perishable materials to be placed not less than two feet below the level of any ground adjoining the grave.
Part 1 of Schedule 2 to the Local Authorities' Cemeteries Order 1977 Para 2.
24. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than six inches thick.
Part 1 of Schedule 2 to the Local Authorities' Cemeteries Order 1977 Para 3.
25. Every walled grave or vault shall be properly constructed of suitable materials.
Part 1 of Schedule 2 to the Local Authorities' Cemeteries Order 1977 Para 5.
26. When any grave is reopened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove there from any soil which is offensive.
Part 1 of Schedule 2 to the Local Authorities' Cemeteries Order 1977 Para 4.

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27. Within 24 hours of any burial in a walled grave or vault, the coffin shall be:
- embedded in concrete and covered with a layer of concrete not less than six inches thick, or
 - enclosed in a separate cell or compartment of slate, stone flagging or pre cast concrete slabs of a 1:2:4: mix, in any case not less than two inches thick, in such a manner as to prevent, as far as may be practicable, the escape of any noxious gas from the interior of the cell or compartment.

Part 1 of Schedule 2 to the Local Authorities' Cemeteries Order 1977 Para 6a & b.

28. No new walled graves or vaults are available; the above applies to re-open walled graves or vaults.

29. Any person to whose order a body is buried in a grave in respect of which an Exclusive Right of Burial has been granted shall, as soon as conveniently possible after the subsidence of the earth has been completed, cause the surface of the grave to be covered with a memorial, in respect of which a right has been granted by the Burial Authority or any predecessor of theirs, or with turf as applicable.

Part 1 of Schedule 2 to the Local Authorities' Cemeteries Order 1977 Para 7.

30. No person shall:-

- willfully create any disturbance in a cemetery;
- commit any nuisance in a cemetery;
- willfully interfere with any burial taking place in a cemetery;
- willfully interfere with any grave or vault, any tombstone or

other memorial, or any flowers or plants on any such matter;

- play at any game or sport in a cemetery.

Local Authorities' Cemeteries Order 1977 Article 18 (1).

31. Any person who contravenes any part of the above regulations shall be liable on a summary conviction to a fine not exceeding LEVEL 3 on the standard scale (currently £1,000) and in the case of a continuing offence, to a fine not exceeding £10 for each day during which the offence continues after conviction therefore.
Local Authorities' Cemeteries Order 1977 Article 19.
32. The Register of Burials shall at all reasonable times be available for consultation by any person free of charge. A Burial Authority may charge such fees as they think proper for the making by them of searches in, and the provision of certified copies of entries in a Register of Burials or a Record of Disinterment's.
Local Authorities' Cemeteries Order 1977 Article 11 (7).
33. No body shall be removed from any grave or vault from any of the City cemeteries without license of the Secretary of State or faculty from the Church of England Bishop of the Diocese in which the cemetery lies.
Section 25 Burial Act 1857.
34. No remains other than Human will be accepted under any circumstances.
35. All graves must be level with the surrounding ground; no raised plinth or mound will be allowed.

Rules and Regulations for Carmountside Crematorium

CREMATION

1. Notice of an intended cremation must be given to the Carmountside Crematorium Office during office hours, two clear working days (excluding Saturdays) prior to the day and time required. Any instructions given by telephone will be received at the sole risk of the person giving such orders or instructions. The Authorised Officer will not be responsible for any misunderstandings which may arise with regard to any instructions given by telephone unless immediately confirmed in writing. No instructions or forms of any kind connected with the disposal of the dead will be accepted in facsimile, telexed or electronic (e mail) form.
2. For the cremation of a person other than a stillborn child or Non Viable Fetus, statutory forms 1, 4 & 5 or form 6 (form 6 replaces 4 & 5 where there is a Coroners post mortem) must be fully completed. In the case of a stillborn child, forms 3 & 9 must be fully completed. Forms 2 and 8 must be completed for the cremation of body parts. All sets of statutory cremation forms must be accompanied by the Notice of Cremation and the Environmental Policies and Disposal Instructions form. All of these forms are available from the City Council. A Registrars certificate for Burial or Cremation, Certificate of Stillbirth or Non viable fetus forms for cremation are to be produced, together with other statutory forms, to the Carmountside Crematorium Office no later than 9am two working days prior to the cremation (excluding Saturdays). If a Minister is required to conduct a funeral, the person requesting this must make the necessary arrangements and notify the Carmountside Crematorium office accordingly. Failure to provide all the forms by the specified times may result in a cancellation of the funeral.

3. No remains other than Human will be accepted under any circumstances.
4. All cremations will be undertaken in compliance with the Code of Cremation Practice, Charter for the Bereaved and Cremation Regulations as issued by The Secretary Of State.
5. No cremation remains will be disposed of until written instruction has been received at the Carmountside Crematorium Office from the Applicant. The appropriate form for disposal must be signed by the Applicant only. If no instruction is received from the Applicant for the disposal of the cremation remains in response to a reminder letter, the cremation remains will be strewn in the Garden of Remembrance three months after the date of cremation. Cremation remains are stored free of charge for a four week period prior to the reminder letter being sent. If remains are requested to be stored for longer than the initial four week period, the appropriate fee will be charged. Where cremation ashes are removed by the funeral director and are not collected by the applicant within 5 years from their office, the funeral director may return the cremation ashes to Carmountside Crematorium for strewing on the Garden of Remembrance. The location will be recorded in the cremation register.
6. Cremation ashes will not be accepted unless they are clearly identifiable and the certificate of cremation is provided. No strewing of cremation remains from other crematoria will be undertaken without the correct Certificate of Cremation being submitted, together with other appropriate forms. These and the cremation ashes must be delivered to the Carmountside Crematorium office no later than 9am on the working day (excluding Saturday) prior to the strewing.



7. The times for cremation services are from 8.30am to 4.00pm for a full service and 4.15pm for a committal service. Other times are available on request at the appropriate fee. Early morning services are available at 9.00am and 9.30am Monday to Saturday at a reduced fee. These are 20 minute services with provision for 1 hymn. Other Saturday service times are available. Normal Service times are 30 minutes for a 'Full Service' and 15 minutes for a Committal Service', this includes entry and exit time. Additional time periods of 15 minutes are available on request at the appropriate fee.
8. **SIZE OF COFFIN**
Where the external dimensions of a coffin are likely to exceed length 84 inches; width 29 inches; depth 25 inches the proper officer of the crematorium must be consulted as soon as practicable.
9. The City Council must comply with the Environmental Protection Act PG5/2 (12). In respect of cremation, the following must be adhered to:

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.

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. To ensure safe operation of the cremation equipment, all coffins presented for cremation must have a flat base free from any protrusions or feet.

LINING OF THE COFFIN

The use of sawdust, 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.

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.

All illegal emissions will be reported to the Environmental Health Officer, who has the authority to take remedial action against the Funeral Director.

10. The City Council has adopted the 'Environmental Policy for the Recycling of Metals Following Cremation'. To comply with this policy, all metals remaining following cremation will be disposed of in the most suitable manner to reduce the impact on the environment. This includes the sensitive re-cycling of metals through the industry recognized scheme. The applicant for cremation must indicate their preferred choice for the disposal of any metals resulting from the cremation by signing the 'Environmental Policies and Disposal Instructions Form'. This form must be submitted with all the other relevant documentation under the same procedure and timescale as Regulation 1. Applicants who choose not to participate in the scheme will have the metals returned to them.
11. In accordance with the Federation of British Cremation Authorities Code of Cremation Practice, all coffins, subject to receiving the necessary Authority to Cremate, shall be put into the cremator, as soon as practicable. The applicant must acknowledge their understanding and acceptance by signing the Environmental Policy for the Recycling of Metals Following Cremation' form.

12. To comply with the Health & Safety at Work Act 1974, coffins/ caskets must not contain articles of a non-combustible nature that are likely to be of danger to an operator, or may cause damage to equipment. Examples of such items are pacemakers, radioactive devices, 'Fixion' intramedullary nailing system, aerosol containers, glass bottles etc. No plaster casts must be left on the body for cremation.
13. Anyone who contravenes these regulations will be reported to the Environmental Enforcement Officer and the Integrated Health, Safety and Emergency Manager, who will decide whether any action is to be taken.
14. All operators employed by the City Council to cremate must hold the Cremation Technicians Certificate, and adhere to the Code of Cremation Practice, a copy of which is obtainable from the Carmountside Crematorium office.
15. Due to Health & Safety Regulations, members of the public are not permitted into the crematory. Should the viewing room be required, one day clear notice is required.
16. Members of the public who wish to view the crematory may do so at any reasonable time, unless operations at the time would pose a health and safety risk.
17. Un-coffined cremations will not be allowed.
18. Once a coffin has entered the crematory it will not be opened for any reason.

City of Stoke on Trent – Bereavement Care Service

Rules and Regulations for the Burial Grounds and Cemeteries within the City which are situated in Tunstall, Burslem, Smallthorne, Carmountside, Hanley, Trentham, Stoke, Fenton and Longton.

GENERAL MANAGEMENT

1. All charges and fees payable to the Council in relation to the applicable table of fees must be paid on or before the working day prior to the burial, cremation or cremation remains disposal taking place. The Council reserves the right from time to time to make alterations to the table of fees and the regulations in force at the time, and to reserve any portion of any Burial Ground, cemetery or crematorium.
2. The Council will not be responsible for making good any damage caused by gale, ordinary wear and tear or other circumstances over which they have no control, for example acts of vandalism by third parties.
3. A burial authority shall keep a table showing the matters in respect of which fees or other charges are payable to them, and the amount of each such fee or charge, and the table shall be available for inspection by the public at all reasonable times.
Article 15 (3) of the Local Authorities' Cemeteries Order 1977.
4. From October 2014 the dog control order will require owners to keep their pets on leads in all cemeteries. This order was introduced through the 2005 Clean Neighborhood's and Environments Act. There are designated 'Dog Free Zones' within the City Cemeteries. The City Council has the right to include or change any areas at its discretion. Action will be taken for contravention of this act and owners could face fines of up to £1,000 if they breach the order.

5. Private vehicles may be admitted into Burial Grounds and Cemeteries during normal opening times. Access at any other times is at the discretion of the Bereavement Care Service Management.
6. No un-authorized vehicles are allowed in any area where traffic management systems are in place. Contractors and authorised key holders must re-secure swing barriers on entering and exiting these areas. All cars must not exceed 5 mph. There shall be no parking of vehicles on any grass verge or grave, or any area designated as burial ground, or in front of swing barriers. All vehicles must ensure that funeral cars can pass by them should they need to do so. There are restricted areas in some of our Cemeteries and access to these areas can be arranged via Carmountside Crematorium Office.
7. Access to all the city cemeteries is between these times only
Winter- 8am to 5pm **Summer**- 8am to 8pm.
These times will coincide with the seasonal changes as dictated by Daylight Saving Hours. You must not enter the cemeteries outside of these hours, doing so will be trespassing.
8. Children under 14 years of age will not be admitted except under the care of a responsible person, and all visitors will be expected to keep to the roads and walks, to refrain from touching shrubs, flowers or memorials and to observe perfect decorum in all respects.
9. Management has the right to judge any individual matter as it considers appropriate. **Article 3 of The Local Authorities' Cemeteries Order 1977** expressly empowers Burial Authorities to do "all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery.



City of Stoke on Trent – Bereavement Care Service

Rules and Regulations for the Burial Grounds and Cemeteries within the City which are situated in Tunstall, Burslem, Smallthorne, Carmountside, Hanley, Trentham, Stoke, Fenton and Longton.

Memorials

1. To comply with legal requirements and ensure that City Council Cemeteries and Closed Churchyards are safe places to visit, we are carrying out a rolling programme of Memorial Safety inspections. Where a memorial is found to be unsafe we will, by an approved method, temporarily make the memorial safe and in due course permanently re-fix or make safe the memorial by an approved method. We will inform owners of all unsafe memorials by letter where we are able to do so.
2. Provisions relating to the Memorial Masons are included in the Memorial Masons Licensing Scheme, and all Masons licensed to work in city cemeteries must comply with the conditions set out in the scheme and renew the license annually. Conditions set out in the scheme are periodically reviewed to reflect changing circumstances. A copy of the guarantee of conformity for the memorial must be submitted with all memorial applications.
3. The fixing of memorials in any Burial Ground or cemetery or any other work is only permitted between 8:30am and 4.30pm on weekdays (4.00pm on Fridays). Masons must arrange an appointment with the City Councils Memorial Mason when fixing kerbsets on all graves and independent foundations on new burial areas.

4. No memorial erected on a grave shall exceed the following dimensions:-
Height 5' (1524 mm) inclusive of base
Plate no less than 3" thick (76 mm)
Width 3' 10" (1168mm) raft foundation
Width 3' 9" (independent foundation)
Base 14" front to back (355mm) 2" from front edge of foundation
Base 4" minimum thickness (101mm)

Cremation remains graves (Oak/Ivy (Grave Numbers 1 to 64)/
Rose/Wood sections).

Height 4' (1219 mm) inclusive of base
Plate no less than 3" thick (76 mm)
Width 2' (609mm)
Base 10" front to back (254 mm) 1" from front edge of foundation
Base 4" minimum thickness (101mm)

Cremation remains graves (Beech)

Height 4' (1219 mm) inclusive of base
Plate no less than 3" thick (76 mm)
Width 3'2" (965 mm)
Base 14" front to back (355 mm) 1" from front edge of foundation
Base 4" minimum thickness (101mm)

Cremation remains graves (Lily/Ivy (Grave Numbers 65 to 98)
sections)

Height 4' (1219 mm) inclusive of base
Plate no less than 3" thick (76 mm)
Width 2' (609mm)
Base 12" front to back (305 mm) 1" from front edge of foundation
Base 4" minimum thickness (101mm)

Private graves in the Babies' and Children's Sweet Dreams and Butterfly Sections at Carmountside

Height 4' (1219 mm) inclusive of base

Plate no less than 3" thick (76 mm)

Width 2'10" (863 mm)

Base 12" front to back (254 mm) 2" from front edge of foundation

Base 4" minimum thickness (101mm)

Kerb Sets

Each application will be considered depending on the location of the grave. No kerb sets will be permitted on lawn sections.

Kerb sets shall not exceed the following dimensions:-


External length 7' (2134mm)

External width 3' (915mm)


Height of Cross or other 4' (1219mm)

5. All memorials are to be fixed on approved foundations and to National Association of Memorial Mason's guidelines as specified in the licensing agreement. The top surface of all foundations is to be below ground level. All memorials are to be of an approved design, constructed of durable natural stone. However should a non natural material be presented which might prove suitable, the Council would consider the issue at the time.
6. There are no restrictions on the number of vases erected subject to space being available within the permitted area and correct fixing to the foundation.
7. No memorial will be allowed on an unreserved grave. In the case of a hospital grave the erection of a memorial is at the discretion of the hospital trust and is subject to the conditions as stated in 8 below.

8. No memorial other than the granite grave markers supplied by the City Council, are permitted on the communal graves within the Butterfly Garden at Carmountside.
9. There are no restrictions on the number of vases erected subject to space being available within the permitted area and correct fixing to the foundation.
10. Drawings of every proposed headstone, tablet or vase together with dimensions, intended inscription, arranged as to style of lettering and arrangement in each line as proposed, must be submitted for the approval of the Council and must not be fixed into any cemetery without authorisation. The number of each grave must be engraved on the base of all memorials corresponding with the Grave Register.
11. Temporary crosses will be provided on request, for the appropriate fee, by the Council to be erected on the grave space as specified by the Authorised Officer. No un-authorized crosses will be allowed and will be removed by Bereavement Care Service staff and sensitively disposed of.
12. The Right to erect a memorial is included in the Exclusive Right of Burial and is active for the term of the lease.

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13. No foundation will be placed, nor will the fixing of any memorial be allowed upon any grave or vault without the submission of a completed memorial application form including the signature of the owner of the Exclusive Right of Burial.
 14. All Memorial Masons employed in fixing memorials in any cemetery must be licensed by the Council. Failure to comply with the licensing agreement will cause such license to be revoked at any time. All licenses are to be renewed annually.
 15. Masons employed in fixing memorials will be required to remove all excess soil and debris under the instructions of the Authorised Officer and to clean up the ground carefully on completion of their work. They will be held responsible for any damage done by them or their workmen, either to the Burial Ground or cemetery as the case may be, or to memorials erected within it, and shall indemnify the Council against any claims arising there from.
 16. The fixing of memorials or any other work connected therewith, in the cemetery will not be permitted on Saturdays, Sundays or Bank Holidays.
 17. All memorials must be completely worked before they are admitted to the grounds, and no labour of any kind beyond that of fixing will be allowed within any Burial Ground or cemetery except additional inscriptions, cleaning and gilding.

18. No mason or other person is allowed to solicit orders within any Burial Ground or cemetery (except for at Council arranged events).
19. The Council reserves the right to employ, at the cost of the registered owner of the Exclusive Right of Burial, qualified persons to supervise the erection of any memorial fixed within any Burial Ground or cemetery.
20. No memorial may be removed from any Burial Ground or cemetery without the express permission in writing of the registered owner of the Exclusive Right of Burial of the grave from which the memorial is to be removed – except where it is considered to be unsafe or dangerous, for health and safety reasons or where an unreasonable delay to the fixing of any other memorial may occur.
21. The Council accepts no responsibility for any memorial within the Burial Grounds and cemeteries.
22. When any grave on which there is a memorial (except memorials fitted with ground anchors to a continuous raft type foundation installed by the City Council) is to be opened for the purpose of making an interment, the Funeral Director or registered owner of the Exclusive Right of Burial will be responsible for making arrangements for its removal by a licensed mason. All memorials (including foundations where applicable) are to be removed from the Burial Ground or cemetery to the Masons premises and re-fixed on the instruction of the registered owner of the Exclusive Right of Burial, using N.A.M.M. approved fixing methods. Memorials must be removed three full working days (excluding Saturday) prior to the interment. Failure to do so may result in the postponement of the funeral.

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23. No breakable or un-authorised items of any description (glass, earthenware, bricks, blocks etc.) will be allowed. Any such items will, in the interests of safety, either be relocated to an Acceptable position, the owners contacted and requested to remove the items or will be immediately removed and disposed of without notice at the discretion of Bereavement Care Service staff.
 24. Only fresh loose flowers with wrappings removed are permitted on Gardens of Remembrance located in City Cemeteries.
 25. Only fresh loose flowers with wrappings removed and small personal mementoes are permitted within the designated areas of shared graves within all babies and children's burial areas at Carmountside Cemetery. No flowers or personal items are to be tied to any leased item.
 26. No formal grave markers including headstones, plaques or any other forms of memorialisation are permitted in the Woodland Park. Memorial oak trees may be planted by the Bereavement Care Service at the request of the grave owner. Only fresh loose flowers are permitted in this area.
 27. Only loose fresh flowers and one sunken vase are permitted in the Woodland Gardens in all cemeteries. All wrappings should be removed and no flowers or personnel items are to be tied to the woodland markers.

28. A single wreath is allowed in the Woodland Gardens in all cemeteries and the Woodland Park at Carmountside to commemorate Christmas, Easter, Birthdays or Anniversaries.
29. Lanterns are permitted only when approved. They must be fixed by an approved Memorial Mason and remain the responsibility of the owner of the Exclusive Right of Burial. Lanterns must be contained within the footprint of the memorial and must be free from sharp edges and glass panels. Lighted candles are prohibited.
30. Memorial masons must submit an application and be in possession of an authorised permit before carrying out any work.
31. Contractors employed by grave owners to carry out non memorial work must be in possession of a valid license to work in the cemeteries of Stoke-on-Trent and a valid permit for work on each grave, issued by Stoke-on-Trent City Council.

Rules and Regulations for Stoke on Trent City Council
burial grounds and cemeteries which are located at;

Carmountside Cemetery & Crematorium

Leek Road
Milton
Stoke on Trent
ST2 7AB



Tunstall Cemetery

Jacqueline Street
Tunstall
Stoke on Trent
ST6 5JA

Fenton Cemetery

Vivian Road
Fenton
Stoke on Trent
ST4 3JG

Burslem Cemetery

Hanley Road
Smallthorne
Stoke on Trent
ST6 1RD

Longton Cemetery

Spring Garden Road
Longton
Stoke on Trent
ST3 2QS

Smallthorne Cemetery

Ford Green Road
Smallthorne
Stoke on Trent
ST6 1NX

Stoke Cemetery

Queens Road
Hartshill
Stoke on Trent
ST4 7LH

Hanley Cemetery

Cemetery Road
Shelton
Stoke on Trent
ST4 2DL

Trentham Cemetery

Stone Road
Trentham
Stoke on Trent
ST4 8NG

