



BEREAVEMENT SERVICES

Rules and Regulations

In respect of the Cemeteries and Crematoria

Effective from 1st April 2005

A Service of Culture & Community Services
within the Directorate of the Urban Environment

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Introduction

These rules and regulations are a necessary requirement for the management of Dudley Metropolitan Borough Cemeteries and Crematoria. Every effort has been made to avoid restricting the rights and choices of the individual. Therefore, these regulations have been prepared with a balance between individual rights/information and the need to regulate for safe and tidy grounds. For example, the prohibition of glass and breakable items is based on these items becoming a hazard when mowers are used. It is not based upon aesthetic considerations.

With regard to regulation the Charter for the Bereaved gives the following rights:

- (a) You have a right to be given a list of regulations used by the Dudley Metropolitan Borough Council (as shown in this document)
- (b) You have a right to be given a written explanation why a particular regulation has been used to restrict or otherwise influences your rights.

Where you remain dissatisfied, you can utilise the Council's complaint procedure and the grievance procedure available under the "Charter for the Bereaved". Further information on these procedures is available upon application.

A reference copy of the Charter can be borrowed and an eight page summary version is available free of charge from both cemetery offices.

General Regulations

Terms

“The Council” – Dudley Metropolitan Borough Council.

“Cemetery” – Any one of the cemeteries which belongs to and is operated by the Council. They are situated at Gornal Wood, Dudley, Brierley Hill, Stourbridge, Lye/Wollesote, Cradley and Halesowen.

“Private Grave” – a grave space in respect of which an exclusive right of burial has been granted.

“Unpurchased Grave” – a grave where no exclusive right of burial has been granted and no other right of burial has been conferred.

“Crematorium” – One of two crematoria either Gornal Wood or Stourbridge which is owned and operated by the Council.

“The Manager” – The person appointed by the Council to be responsible for the Management of the cemeteries/crematoria and their staff.

- 1** Anyone visiting the cemetery and crematorium grounds must follow these regulations.
- 2** You must follow these regulations and any instructions that the Manager or their staff may give you when you visit the cemetery and crematorium.
- 3** Records of burials, graves, cemetery plans, cremations and subsequent memorials are available for inspection from the respective offices in accordance with the Data Protection Act 1998 and the Freedom of Information Act 2000.

Bereavement Services
Gornal Wood Crematorium
Chase Road,
Gornal Wood
Dudley
DY3 2RL

Tel:- 01384 813970

Fax:- 01384 813971

(Gornal Wood, Brierley Hill &
Dudley Cemeteries)

Bereavement Services
Stourbridge Crematorium
South Road
Stourbridge
DY8 3RQ

Tel:- 01384 813985

Fax:- 01384 813986

(Stourbridge, Lye/
Wollescote, Cradley &
Halesowen Cemeteries)

Opening Times

- 4 The cemetery and crematorium grounds will be open every day of the year.

Summer

1st April – 31st October

Daily 9.00am to 6.00pm

Winter

1st November – 31st March

Daily 9.00am to 4.30pm

(Crematorium buildings are locked 30 minutes before the grounds close at Gornal Wood and the gates on Cooper's Bank Road may be locked 15 minutes earlier).

The offices are open to the public from 9.00am to 4.30pm, Monday to Friday but closed at the weekends and on Public Holidays.

The management reserve the right to close the cemetery/ crematorium without notice if considered necessary.

Children

- 5** Children under 14 are not allowed in the cemetery/crematorium grounds unless they are under the care of a responsible adult. This is for their own safety.

Vehicles

- 6** Vehicles shall only use the main drives and must not exceed 5 m.p.h.
- 7** Vehicles must park where indicated by the manager, who shall have power to exclude from the grounds, any vehicle, which is deemed unsuitable. You must not drive on grassed areas.
- 8** Coaches and buses are not permitted in the crematoria and cemetery grounds as the driveways are not suitable.

Dogs

- 9** No dogs shall be permitted in the crematorium/cemetery grounds or buildings except for dogs for assistance. Dogs on a lead are permitted on the right of way on the extension known as the "Jockeys" at Gornal Wood Cemetery.

Photographs

- 10** The permission of the manager shall be requested before photographing, filming or drawing any object/s in the crematorium/cemetery grounds.

Fees

- 11** In respect to members of the public all fees and charges regarding cremations, burials and memorials must be paid at the crematorium/cemetery office before the funeral. Funeral Directors have the benefit of a monthly account at the discretion of the manager. We will issue printed receipts for any money paid to us.

Ministers

- 12** Relatives or their representatives (e.g. Funeral Director) must make arrangements for a minister to officiate when a religious service is required.
- 13** No person shall canvass or solicit orders in the crematorium/cemetery grounds.
- 14** The Council staff are not allowed to receive tips or any other gifts.

Individual Requests For Funeral Services

- 15** We welcome any individual requests to a funeral service i.e. horse drawn, pipers, military, family to video the service, view the committal but please inform the booking office at your earliest convenience so these requests can be allowed for.
- 16** We will try to accommodate requests relating to cultural, religious or personal preferences as detailed in a policy document “Delivering different cultural and religious needs in relation to burial and cremation services”.

Cremation

Guiding principles for cremation services

We have adopted the guiding principles for cremation services that are issued by the Institute of Cemetery and Crematorium (ICCM) and used by the Confederation of Burial Authorities (CBA). The Council is a member of the CBA and the Federation of British Cremation Authorities (FBCA). The manager is a member of the ICCM.

Booking cremation service times

- 17** Apart from exceptional circumstances approved by the Council, cremations shall take place between the hours of 9.30am and 4.00pm.

No cremations are permitted on any Saturday, Sunday, Good Friday, Christmas or a Public Holiday.

The Council reserves the right to decline, to undertake a cremation for any good and sufficient reason.

Applications for cremation must be made to the office at the relevant crematorium (Stourbridge/Gornal Wood), between the hours of 9:00am and 5:00pm Monday to Friday (excluding Public Holidays).

Outside normal office hours, cremation bookings can be made with the “Booking sheets” situated in the reception at Stourbridge Crematorium and up at the Crematorium office at Gornal Wood. This booking is temporary and you must confirm it on the next working day.

Cremation Papers

- 18** The forms required for each cremation should arrive at the office no later than 4:00pm, 2 clear working days before the proposed cremation.

Under exceptional circumstances you may deliver cremation papers later but only with the prior agreement of the booking office.

Funeral Directors should be aware that before a cremation can take place the Council’s Medical Referee must be satisfied that the cause of death has been adequately explained. If this is not the case the manager can postpone the funeral. However, the service can still take

place but the coffin is to remain on the bier and not placed on the catafalque. The minister should not proceed with the words of committal on this particular service. It is optional whether the curtains can remain open or closed. At the end of this service the funeral director is to remove the coffin from the crematorium and then re-arrange another time with or without a minister for the actual cremation to take place. There are no additional fees in relation to these circumstances.

General Cremation Regulations

Length of service

- 19** The duration of a service/ceremony shall not exceed 20 minutes unless a longer period has been agreed (and the appropriate fees paid). Double times are booked at the discretion of the management.

Chapel seating capacity

- 20** The seating capacity in the chapel at Stourbridge is 68 and it is 84 at Gornal Wood.

Leaving the chapel after the service

- 21** Everyone who attends a funeral at the crematorium must leave the chapel immediately after the service so that we can get the chapel ready for the next service.

Mobile phones

- 22** Mobile phones shall be turned off or put on to silent mode before entering the crematorium chapel.

Arriving early or late

- 23** If a funeral arrives at the crematorium early or late, the service will take place at a convenient point thereafter at the discretion of the crematorium official.

Identification

- 24** The coffin shall bear a nameplate stating the full name and the age (as stated on the official documentation submitted) in order to establish the identity of the body contained therein. It may be placed on the lid or the foot end of the coffin.

The chapel attendant shall check the coffin plate is correct before the coffin leaves the hearse.

Bearers

- 25** The Funeral Director shall observe the procedures drawn up by the Council. The provision of sufficient bearers to convey the coffin reverently from the hearse to the catafalque is the responsibility of the Funeral Director. If a Council bearer is required a fee is payable and the form "Request for assistance in conveying and/or lowering coffins" must be completed.

Viewing the committal

- 26** In cases where the representatives of the deceased wish to see the coffin placed into the cremator, the manager will allow four representatives to enter for this purpose. Please inform the office on booking the funeral.

Environmental Protection Act 1990

- 27** Funeral Directors should be aware of the Environmental Protection Act 1990, which does not allow any substance to be burnt that may cause pollution. Generally all bodies in coffins must only be covered in natural material. If you want any other materials you must tell the manager, whose decision will be final.

Instructions for disposal of cremated remains

- 28** We will need the written instruction by completion of the blue form "Particulars of cremation" from the applicant

before the cremated remains can be released or disposed of. An alteration to the original option selected for disposal must be confirmed by the applicant in writing.

The cremated remains are normally only to be released into the charge of the person who applied for cremation or the Funeral Director as stated on the "Particulars of cremation form" and on collection a receipt must be signed. If the applicant requires another person to collect the remains on their behalf, then a letter to that effect is required before the remains are released.

Cremated remains can only be collected the next working day following the cremation after 10.00am Monday to Friday (excluding Public Holidays).

For all cremated remains that are to be scattered in the grounds or buried in cemetery, permission must be granted and prior arrangements made with the authority.

All containers/caskets of cremated remains are to bear a nameplate/label as applicable.

Funeral directors/family members are responsible for placing any valuable items in the cremated remains casket or dividing any cremated remains.

No cremated remains will be scattered for at least 14 days after the cremation has taken place, which allows you time to consider the final resting-place.

Storing of cremated remains

- 29** The cremated remains will be temporarily retained pending further instructions for a period of one calendar month from the date of the cremation. If the cremation authority receives no further written instruction from the applicant, the said cremated remains will be scattered in the Gardens of Remembrance as stated on the "Particulars of Cremation form – item B.

A certificate issued by the appropriate cremation authority will be required for the interment or scattering of human cremated remains.

Music

- 30** We employ our own resident organists. With regard to requests for organ music, if the organist does not already possess the arrangement, the Funeral Director is to supply sheet music – adapted for the organ – at least 24 hours prior to the funeral service.

Facilities are available for pre-recorded music, i.e. tapes and CD's. The Funeral Director or family representative is to provide these at least 24 hours prior to the service. For further details please refer to the information sheet "Guidance for playing music", which is available from the crematorium office.

Flowers

- 31** The Funeral Director is responsible for removing the flowers from the coffin and placing all other floral tributes by the plaque provided in the area set aside for floral tributes.
- 32** We clear all flowers after 7 days (e.g. flowers for a funeral service on Tuesday, will be disposed of Monday night/ Tuesday early morning prior to the first funeral service). The family is free to remove the flowers/cards from the wreath terrace and take them elsewhere, but please inform either the crematorium staff or the relevant office.

Gardens of Remembrance

- 33** At Gornal Wood crematorium there are "Seasonal" gardens and at Stourbridge Crematorium there is an "Old" and a "New" garden of remembrance.

- 34** Cremated remains are scattered on the surface and no cremated remains are interred in any of the gardens or on the memorial roses.
- 35** In order to preserve the aesthetic appearance of these gardens as a memorial, the Council respectfully requests that visitors note the following:
- There are to be no vases, photos, planting of plants creating private gardens, floral tributes including artificial, containers etc permitted in these gardens.
 - Staff will move any floral tributes left in the gardens into the flower room or designated area.
- 36** From the 1st December until 5th January over the Christmas period many cut flowers, floral tributes and Christmas wreaths are brought to the crematorium and placed in specified areas. During this period only, wreaths etc will be left on the rose beds at Gornal Wood Crematorium. After the 5th January staff will start to dispose of the Christmas wreaths/floral tributes.

Cremation Memorials

- 37** All cremation memorials at both crematoria are to be purchased or leased from the Council. No private memorials are permitted. There are a range of memorials with each individual scheme having its own conditions and the main points are in the relevant crematorium colour brochure. On request and with the payment of the additional fee, the lease period may be extended beyond the initial lease period.

Burials

Guiding principles for burial services

We have adopted the guiding principles for Burial services that are issued by the Institute of Cemetery and Crematorium Management (ICCM) and used by the Confederation of Burial

Authorities (CBA). The Council is a member of the CBA and the Manager is a member of the ICCM.

Booking burial service times

- 38** Applications for burial must be made to the cemetery office between the hours of 9:00am and 5:00pm Monday to Friday (excluding Public Holidays). Burials shall not take place on Sundays, Christmas Day, Good Friday, and Public Holidays. A Saturday burial service is available and details are available on request.
- 39** Interments must take place between the hours of 9:30am and 3.00pm straight to grave. During the months of November, December and January the last burial time will be 2.30pm straight to grave as the grounds are too dark at this time of year. Later burials may be booked subject to the availability of cemetery staff.

Interment Notices

- 40** Completed interment notices must be delivered to the cemetery office with at least 2 clear working days before the planned day of burial.

The coffin/casket size must be confirmed in writing, the size must be exact and to include mouldings and any opened handles. Any alteration to these sizes must be notified to the cemetery office in writing at least 1 working day prior to the funeral.

- 41** In the instances when a burial is booked in with less than 24 hours notice for religious reasons, the interment notice must be faxed through to the office by 12.00 noon on the day of the burial to confirm the booking. The original signed form is to be given to the cemetery official attending the burial. If we do not receive a completed interment notice by the required time, the manager may decide to postpone the funeral.

Interment of cremated remains in lawn or traditional graves

- 42** Scattering of cremated remains (under turf) on an existing lawn or traditional type of grave can only take place after the last full coffin interment has taken place as to avoid the disturbance of remains required by law. The remains must be scattered towards the head end of the memorial but not underneath it so to avoid undermining the stability of the memorial. Cremated remains may also be buried in a grave following procedures.

Arriving at the Cemetery

- 43** The time booked for a funeral is the time that the cortege is due to arrive at the cemetery.

Arriving early or late

- 44** The funeral director must inform the cemetery office of the expected time of arrival at the cemetery to make sure that the officiating officer and cemetery staff are present.

Certificate for Disposal

- 45** The Registrar's Certificate for Disposal or the Coroner's Order for Burial must be delivered to the office before the burial can take place.

If you do not deliver the Registrar's Certificate or the Coroner's Order for Burial to the manager's office, then the Burial must not take place EXCEPT in the situation where the certificate has been issued but forgotten by the funeral director. If this happens, the funeral director must sign a declaration in accordance with the Births and Deaths Registration Act 1926 before the funeral can take place.

This declaration must explain why the certificate has not been delivered and promise to deliver it to the administration office as soon as possible, preferably on the same day as the burial or, in exceptional circumstances, on the next day.

46 Each individual body whether an adult or child must be brought into the cemetery in a separate coffin. The only exceptions to this rule will be: -

- When a Mother dies in childbirth, in which case both the Mother and child can be in the same coffin.
- When twins or multiple births die in childbirth, the babies can be in the same coffin.

A letter stating this fact must be submitted prior to the burial or cremation taking place.

Coffin in chapel

47 Coffins may be open in the chapel during the service at the discretion of the manager.

Structure of Coffin

48 For burial purposes coffins can be made of wood, metal, wicker, or cardboard with a nameplate (Full name to be shown on all connecting paperwork).

Opening Graves

49 No grave for which a grant of exclusive right of burial applies can be opened without the written permission of the registered owner. Transference of ownership may be necessary to permit the opening of a grave and before a memorial permit will be passed. Contact the cemetery office for further details.

50 To make sure that only the correct person is buried in the grave, any variation in the names must be explained and confirmed by a statutory declaration before the burial can take place.

Producing the Grave Deed

- 51** We have the right to demand to see the Grant of Exclusive Right of Burial before a grave is opened.

If you lose the Exclusive Right of Burial, we have the right to demand a statutory declaration to say you have lost it.

Soil Boxes

- 52** We have the right to put soil on graves next to those that need to be opened for a burial without notice. Cemetery staff will remove the soil as quickly as possible and leave the grave tidy.

Moving Memorials

- 53** When we dig graves in certain areas of the cemetery, it may be necessary to move a memorial on the surrounding graves for health and safety reasons. An approved memorial mason will remove and re - erect the memorial back in their correct position as soon as possible after the burial.

Backfilling of Grave

- 54** Representatives of the deceased may, at their own risk, back fill the grave after an interment, but must strictly adhere to instructions of the Council representative in attendance. The Council will provide the tools. The shoring will remain in place and only be removed by Council staff at the appropriate time during the backfill.

Flowers

- 55** The family usually prefers to remove the flowers after the funeral as they become unsightly, but if they are not cleared after 14 days, the cemetery staff will dispose of them for you. Cemetery staff will remove Christmas wreaths, which remain on graves after 31st January, anytime thereafter.

Exclusive Rights of Burial

56 We will grant exclusive Right of Burial in a grave for 75 years. Please note you do not own the land, this remains in the Council's ownership.

A grave will be for a maximum depth of 8' (2400mm). Where a casket or coffin exceeds 20" (500mm) in depth, this will reduce the number of interments in a grave from three to two.

The registered grave owner is responsible for the memorial.

Double fees for burial of non residents

57 The Exclusive Right of Burial and interment fees are doubled:

i) When the deceased is not a resident or council taxpayer of the Borough of Dudley. If the deceased lived in the Borough for the majority of their life but took up residence outside the Borough boundary in a residential or nursing home registered by National Care Standards within two years of the death, they may be exempt. In this case the family is to provide the relevant information for claiming this exception to this burial authority and the manager's decision is final.

ii) When the burial rights are pre-purchased by anyone who is not a resident or council taxpayer of the Borough of Dudley.

Provided that the increase shall not apply to the interment after the initial burial in a grave.

Types of grave

58 We offer a variety of types of grave to suit the needs of the public. These graves range from unpurchased graves (owned by the Council), through various types of lawn graves, traditional and woodland graves.

Reserved Graves

59 We offer the option for you to reserve a grave for future use. To choose your grave, please ring the relevant cemetery office to make an appointment. This option is available at the discretion of the Council and it may be withdrawn if a cemetery is running out of space. Reserved graves must be paid for within 14 days of grave selection to confirm the grave ownership.

Lawn Graves

- 60** The owner of the grave may choose whether to have the grave for up to three interments if that actual grave space can accommodate it. This decision is made at the time of the first burial in the grave. In addition, cremated remains can be buried in the grave following procedures.
- 61** The typical lawn grave is a grave that is laid to lawn and has no mounds, full traditional kerbs or anything apart from lawn on it. At the head of the grave the registered owner may apply for permission to erect a memorial. You are allowed a border 12" (30cm) deep from the front of the slab in which to plant, place ornamentals, vases etc. If there is space to the side of the slab within your grave space, then you can use this, although be considerate for adjoining graves.
- 62** Memorials on new lawn grave sections must not exceed 1060mm (42") in height above ground level, 430mm (17") in depth and 1010mm (40") wide. The memorial mason provides the slab unless a concrete raft has been provided. Please be aware on older sections the size of the slabs does vary.

- 63** Memorials must be made of quarried stone. The manager may allow wooden memorials (not crosses) but prior authorisation must be given by the manager.
- 64** For the first six months after an interment the grave will be repeatedly topped up with soil. During this time you are advised to keep any vases etc. to the head of the grave whilst this work is carried out to avoid staff having to move them. After six months or so (depending on the time of year usually autumn and spring) grave spaces will be turfed or soil/seeded by cemetery staff. Any remaining vases, flowers, plants, ornaments etc will be moved up to the head of the grave and placed on the slab. From this point on, the grave owner can only utilise the 300mm (12") from the front of the slab for plants, ornaments etc.

Woodland Graves

Woodland graves are available at Gornal Wood cemetery only. Woodland graves provide a living memorial in an area attractive to wild flowers, birds and small mammals. Full details in our leaflet "Woodland burial".

- 65** Each grave is for one interment and there is no mounding.
- 66** You cannot put any memorial or marker on a grave in the woodland area.

Please note grass cutting is kept to a minimum.

Unpurchased graves

Unpurchased graves are provided for people who want to be buried but cannot or do not want to buy the Exclusive Right of Burial. All unpurchased graves are dug for 3 internments.

All new unpurchased graves will be on the same sections as where the purchased graves are for which the Exclusive Right of Burial has been sold.

- 67** The Council will provide a small slab and plaque at the head of all new unpurchased graves stating the grave number and the name of the deceased.
- 68** The family of the deceased have five years in which to purchase the burial and memorial rights. After this time the burial authority may bury another unrelated person in that same grave.
- 69** No memorials are to be erected on a grave unless the exclusive right of burial has been purchased which includes the right to erect a memorial on that grave.
- 70** We do not allow mounds on these new unpurchased graves.

Traditional Graves

Traditional graves are not available at every cemetery. However, if a request is made for this type of grave we shall endeavour to find one but it will be on an older section of that cemetery.

- 71** The owner of the Rights of Burial can have a “full” memorial put on a traditional grave, which is securely fixed on a concrete landing 2440mm (96”) long by 1220mm (48”) wide. The memorial can consist of a headstone and kerbs which must not exceed 2130mm (84”) length by 910mm (36”) wide. The overall height of the headstone permitted will not exceed the height of those other memorials already existing on that section.

Muslim Graves

A section has been set aside for the use of Muslims in our Brierley Hill or Lye/Wollescote cemeteries. All the graves face Mecca.

- 72** The graves will be traditional graves and mounding is not permitted. All Muslim graves are traditional and the memorial must not exceed 1060mm (42") in height, 2100mm (84") in length and 910mm (36") in width.
- 73** All treatment, washing or dressing of bodies must be carried out prior to arrival at the cemetery.
- 74** Cover boards can be used but the Council does not supply them.

Brick Graves

- 75** We have total control over the design of memorials on Brick Graves and designs for memorials must be submitted to the manager for approval.

These are available only in double depth, and we require at least 10 clear working days notice prior to the funeral date for this type of new grave.

- 76** The private contractor chosen by the Funeral Director or the family is to supply the manager with a signed method statement before work commences.

Baby Graves

- 77** A variety of memorials are permitted e.g. tablet, plinth, vase, small headstone or book, the memorial must not exceed 500mm (20") in height, 280mm (11") in depth and 684mm (23") in width.
- 78** Small sets of kerbstones are also allowed but they must not exceed 890mm (35") in length and 684mm (23") in width which includes the headstone to the sizes above.
- 79** This type of grave is designed to accommodate a maximum coffin size of 36" (910mm) x 15" (380) and may accommodate a second interment.

Cremated Remains

- 80** There is space for up to four interments of cremated remains. The memorial is to be removed for each interment by an approved memorial mason.
- 81** All cremated remains graves are known as "Book" type. The Council supplies a temporary slab 900mm (35.5") wide and 600mm (23.5") deep but if a memorial is to be erected the stonemason must replace this slab with a slab to meet the current NAMM Code of Working Practice.
- 82** The memorial must not exceed 380mm (15") in height, 530mm (23") in depth and 900mm (35") in width.
- 83** With this type of grave you have the space on the slab in which to put anything i.e. memorial, vases. Please be mindful and considerate to others so that you do not obstruct the pathways or create tripping hazards.

General Points For All Graves

- 84** The Council does not accept responsibility for damage or loss of any memorials, ornaments etc howsoever caused. The Council has a responsibility to ensure the cemeteries are free of obvious dangers and hazards. Examples of hazards are glass, pottery items which break, sharp objects, items placed in paths reducing the width of the path and items which are a tripping hazard. Such items will be removed with or without prior notification and they will be available for collection from the office for a period of one month. In addition it may be necessary from time to time to remove items in the cemeteries that cause disturbance or offence to visitors attending the cemetery. Please help the Council to provide a safe cemetery and one in which is an attractive and peaceful place to visit. As a responsible grave owner you have your part to play.

- 85** As part of routine grounds maintenance, the weeds/grass along the front of memorial slings and to the sides of memorials are controlled using a herbicide and a strimmer.
- 86** If any planting becomes too large or items are considered unreasonable, the manager reserves the right to remove or prune the offending plants.
- 87** Please be aware that the cemetery is a working place and at times for operational reasons some items on graves may have to be temporarily moved and subsequently replaced for a burial to take place.

Managing Cemetery Memorials

- 88** The installation of new memorials, renovation of existing memorials and added inscriptions to memorials, is carefully controlled by Dudley Metropolitan Borough Council to ensure that:
- (a) work is only carried out with the authority of the registered owner/s of the Rights of Burial,
 - (b) that all memorials comply with Dudley MBC regulations applicable to the erection and maintenance of memorials and work is carried out in a manner that will ensure that all Health and Safety regulations are adhered to.
- 89** Memorial and surrounds may not be erected over any grave in which the exclusive Right of Burial has not been purchased.
- 90** Once any memorial has been erected, the grave owner or their executor or personal representative will be held to be responsible for the future maintenance and safety of that memorial. Any memorial deemed to be unsafe by the manager will be rendered safe and must without delay, either be removed from the cemetery or repaired by an approved memorial mason. The costs of rendering the memorial safe shall be recoverable from the owner.

It is strongly recommended that appropriate insurance cover is obtained for the memorial by the grave owner against all risks.

- 91** Applications for memorial work together with the relevant fee must be submitted to the Manager for approval. This application must be made on the form “Memorial Application Form”. This form should include the name and address of the memorial mason who will carry out the work, the material and measurements of the memorial, what you want to inscribe and a diagram of the proposed memorial. The application form must also contain the full names of the registered grave owner/s and their signatures to give permission for the work to be done. We are flexible regarding the shape and design of a memorial as long as they do not exceed the sizes given, please note memorials overall height **MUST** include the height of its base.
- 92** Only memorial masons who appear on the Black Country Memorial Register of approved Masons or any future replacement scheme such as BRAMM (British Registration of Accredited memorial Masons) are permitted to carry out work here on memorials, to ensure the installation of memorials is carried out in safe manner to National Standards. Application for acceptance onto the register must be made in writing using the appropriate form. The Council has the right on demand for the memorial mason to dismantle a memorial to demonstrate the correct fixings methods have been used at the memorial masons cost. Contravention of the regulations may result in removal from the register.
- 93** All memorials to be fixed on approved foundations and to National Association of Memorial Masons (NAMM) Code of Working Practice, as specified in the licensing agreement.

94 The manager has the right to decline any memorial/ inscription that they deem inappropriate for the cemetery.

All memorials must be quarried stone. The manager may allow wooden memorials (not crosses).

95 A vase bearing an inscription shall be regarded as a memorial and be subject to the appropriate fee. Grave owners are advised to have the grave number inscribed on any vases and to make sure this number can be seen.

96 Every memorial must have the section, grave number and the name memorial mason inscribed upon it.

97 We may ban any person that we find trying to get business within the cemetery from entering the cemetery in the future.

98 All memorial masons' vans and trucks must be removed from the cemetery by 4.30pm Monday to Friday. Fixing of memorials is not allowed on Saturdays, Sundays and public holidays. All fees are to be paid before the memorial is fixed.

When a memorial mason is removing a memorial from a grave they are also responsible for removal of the entire memorial including any foundation i.e. concrete landings, slabs and brickwork from any of the cemeteries within the Borough. The memorial foundations are only to be returned to the cemetery at the time the memorial is re-erected. When removing temporary slabs they must be placed in the designated area in that cemetery.

99 The Council may remove any memorials from private graves when the period of the Right of Burial has expired (Local Authorities Cemetery Order 1977).

100 The Council as part of its Memorial Management Scheme will routinely inspect memorials and work will be

required on memorials which are in a dangerous or dilapidated state. Details on any aspect of this scheme are available on request.

101 The Council reserves the right, after reasonable notice to the person concerned and failure to take the necessary action, to remove or change any memorial, which infringes these regulations or, in the opinion of the council is in a state of disrepair.

102 Dudley Bereavement Services reserves the right to alter their regulations at any time and these amended regulations must be abided by. Amendments are available on request.

General Information

The following cemeteries and crematoria came under the control of the Dudley Metropolitan Borough Council on 1st April 1974.

Name	Size	History	Address	Telephone
Brierley Hill Cemetery	1.7 acres 1.5 hectares	Opened in 1926 by the Brierley Hill Urban District Council.	Addison Road, Brierley Hill, West Midlands. DY5 3RT	01384 813970 (Gornal Wood office)
Dudley Cemetery	14.12 acres 5.72 hectares	Opened in 1904 by the Old County Borough of Dudley.	Stourbridge Road, Queens Cross, Dudley, West Midlands. DY1 2DA	01384 813970 (Gornal Wood office)
Gornal Wood Cemetery	16.39 acres 6.63 hectares	Opened in 1954 by the Dudley and Sedgley Joint Committee.	Chase Road, Gornal Wood, Dudley, West Midlands. DY3 2RL	01384 813970
Cradley Cemetery	1.75 acres 0.71 hectares	Opened by a Joint Free Church Council and control passed to the Halesowen Borough Council in 1966.	Homer Hill, Cradley, West Midlands. B63 2UP	01384 813985 (Stourbridge office)
Halesowen Cemetery	4.32 acres 1.75 hectares	Opened in 1859 and control passed to Halesowen Joint Burial Board in 1956.	Hales Road, Halesowen. B63 4AP	01384 813985 (Stourbridge office)
Lye/ Wollescote Cemetery	9.45 acres 3.82 hectares	Opened in 1879 by the Lye and Wollescote Burial Board and passed to the council in 1933.	Cemetery Road Lye, Stourbridge West Midlands. DY9 2AN	01384 813985 (Stourbridge office)
Stourbridge Cemetery	19.94 acres 6.86 hectares	Opened in 1879 by the Upper Swinford Burial Board and control passed to the Council in 1895.	South Road, Stourbridge, West Midlands. DY8 3RQ	01384 813985
Gornal Wood Crematorium	7.71 acres 3.12 hectares	Opened in 1960 by the Brierley Hill, Dudley and Sedgley Joint Committee and control passed to the County of Dudley in 1966.	Coopers Bank Road, Dudley. Administered from Gornal Wood Cemetery office.	01384 813970
Stourbridge Crematorium	Included within cemetery	Opened in 1960 and situated in the grounds of Stourbridge Cemetery.	South Road, Stourbridge, West Midlands. DY8 3RQ	01384 813985

N.B. Measurements are correct as at November 2004.

Please note that all the measurements stated principally in this document are imperial due to their wide spread use amongst memorial masons and funeral directors although all metric equivalents are acceptable.

If you need this information on the rules and regulations of Dudley's cemeteries and crematoria in your language, then please ring this number: 01384 813400.

إذا احتجت لمعلومات حول القوانين و النظم للمقابر و الافران لحرق الجثث بلغتك الاصلية, فرجاء اتصل على الرقم التالي

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Arabic

আপনি যদি ডাডলীর গোরস্থান এবং শ্মশানের নিয়মাবলী সম্পর্কিত এই তথ্যাদি আপনার নিজের ভাষায় পেতে চান, তাহলে দয়া করে 01384 813400 এই নম্বরে যোগাযোগ করুন।

Bengali

如你需要中文版的公墓和火葬場規則的資料, 請電 01384 813400.

Chinese / LA1005

અગર તમને ડાડલીની સેમેટીઓ (કબ્રસ્તાનો) અને ક્રેમેટોરિયા (સ્મસાનો)નાં કાયદાઓ અને નિયમો વિષે તમારી પોતાની ભાષામાં માહિતી મેળવવી હોય તો, મહેરબાની કરી ફોન નંબર : 01384 813400 પર સંપર્ક કરશો.

Gujarati

ਜੇਕਰ ਤੁਸੀਂ ਡਡਲੀ ਦੇ ਕਬਰਸਤਾਨਾ ਅਤੇ ਸਿਵਿਆਂ ਦੇ ਕਾਇਦੇ ਅਤੇ ਨਿਯਮਾਂ ਸੰਬੰਧੀ ਇਹ ਜਾਣਕਾਰੀ, ਤੁਹਾਡੀ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ 01384 813400 ਨੰਬਰ ਤੇ ਫੋਨ ਕਰੋ।

Punjabi

اگر آپ کوڈ ڈلی کے قبرستانوں اور میت سوزی کے مقامات یعنی مرگھٹوں (کریمیٹوریا) کے نظم و ضوابط (رولز اینڈ ریگولیشنز) سے متعلق یہ انفارمیشن آپ کی اپنی زبان میں درکار ہے تو براہ مہربانی ٹیلیفون نمبر 01384 813400 پر رابطہ قائم فرمائیے۔

Urdu