



ENVIRONMENTAL SERVICES AND CONSUMER PROTECTION

BEREAVEMENT SERVICES

CREMATORIUM

RULES AND REGULATIONS

SOUTHAMPTON CITY COUNCIL

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CREMATORIUM RULES AND REGULATIONS

Rules and Regulations relating to the Southampton Crematorium made by the Southampton City Council acting as the Cremation Authority for the City of Southampton.

1. In these regulations except where the context indicates otherwise:

"The Council" means Southampton City.

"The Crematorium" means any crematorium operated by the Council together with its grounds and outbuildings.

"The Registrar" means the Registrar of Cemeteries and Crematorium appointed by the Council or the person for the time being carrying out the duties of Registrar, and any person acting for the Registrar at the crematorium.

2. The Registrar's Office will be open for business during the following hours:

Monday, Wednesday & Thursday 9.00 a.m. to 4.30 p.m.

Tuesday 10.00 a.m. to 4.30 p.m.

Friday 9.00 a.m. to 4.00 p.m.

Or such other times as may be prescribed. The offices are not open on Saturdays, Sundays, Christmas Day, Boxing Day, Good Friday or any Public or Bank Holiday

3. Notice of cremation must be given to the Registrar, in writing on the form provided for that purpose, not later than 10.00 a.m. two days before the cremation is to take place, excluding Saturdays, Sundays, Christmas Day, Boxing Day, Good Friday or any Public or Bank Holiday, or any other day when the Registrar's Office is closed. All the necessary statutory forms shall accompany such notice.
4. Saturday cremations are available on request. Notice of cremation must be given to the Registrar, in writing on the form provided for that purpose, not later than 12.00 Midday on the preceding Wednesday. Saturday services are subject to crematorium staff availability.

5. The Council will not be responsible for any delay or misunderstanding that may occur if instructions are given by telephone.
6. All fees and charges must be paid to the Registrar at the time of application or notice in the absence of any arrangement with the Council to the contrary. Where special arrangements are made for the payment of fees and charges, these must be paid to the Registrar within 48 hours of being demanded.
7. All bodies brought to the Crematorium must be placed in a properly constructed coffin, which conforms to clauses 36 and 37 of the Environmental Protection Act, 1990.
8. The coffin must be made of wood or a wood by-product which, when placed in a cremator and subjected to the accepted cremation processes, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion. No metal furniture or fittings whatever shall be used on a coffin for cremation. 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 this coffin, wooden strips may be placed lengthways for this purpose. The coffin must not be painted or varnished but may be covered with a suitable cloth. Products manufactured in polyvinyl chloride (PVC) must not be used in the construction of the coffin or its furnishings. The use of polystyrene must be restricted to the coffin nameplate only in which case it must not exceed 90 grams in weight.
9. The use of sawdust or cotton wool must be avoided. If circumstances require, suitable sealing material may be used, but no metal, rubber or polyvinyl chloride (PVC) will be permitted and on no account must pitch or similar substance be used. The coffin and its contents must conform to the requirements as authorised in the Environmental Protection Act 1990, Part 1 under the heading "Materials Handling and Storage" items 36:37 refers.
10. Where the external dimensions of a coffin are likely to exceed length 81 inches (206 cm); width 28 inches (71 cm); depth 22 inches (56 cm), the Crematorium Manger or his Assistant must be given advance notice.
11. Where the coffin is constructed of cardboard, bamboo or wicker the Crematorium Manger or his Assistant must be given advance notice.

12. Each body, whether adult or child, given to the care of the Cremation Authority must be placed in a separate coffin and will be cremated separately. As exception will be permitted only where a mother and baby may be cremated in the same coffin provided that the necessary authority to cremate has been granted in both cases.
13. Where a funeral is of a person dying of infectious disease the notice of cremation must contain a statement to this effect.
14. Cremations services will be permitted to take place only between the hours of 9.00 a.m. to 4.20 p.m. on Mondays to Fridays and 10.00 a.m. to 11.00 a.m. on Saturdays. No cremations will be permitted on Sundays, Christmas Day, Boxing Day, Good Friday or any Public or Bank Holiday.
15. No body will be accepted unless a combustible plate bearing the full name of the deceased is securely fixed to the foot of the coffin.
16. For bodies of adults, Funeral Directors must provide at least four bearers for carrying the coffin into the chapel and placing it on the catafalque.
17. Funeral processions must arrive at the Crematorium at the time arranged for the cremation. Any procession arriving late may be required to wait as directed by the Registrar until such time as it is convenient for the service to proceed.
18. Cremation services must conclude within the allotted time so as not to delay the following service.
19. All cremations will be under the control of the Registrar and persons in charge of the vehicles must conform to the directions of the Registrar.
20. All persons admitted into the Crematorium will at all times conduct themselves with proper decorum in every respect and will comply with the requirements of the Registrar, who has full power to exclude or remove from these premises any member of the public who in his discretion he considers it advisable to remove or exclude.
21. Children, that appear under the age of ten years, will not be admitted to the Crematorium unless accompanied by an adult.
22. Dogs, excluding guide/hearing dogs, will not be allowed within the Crematorium building or within the Crematorium grounds.
23. Visitors or persons attending funerals shall not interrupt the Crematorium staff at their duties.

24. Violent or abusive behaviour towards crematorium staff is not acceptable and will be dealt with in accordance with council policy.
25. Five representatives of the deceased person being cremated may see the coffin placed in the cremation chamber if desired. An inspection of the cremation process will only be allowed with prior notice.
26. All visitors to the crematory must comply with Health & Safety rules and regulations in force at the time.
27. All cremations will be carried out in accordance with the statutory provisions now in force or which may hereafter be enacted and no cremation will be permitted to take place without the written authority of the Medical Referee.
28. The Code of Cremation Practice as laid down by the Federation of British Cremation Authorities will be adhered to at all times.
29. Cremated remains will not be released from the Crematorium unless they are placed in an approved container.
30. No person will be allowed to tout for or solicit any orders, exhibit designs, distribute tracts or business cards or advertisements within the Crematorium.
31. The Crematorium grounds have been landscaped as "natural woodland" and as such the Council will carry out all planting of trees and shrubs in the grounds; no other plantings will be allowed.
32. The public are required not to place pot plants, glass jars etc or to erect or place memorials in these grounds and to remove all wrappings from cut flowers. All such items will be removed by the Crematorium Staff,
33. The officers and servants of the Council are not allowed to receive any gratuity or undertaken any work in the Crematorium for their own personal benefit, nor solicit orders on behalf of any tradesmen.
34. Any person offending against these Rules and Regulations will be liable to exclusion from the Crematorium for such period as the Council may decide and in the case of a Funeral Director this will extend to the exclusion of his employees.

35. Copied recorded music of any sort or media that infringes copyright and performance laws will not be played or allowed to be played at the Crematorium including CD Rom, DVD Rom, tapes, records or any other recording media
36. These Rules and Regulations are subject to change without prior notice.
37. These Rules and Regulations shall come into force on the 12th October 2007 and shall have effect to cancel all previous Rules and Regulations made by the Council.