



**RHONDDA CYNON TAFF**  
**COUNTY BOROUGH COUNCIL**

**BEREAVEMENT SERVICES -**  
**RULES AND REGULATIONS**

Updated: October 2010.

# **Rhondda Cynon Taff County Borough Council Cemeteries and Crematorium Regulations**

## **General**

These regulations will apply to all Authority Cemeteries and Crematorium, except where specific reference is made to one or more by name. Any reference to “the cemetery” in these regulations is to be read as referring to any of them.

These regulations (which may be updated from time to time are made by the Authority for the proper management of the Cemetery and Crematorium facilities, but shall not affect the Authority’s rights and duties under the general law relating to Cemeteries and Crematoria. This is a constantly evolving document and may periodically be subject to addition/amendment/alteration.

## **1. Glossary of Terms**

“The Authority” or “The Authority” refers to Rhondda Cynon Taff County Borough Authority.

“Representative of the Authority” refers to any officer of The Public Health and Protection Division at

Ty Elai  
Dinas Isaf  
Williamstown  
Tonypany  
CF40 1 NY

The term “Grantee” refers to the person with the exclusive right of burial and/or the exclusive right to erect a memorial.

The term “Cemetery” includes any gardens of rest, memorial areas, areas set aside for the burial of cremated remains and cremation grounds within the cemetery.

The word “monument” or “memorial” means any object on which there is, or is proposed to be placed any inscription.

## **2. Persons Eligible to use the facility**

Subject to the provision of these regulations the cemetery is available for the interment of the deceased persons resident before their deaths either within or outside the Rhondda Cynon Taff County Borough Authority, but the interment of a person not ordinarily resident will normally attract excess fees.

### **3. Public Access to the Cemeteries and Crematorium Grounds**

The Cemetery and Crematoria grounds are open to the public on such day and during such hours as the Authority may from time to time agree.

Offices: Monday to Friday - 9.00 a.m. to 5.00 p.m.

#### Cemetery and Crematorium grounds:

Summer: Monday to Friday - 9.00 a.m. to 4.30 p.m.  
Saturday & Sunday - 9.00 a.m. to 7.00 p.m.

Winter: Monday to Sunday - 9.00 a.m. to 4.30 p.m.

No vehicles allowed in cemeteries 30 minutes before closing.

\*Please note summer times coincide with British Summer Time.

\*Please note Cemetery and Crematorium opening and closing times are displayed on notice boards at the entrance to each cemetery.

Aberffrwd Cemetery is closed to the public. Any request to visit must be done through Cynon Valley Cemetery Office at Rock Grounds One 4 All Centre on 01685 885345.

Ty Rhiw Cemetery is pedestrian access only except for funerals. If vehicle access is required please contact Glyntaff Cemetery Office on 01443 402810.

Persons visiting cemeteries must comply with the Local Authorities Cemeteries Order 1977 Article 10 Paragraph 6, Article 18, schedule 2 Part1 Paragraphs 1 to 8.

Extracts from the general law applying to cemeteries are given with these regulations in Appendix A.

The requirements of funeral directors using the Glyntaff Crematorium (as set down by the Federation of British Crematorium Authorities) are contained in Appendix B. The federation's Code of Cremation Practice is contained in Appendix C.

Contained in Appendix D is the Authority's code of conduct for cemeteries and crematorium staff.

Children under the age of twelve are not permitted unless accompanied by an adult.

## **1. Bicycles**

No bicycles are permitted within the Crematorium or any of the Cemetery grounds.

## **2. Animals**

No animals are permitted in the Crematorium or any Cemetery grounds other than assistance dogs and horses that may form part of a funeral cortege.

## **3. Speed limit within the confines of Cemetery and Crematorium grounds**

The speed limit within the Crematorium and any Cemetery is 10miles per hour at all sites.

## **4. Filming and Photography**

Filming and photography are not permitted unless approved by the relevant local government officer.

## **5. Damage to infrastructure**

If any damage is caused to Cemetery/Crematorium land, walls or premises, by any cause whatsoever, the person/persons committing such damage shall be held responsible by the Council.

## **6. Removal of flowers**

Dead flowers, spent wreaths or other articles of waste or litter must be placed in the appropriate litterbins provided throughout the Crematorium and Cemetery grounds. Any floral items found to be "past their best" within any areas may be removed without notice by Bereavement Services staff.

## **7. Plans and Registers**

Plans of each cemetery showing the location of each burial space is open for inspection on application to the relevant area office.

Registers of cremations and burials are kept at the relevant area office. Searches of such registers may be requested and certified extracts from them obtained on request.

## **8. Fees and Charges**

The fees and charges payable by persons using the crematorium and cemeteries shall be those in force at that time and as amended from time to time by the Authority.

All fees shall be paid on demand to the officer appointed by the Authority for that person.

Cheques or postal orders should be made payable to "Rhondda Cynon Taff County Borough Authority." Official receipts are issued in respect of all fees and charges. Payment is also accepted in the form of a debit/credit card.

Any charges accrued for the burial in and/or purchase of a grave space by or for a person not a resident of Rhondda Cynon Taff County Borough Authority will accrue enhanced fees unless the deceased has not resided in the County Borough for a period *not exceeding three years* before the date of death.

## **9. Search Fees**

That a fee for undertaking family history searched be applied. That the first search be free and all subsequent names searched be charged at the fee applicable at the time of request.

## **I. CEMETERIES**

### **1. Area Office Information**

**Taff and Rhondda Area Office:**  
Glyntaff Cemetery and Crematorium  
Administration Office  
Cemetery Road  
Glyntaff  
Pontypridd  
CF37 4BE  
Telephone: 01443 402810

**Cemeteries Covered**  
Glyntaff Cemetery  
Cefn y Park Cemetery  
Llanharan Cemetery  
Ty Rhiw Cemetery  
Trealaw Cemetery  
Treorchy Cemetery  
Penrhys Cemetery  
Ferndale Cemetery

**Cynon Area Office:**

**Cemeteries Covered**

Rock Grounds One 4 All Centre  
Bereavement Services  
Aberdare  
CF44 7AE  
Telephone: 01685 885345

Aberdare Cemetery  
Maes yr Arian Cemetery  
Bryn y Gaer Cemetery  
Abercynon Cemetery  
Ynysybwll Cemetery  
Aberffrwd Cemetery

## **2. Notice of Interment**

Notices of Interment must be given in writing on the prescribed form to the appropriate officer at the relevant area office during office hours (9.00am to 5.00pm excluding public holidays and weekends).

### **Period of Notice**

Provisional bookings of interments are to allow three working days notice **not** including the day of booking or the day of interment (three **clear** working days). Two clear days for provisional booking of interment of cremated remains

For full burials all relevant paperwork must be at the appropriate area office allowing two *clear* working days before the day of the burial.

For the interment of cremated remains all relevant paperwork is to be at the appropriate area office allowing one *clear* working day before the interment is to take place.

At all times, notice is commensurate with the exigencies of the service.

### **Permitted Times for Interments**

No interments are permitted to take place before 10.00 am or at any time on a Saturday, Sunday or Public Holiday, except at the discretion of the authorised officer.

### **Receipt of Interment Documents**

Administration staff will not authorise any interment to take place unless the necessary statutory documents allowing for the disposal of the body have been received at the relevant area office adhering to the above timescales.

Please note no grave space will be reopened until signed authorisation (via the application for interment) has been received from the person with the right to burial in that grave space.

Timescales for receipt of paper work – refer to the guidelines in place at the time of booking.

### **3. General Rules and Regulations**

#### **Selection of grave spaces**

The selection of grave spaces shall be determined by the Authority, and at the discretion of the Assistant Cemeteries Manager. Plot/Grave numbers will not be issued to Monumental Masons or Funeral Directors in advance of the interment, unless a family have opted to buy the plot/grave in advance (pre-purchase (\*please note this is not available in all our cemeteries, so please check with the Bereavement Services Team for availability)).

#### **Size of Grave Space**

A grave space is an allocated area of land within which a grave can be formed.

#### **Excavation of Graves**

All graves are to be excavated by suitably trained personnel, either the Authority's own personnel or under an authorised Authority employee's supervision.

Grave spaces are available for single, double or triple (at selected cemeteries) interments.

All funeral services will be met by a staff member of Rhondda Cynon Taff Bereavement Services. No cremation or burial service may proceed unless accompanied by such member of staff. A check of the coffin/casket nameplate will be made against the statutory paperwork for each and every burial and or cremation service. Should there be any discrepancy then the proceedings will be halted.

#### **Removal of Memorials for Grave Excavation**

When memorials and/or kerbs are removed for the purpose of interment they shall be removed from the cemetery. Delay in removing memorials in order to facilitate a burial may result in the burial being postponed.

Memorials shall only be erected after a suitable time has lapsed to allow for the settling of the ground and to minimise displacement due to subsidence.

Lawn type memorials will not have a permit for re-fixing or erection passed until a minimum of six months have passed from the time of the interment.

In the case of traditional type memorials this will be twelve months.

These timescales do not apply to Cremated Remains burial sections.

Re-fixing of old memorials and erection of new memorials are the responsibility of the grantee.

The maintenance and repair of memorials is also the responsibility of the grantee.

Where a memorial is deemed to be unsafe by a representative of the Authority remedial action will be taken by the Authority. This will be the minimum needed to make the memorial safe. It is the responsibility of the grave owner to facilitate further repairs.

### **Interference of Grave Spaces**

No person other than an appointed representative of the Authority or a person tending to a grave space, plot or rosebush which he or she is authorised to tend, shall interfere with any memorial, turf, soil border, stone tablet, vase, rosebush or inscription label, flower containers, number indicators, plants or shrubs in any way.

### **Condition of Grave Spaces**

No glass ornaments, or glass receptacles are permitted on any grave, plot or soil border and the Authority shall be at liberty to remove such items without notice.

The Authority shall be at liberty to remove from any grave any articles, including artificial flowers or wreaths that have become unsightly or are in a poor state of repair and any flowers or wreaths that have become withered or have died.

The Authority reserves the right to prune or remove any tree, shrub or plant whenever, in the opinion of the Authority, the same has become unsightly or overgrown.

The planting of trees or shrubs is only allowed through the permission of the relevant Assistant Cemeteries Manager.

The Council will manage the aftercare and maintenance of the Cemeteries as they see fit. This will include levelling, turfing and soil and seeding of grave spaces. Under article 4 of the Local Authorities' Cemeteries Order 1977 the Burial Authority has a duty to keep a cemetery in good order and repair.



## **Walled and Brick Graves**

All walled graves and vaults shall be no less than nine inches thick with the bricks of a quality approved by the Assistant Cemeteries Manager.

All bricked graves shall be of a thickness not less than four inches and of approved materials.

No vaults or walled graves shall be constructed on a lawn section.

## **Lawn Section Grave Spaces**

In the case of grave spaces in Lawn sections the grave space shall be a flat grass surface, without mound or any planting.

Anything planted or placed within the confines of the grave space, with the exception of fresh cut flowers or wreaths (and these only at the head of the grave space), shall be removed by the Authority.

The subsequent maintenance of the grassed area of Lawn sections shall be the responsibility of the Authority.

Only memorials specified within the Authority's memorial regulations as pertaining to lawn sections shall be allowed.

## **Coffins**

Bodies for burial must normally be enclosed within a suitable coffin. In such cases where a body is brought for burial in any container other than a coffin, constructed of wood, the Authority shall be informed prior to the interment and the funeral director shall be responsible for the handling of the body at all times.

No coffin, casket or other form of container will be accepted for burial unless it bears adequate particulars of the deceased.

Cremation caskets are to be of a biodegradable material, namely wood.

Should inaccuracies in coffin dimensions submitted within an application form be found then a charge shall be made in this respect. The charge will be the fee advertised at the time in the Authorities list of fees and charges.

## **4. Exclusive Right of Burial Grave Spaces**

Grants of Exclusive Rights of Burial are granted for a period of one hundred years for the interment of human remains in grave spaces.

No bodies shall be buried, cremated remains interred or scattered, over any grave for which an Exclusive Right of Burial has not been granted

A body shall be buried, or cremated remains scattered, in or upon any grave, only upon written of the owner of the Exclusive Right of Burial.

The owner of any Right of Burial shall not transfer the Right of Burial in any grave or vault, to any other person, except by bequeathed will or on an Assignment of Exclusive Right of Burial Form obtained from the relevant Area Office.

In the case where a grave owner has died intestate or a will cannot be found. Then the closest surviving relatives can claim Exclusive Right of Burial through the completion of a statutory declaration in which they state the reason(s) for their claim to the right of burial in the relative grave space.

Any transfer of Exclusive Right of Burial will be confirmed by letter and issued from the relevant Office.

An Exclusive Right of Burial does not constitute any ownership of land it is purely the right to have a burial in a certain selected grave. The rights are granted on the understanding that the owner of those rights complies with the Cemetery and Crematorium Regulations. In particular such rules, which, are applicable to the particular type of grave and/or memorial to which the Exclusive Right of Burial relates. For example a lawn grave – the deed owner will be required to comply with the rules relating specifically to lawn graves. The purchase of burial rights is not in any way the purchase of the land in which the grave lies, it is important to be aware that the rights purchased are the rights to bury in the grave and to place a subsequent memorial.

## **5. Removal of floral tributes**

Throughout the cemeteries of Rhondda Cynon Taff it is usual for regular amounts of floral tributes/wreaths to be placed on grave spaces in particular following a recent interment.

Staff will remove floral tributes from graves where a burial has taken place a minimum of 14days following the interment (unless asked to do so earlier by the applicant for the burial).

# **Glyntaff Crematorium**

## **1. General Rules and Regulations**

### **1. Statutory Regulations**

Cremations must be conducted strictly in accordance with the Cremation Statutory Regulations from time to time in force as to Cremation.

### **2. Application for Cremation**

Applications for Cremation must be made in writing to:-

Administration Manager and Registrar  
Bereavement Services  
Glyntaff Crematorium  
Cemetery Road,  
Glyntaff,  
Pontypridd CF37 4BE

Telephone 01443 402810

### **3. Permitted Times of Cremation**

Cremations may take place Monday - Friday at such times which shall be prescribed by the Authority. No cremations can take place on Saturdays, Sundays, Bank or other holidays. Special arrangements may be made for cremations at other hours at the discretion of the Appointed Officer.

### **4. Medical Referee**

No Cremation shall take place except on the written authority of the Medical Referee.

### **5. Coffins**

In all cases, bodies brought for cremation must be enclosed in a suitable coffin (see Guidance Notes for Funeral Directors - APPENDIX "B").

The Funeral Director is responsible for providing sufficient bearers to convey the coffin to the catafalque.

Once the coffin is placed on the catafalque, the responsibility of the Funeral Director ceases and that of the Cremation Authority begins, and in no circumstances shall the coffin be interfered with or opened except for a lawful purpose.

## **6. Maximum Dimension for Cremation Coffin**

The maximum dimensions for a coffin including all fittings brought for cremation, shall not exceed:-

7 foot in length  
28 inches in width  
22 inches in depth

The Authority may refuse to accept any coffin which exceeds these dimensions.

Wicker coffins **MUST** be complete with a solid base.

The cremation of a large body must be arranged for an early morning time slot e.g. – 9:45am

## **7. Cremation procedure**

Strict punctuality is required by all persons attending a cremation so as to prevent the interference of one funeral with another. The time arranged for a cremation is that at which the cortege is required to be at the Chapel entrance. Services are permitted for a time period of 20minutes (unless a second time slot is pre-booked, for which a charge will be made). When notice of cremation is given and when it is anticipated that a funeral is one at which a large number of persons/vehicles is expected to attend, then the Representative of the family should inform the Crematorium office in order that arrangements can be made to utilise a “overflow” car park.

All bodies brought to the Crematorium for cremation shall be contained in a suitable coffin. The coffin or suitable container must be clearly marked for identification purposes and include the full name of the deceased.

A member of staff from Rhondda Cynon Taff Bereavement Services will meet all funerals. No cremation service will be allowed to proceed unless accompanied by a member of staff. A check of the nameplate, on the coffin will be made prior to any cremation service being permitted.

Rings, jewellery and personal articles on or about the body should be removed before the body is placed in the cremation coffin and the Council shall not be liable to account for such articles after cremation has taken place.

All persons attending a service shall leave the Chapel immediately after the conclusion of the service.

The cremation process shall be undertaken in line with any guidelines, codes of practice and requirements of the regulatory bodies who issues or may issue the same in relation to cremation and in compliance with statutory regulations.

Viewing of the actual process of cremation will be permitted provided permission has been requested in advance.

All cremations shall be completed within 72 hours of receipt of the coffin at the Crematorium and each coffin will be individually cremated.

The coffin must be constructed of easily combustible materials. Resinous or badly seasoned wood must not be used. No metal of any kind must be used except for the use of nails, pins and screw used in the construction of the coffin. Handles, nameplates or ornaments must be of a combustible nature hardwood plugs must be used wherever possible. The coffin must be coated with water-based paints or water-based varnish.

The unnecessary use of sawdust, paper or cotton wool must be avoided and pitch must on no account be put into the coffin. Materials liable to cause smoke or noxious fumes must not be used in or on the coffin. The use of clothing on the body should be in accordance with the industry's code of practice.

A body of a person dying of a dangerous infectious disease should be enclosed in 2 body bags and placed inside a coffin, which will not be reopened for any reasons once delivered to the Crematorium. For the purpose of this rules the term "dangerous infectious disease" includes plague, cholera, small pox, typhus fever, enteric fever, (including typhoid and paratyphoid fevers), scarlet fever and diphtheria and other such diseases as the Area Health Officer may determine from time to time to require such precautions.

All metal residues removed after the cremation process will be suitably contained and removed for appropriate disposal within the crematorium grounds.

## **8. Chapels**

The Crematorium has two chapels and it is possible on request to remove the religious symbol if families wish.

The main chapel is utilised to hold services and if required the second chapel is available to be utilised as an overflow chapel. The service can be

electronically transmitted from one chapel to other by means of a sound system and screen link.

A computerised music system is available at the crematorium, which has an extensive library of musical genre available. The crematorium can also download the vast majority of music requested if arranged in advance of the service being held.

## **9. Right for the applicant to inspect the medical forms**

If the applicant in the application form for cremation has informed Rhondda Cynon Taff Bereavement Services that he/she would like to inspect the medical certificates and the confirmatory medical certificates (or has nominated another person to inspect those certificates) and has given contact telephone numbers to Rhondda Cynon Taff Bereavement Services, then as soon as the Medical certificates and confirmatory medical certificates are received at the Crematorium Office, staff will endeavour to notify the applicant or the person nominated by the applicant using the contact telephone numbers given by the applicant.

Within 48 hours of being notified by Rhondda Cynon Taff Bereavement Services, the applicant (or such person nominated by the applicant in the application may):

- Inspect the medical certificate and the confirmatory medical certificate at the administration office and:
- Make any representations to the Medical Referee about any matter contained in the certificates or the inquiry made by the person who gave the certificate.

## **II. DISPOSAL OF CREMATED REMAINS**

For the disposal of cremated remains, the written authority of the Applicant for Cremation shall be required.

In the case of cremated remains where no instruction is given, or fees have not been paid, and the remains have not been removed within 14 days, notice may be given to the Applicant in writing, serving notice that the remains will be strewn in accordance with the Crematorium Regulations, 14 days after the date of the correspondence unless written instructions have been provided and the relevant fee paid.

All urns and caskets provided for the disposal of cremated remains shall bear adequate particulars of the identity of the deceased in a permanent form. No urn or casket will be accepted unless such identification is provided.

## **1. Methods of Disposal of Cremated Remains**

The methods of disposal of cremated remains are as follows:-

- (a) Remains may be interred in cremation burial plots or interred or scatter in or upon a family grave at the Crematorium or Cemetery.
- (b) Remains may be scattered on the Crematorium Garden Lawns.
- (c) Remains may be deposited loosely adjacent to a rosebush in the Crematorium rosebush borders.
- (d) Following cremation remains may be collected and disposed of elsewhere.

Such methods of disposal are subject to regulations as set out by the Authority, and the payment of the appropriate fees and charges.

## **2. Burial Plots for Cremated Remains**

Either:- In a soil border with turfed or seeded lane forming part of the burial plot space.

Turfing or seeding of the lane and construction of the soil border and the subsequent maintenance of both shall be carried out only by the Authority.

Or:- In the case of Lawned Cremation Sections, a burial plot shall be turfed flat, without mound or any planting or erection other than approved memorials as specified in the Authority's Regulations.

In Lawn Cemetery Sections, nothing shall be permitted to be placed or planted within any cremation plot space with the exception of fresh cut flowers and wreathes which the Authority shall be at liberty to remove at any time.

Such turfing or seeding and the subsequent maintenance of the turf shall be carried out only by appointed representatives of the Authority.

Regulations for burial plot memorials in respect of memorial size, material and lettering are contained in the Authority's Regulations in respect of memorials.

### **3. Grants of Exclusive Right of Burial in Cremation Plots**

Grants of Exclusive Right of Burial are granted for a period of One Hundred Years for the interment of cremated remains in a burial plot for cremated remains.

No cremated remains shall be interred in any burial plot nor any memorial placed upon any plot for which the Exclusive Right of Burial has not been granted.

Cremated remains shall be interred in a burial plot only upon receipt of authority to inter the remains, made in writing by the owner of the Exclusive Right of Burial.

All burial plots shall be excavated and closed only by the Authority's employees.

The owner of any Right of Burial shall not transfer the Right of any Burial in any Burial Plot for cremated remains, to any person other than a relation, except by Deed or bequeathed by will without the consent of the Authority.

A certificate of ownership will be issued by the Authority to person deriving Title Deed or by will to a Right of Burial on production of evidence of Title and the payment of any fee involved.

The owner of any Right of Burial shall not transfer the Right of Burial in any grave or vault, to any other person, except by bequeathed will or on an Assignment of Exclusive Right of Burial Form obtained from the relevant Area Office.

In the case where a grave owner has died intestate or a will cannot be found. Then the closest surviving relatives can claim Exclusive Right of Burial through the completion of a statutory declaration in which they state the reason(s) for their claim to the right of burial in the relative grave space.

Any transfer of Exclusive Right of Burial will be confirmed by letter and issued from the relevant Office.

An Exclusive Right of Burial does not constitute any ownership of land it is purely the right to have a burial in a certain selected grave. The rights are granted on the understanding that the owner of those rights complies with the Cemetery and Crematorium Regulations. In particular such rules, which, are applicable to the particular type of grave and/or memorial to which the Exclusive Right of Burial relates. For example a lawn grave – the deed owner will be required to comply with the rules relating specifically to lawn graves. The purchase of burial rights is not in any way the purchase of the land in



which the grave lies, it is important to be aware that the rights purchased are the rights to bury in the grave and to place a subsequent memorial

### **III. CREMATORIUM MEMORIALS**

The only permissible forms of memorials are as set out within the Rules and Regulations. Such memorials may be arranged upon payment to the Cremation Authority of the appropriate charges as contained in the Authorities Table of Charges current at the time of Application.

#### **1. Book of Remembrance**

Provision of an inscription within the Cremation Authorities Book of Remembrance, consisting of 2 or 5 or 8 line entries. With a 5 or 8 line entries only, a floral emblem or badge/crest/shield may be provided. With 8 line entries a Coat of Arms may be provided.

Spaces may be reserved within the Book of Remembrance in perpetuity on payment of the appropriate fee both at the time of reservation and at the time of subsequent application for inscription.

#### **2. Memorial Books and Cards**

The provision of Memorial Books and cards with inscription.

The Authority cannot be responsible for variations in styles of lettering, colour, floral emblems, badges, crests etc., for entries which are arranged as a duplicate of an entry in the Book of Remembrance.

#### **3. Memorial Rosebushes**

Provision of a memorial rosebush in a rosebush border with a maximum of one standard form of memorial plaque affixed.

The location, variety and provision to be at the discretion of the appointed officer. Rosebush and plaques to be supplied solely by the Authority, no other rosebush may be planted or plaque may be affixed.

A rosebush is provided for a maximum lease period not exceeding 10 years, during the term of the lease, the maintenance of the rosebush will remain the responsibility of the Cremation Authority.

The lease period commences from the date of application.

The Authority reserves the right to offer or not to offer to renew the lease at the end of the lease period. Renewal of the lease to be subject to payment of the appropriate fee and the Rules and Regulations in force at that time.

Responsibility for renewal of the lease shall remain solely with the Applicant of the memorial.

A memorial plaque of standard form is provided by the Authority with an inscription to be approved by the appointed officer. Responsibility for the memorial plaque shall remain with the Applicant for the term of the lease. The Authority reserved the right to remove and/or dispose of the memorial plaque and to reallocate the memorial to another party without notice on expiry of the lease.

## **ROSEBUSH BORDERS**

No article of any kind with the exception of cut flowers will be permitted within the rose borders.

No vases or flowerpots of any description may be placed within the rose borders, no wreaths or artificial flowers shall be placed in the rosebush borders.

Any natural flowers which have withered or died or are contrary to the above regulations, will be removed at the discretion of the Authority, and will be disposed of without notice.

## **4. Memorial Kerb Tablet Spaces**

Provision of a stone memorial kerb tablet space for an approved form of stone tablet with an approved inscription and lettered with standard type letters, placed only on kerb borders for a maximum period of ten years only.

The location of the kerb space to be at the discretion of the appointed officer. Memorial kerb tablets may be fixed in position by persons authorised by the Authority, through the issuing of a permit and on payment of the appropriate fee.

Maintenance and responsibility of all memorial stone kerb tablets, shall remain with of the person applying for the lease.

Memorial kerb tablet spaces are leased for ten years only. The lease period to commence from the date of application.

The Authority reserves the right to offer or not to offer to extend the lease at the end of the lease period. Renewal of the lease to be subject to payment of the appropriate fee and the Rules and Regulations in force at that time.

Responsibility for renewal of the lease shall remain solely with the Applicant of the memorial.

The Authority reserved the right to remove and or dispose of the memorial kerb tablet and to reallocate the memorial space to another party without notice on expiry of the lease.

Regulations in respect of kerb tablet sizes, materials and lettering are contained in the Authority's Regulations in respect of Memorials.

## **5. Memorial Bench**

Provision of a memorial bench with an inscribed bronze plaque of standard form and type.

The style of memorial bench, the style of the standard type inscription plate, the number of positions for memorial benches made available, the location of the bench, shall in all instances be determined by the authorised officer.

Memorial benches are provided for a maximum lease period not exceeding ten years. During the term of the lease, maintenance of the bench will remain the responsibility of the Authority.

The lease period to commence from the date of application.

The Authority reserves the right to offer or not to offer to extend the lease at the end of the lease period. Renewal of the lease to be subject to payment of the appropriate fee and the Rules and Regulations in force at that time.

Responsibility for renewal of the lease shall remain solely with the Applicant of the memorial.

The memorial plaque in a standard form is provided by the Authority with an inscription to be approved by the appropriate officer. Responsibility for the memorial plaque shall remain with the Applicant for the term of the lease.

The Authority reserves the right to remove and/or dispose of the memorial bronze plaque and to reallocate the memorial bench to another party without notice on expiry of the lease.

The Authority reserves the right without notice to remove from use and to dispose of any bench which in its view has become unsafe for public use.

Memorial benches may also be provided within Cemeteries, in approved locations, determined by the authorised officer and under conditions set out above.

## **6. Provision of new memorial benches**

All new memorial benches dedicated within any cemetery, will be in accordance with the Rules and Regulations applicable at the time of application. The Authority will supply memorial benches at specified locations constructed of suitable low maintenance materials. The location and material will be such as is deemed appropriate by the authorised officer.

Dedication of a memorial plaque **only** affixed to one of the Authority's benches will be for a period of ten years, the lease period will commence from the date of application and the bench will remain the property of this Authority.

The Authority reserves the right to offer or not to extend the lease on the memorial plaque at the end of the lease period. Renewal of the lease will be subject to the payment of the appropriate fee and the Rules and Regulations in force at the time.

Responsibility for renewal of the lease for the memorial plaque shall remain solely with the Applicant of the memorial plaque.

The memorial plaque in a standard form is provided by the Authority with the inscription to be approved by the appropriate officer.

## **7. Other Forms of Memorialisation**

Whilst the Authority is happy to consider other forms of memorials within the Glyntaff Crematorium and Cemetery grounds, it reserves the right to accept or refuse such applications without explanation.

## **MEMORIAL ERECTIONS**

### **General**

Application in the prescribed form shall be made to the Authority, to place, fix or plant anything on any grave space, plot or any soil border, other than to place cut flowers or floral tributes.

No memorial or article other than as provided in the Rules and Regulations shall be permitted on any grave space, plot or in a soil border.

All memorials and inscriptions shall be in accordance with the Rules and Regulations and shall, in all instances, be approved by the Authority.

Memorials shall be fixed in position only after payment of the appropriate fee as contained in the Authority's Table of Fees and Charges and on receipt of a Permit.

## **1. Maintenance of Memorials**

The costs of maintenance of all memorials including headstones, kerbs, stone tablets, vases etc and inscriptions, shall be the responsibility of the applicant.

## **2. Memorials Owners Responsibility**

All memorials of whatever description permitted to be erected in the Cemetery or Crematorium shall remain the sole responsibility of the owner thereof, and the Authority shall not be held responsible for any damage, loss or breakage, which may occur.

## **3. Unsafe Memorials.**

The renovation, repair and general upkeep of memorials within Rhondda Cynon Taf Council cemeteries is the responsibility of the owner of the Grant of Exclusive Right of Burial for any grave upon which any given memorial is erected. However, the Council recognises that it has a duty of care to ensure, as far as reasonably practicable, the safety of employees, contractors and visitors who enter any cemeteries that the Authority is currently responsible for.

To this end Bereavement Services is undertaking an ongoing memorial inspection programme. The Memorial Safety Policy details the actions to be taken by the Council for the management of memorial safety in cemeteries under the Council's control. Through this policy and its actions the Council will do all that it considers reasonably practicable to identify and control the hazards from unstable memorials" in line with the Ministry of Justices Guidelines.

## **4. Approved Materials**

All memorials to be constructed of approved materials.

All bases for monuments shall be constructed of reinforced concrete.

## **5. Application to Erect a Memorial**

Before the erection of any form of memorial, an application form together with a drawing with specifications and dimensions of the proposed memorial together with details of any inscription and methods of fixing must be made the representative of the Authority of the relevant cemetery, shown under

Section I “CEMETERIES” for approval of the appointed officer of the Authority.

Application must be made and approval obtained before any alteration to an existing monument, including the alteration or addition to an existing inscription.

Application and approval is required prior to the removal of any memorial from the Cemetery and Crematorium for any reason whatsoever.

No work shall commence until the application is approved, the appropriate fee has been paid and a permit granted.

Work may commence only under the supervision of the Appointed Officer of the Authority.

## **6. Standards of Workmanship**

The standards of the Code of Practice of the National Association of Monumental Masons should be adopted in the erection of all memorials.

Copies of the Code of Practice of the National Association of Monumental Masons may be obtained from:-

National Association of Monumental Masons,  
Crown Buildings,  
High Street,  
Aylesbury,  
Buckinghamshire,  
HP20 1SL

All work undertaken, must be carried out in accordance with an applicable accreditation scheme (i.e. BRAMM Scheme or NAMM – Register of Qualified Memorial Fixers) and industry code of working practice in conjunction with the Cemetery Rules and Regulations currently in force.

## **7. Memorials on Un-purchased Graves or Burial Plots**

No monumental structure, tablet etc., shall be erected on graves or burial plots that have not been purchased, or where the Exclusive Right to erect a memorial has not been granted.

## **8. Wooden Crosses**

No wooden crosses shall exceed three foot in height or two foot in width. Such wooden crosses shall be classed as other memorial erections in respect of these Regulations.

## **9. Times Permitted for Masonry Work**

All work carried out by Monumental Masons must take place in the cemetery between the hours of 9.00 .am. and 4.30 p.m. Monday to Friday and/or Saturdays between 9.00 a.m. and 12.00 p.m. unless by prior arrangement with the Approved Officer.

No erection, lettering or cleaning of memorials will be allowed on Sundays, Bank or other holidays.

## **10. Removal of Old Memorials**

Where memorials are being renewed in part of whole the original memorial or part memorial must be removed from the Cemetery or Crematorium, the removal of which is the responsibility of the Memorial Mason/grave owner.

## **11. Removal of Memorials for Grave Excavation**

When Memorials and/or kerbs are removed for the purposes of interment, they shall be removed from the cemetery. Delay in removal of memorials in order to facilitate interments may result in the interment being postponed.

Except where for safety reasons and under the guidance of the Authorised Officer, who following an assessment of the prevailing conditions, may permit the memorial to be placed in a safe condition in a suitable location within the cemetery which shall not, at any time interfere with any other grave space, until such time that is deemed safe by the Authorised Officer for it to be removed.

Memorials shall only be replaced after a suitable time lapse for subsidence and settling of soil has occurred, normally, not less than six months and preferably one year after the interment has taken place.

The removal and refixing of all such memorials shall be the responsibility of the owner.

## **12. Removal of Rubbish etc**

All workmen employed in the erection of memorials, cutting of inscriptions or cleaning materials, shall perform their work strictly and entirely under the direction of Authorised Officer and they shall at their own cost remove all rubbish and materials and make good all damage however caused which in progress of the work may be done to any adjacent grave, vault, tomb or burial plot to any other memorial or any property of the Authority or any other damage whatsoever.

### **13. Completion of Memorial Work**

The erection of all memorials when commenced shall proceed from day to day until completed, or the permission for erecting or building the memorial may be withdrawn. No hewing or dressing of stone will be permitted within the cemetery.

#### **13.a. Disciplinary Code**

**Please see attached.**

### **14. Regulations Regarding Persons Working in the Cemetery**

The Authority reserves the right to prohibit any person or contractor who fails to comply with these Regulations or fails to pay the appropriate fees, from carrying out further works in any one or all of its cemeteries

This Authority operates a list of approved monumental masons. Only such monumental masons are permitted to carry out monumental works at the Authority's cemeteries.

Special regulations shall apply to the monumental masons who do not usually function within the County Borough Council's cemeteries, and who are carrying out work on a "one off basis".

### **15. Engraving of Grave and Burial Plot Space Number and Asterix**

All memorial headstones, kerbs or vases whether new or refurbished (including those where an inscription is being added) shall bear the number engraved of the grave space in an appropriately prominent position and clearly visible.

### **16. Temporary Grave and Plot Numbers – Lawn Cemetery Only**

A temporary marker is provided by the Authority to each Lawn Cemetery new grave and burial plot. The marker is removed the Authority six months after the interment or when a memorial has been erected whichever is the sooner.



## **17. Area of Grave Space for Memorial Erections**

The area of a single earthen grave space, allowed to be enclosed by a memorial or other enclosure in the cemetery must not exceed 7'0" length x 3'0" width.

The area of a single bricked grave space or vault allowed to be enclosed by a memorial or other enclosure in the cemetery must not exceed 8'0" x 4'0".

## **18. Regulations Regarding Memorial Specifications**

See MEMORIAL SPECIFICATION attached.

## **19. Railing**

No railing shall be placed on any grave space or cremation plot.

## **APPENDIX B**

### **THE FEDERATION OF BRITISH CREMATION AUTHORITIES**

#### **INSTRUCTIONS FOR FUNERAL DIRECTORS**

1. **RESPONSIBILITY** the Funeral Director shall observe the Regulations of the Cremation Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the catafalque. When the coffin is in position on the catafalque or deposited in the rest room or Chapel of Repose at the Crematorium the responsibility of the Funeral Director towards it ceases and that of the Cremation Authority begins.
2. **CONSTRUCTION OF THE COFFIN** 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 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. 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.

3. **LINING OF THE COFFIN** 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 no account must pitch or similar substance be used.
4. **SIZE OF THE COFFIN** 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 proper officer of the Crematorium must be given advance notice.
5. **NOTICE OF CREMATION** the Funeral Director must observe the Cremation Authority's regulation regarding the length of notice to be given for a cremation and the time of the cremation, as agreed, must be strictly adhered to. All statutory and non statutory forms and certificates, as required by the Cremation Authority, must reach the Cremation Office by the specified time.

6. CREMATION OF INFANTS in cases when bereaved parents desire the cremation of the body of an infant, they should be warned that there are occasions when no tangible remains are left after the cremation process has been completed. This is due to the cartilaginous nature of the bone structure.

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

7. CREMATED REMAINS the utmost care should be taken when dealing with cremated remains. If the Funeral Director supplies an urn or casket for cremated remains it should be of sufficient internal dimensions to provide a minimum of 200 cubic inches (3,280 cm) and securely labelled. The container should be strong enough to resist breakage in transit. The lid must fit tightly and the fastening should be strong enough to prevent the lid being forced open by distortion of the container through maltreatment in transit.

## **APPENDIX C**

### **THE FEDERATION OF BRITISH CREMATION AUTHORITIES**

#### **CODE OF CREMATION PRACTICE**

1. CONDUCT the cremation of a human body is a highly emotional occasion for those taking part in the service. The must never be forgotten by the officials of the Crematorium, who must combine to create and maintain an atmosphere of reverence and respect through the entire proceedings.
2. STAFF the greatest care must be taken in the appointment of members of the Crematorium staff, any one of whom may, by conduct or demeanour, detract from the atmosphere of reverence which it is endeavoured to create. When an appointment is made, preference should be given to certified applicants. In addition, it should be realised that the wrong type of person is capable of comment outside the Crematorium which can bring the Crematorium and cremation into disrepute.
3. AFTER COMMITMENT
  - (a) A body shall not be removed from the Crematorium after the Service of Committal except for a lawful purpose.
  - (b) On the day when the Committal Service takes place, provided the necessary Authority to Cremate has been received, the coffin and its contents shall be put into the cremator exactly as they have been received on the catafalque, and cremated.
  - (c) Once a coffin, with its contents, has been placed in the cremator, it shall not be touched or interfered with until the process of cremation is completed. On completion the whole of the Cremated Remains shall be collected and, following their reduction, shall be disposed of according to instructions received.
4. CORRECT IDENTITY
  - (a) No coffin shall be accepted at any Crematorium unless it bears adequate particulars of the identity of the deceased.
  - (b) Every care must be taken to ensure correct identification throughout the whole proceedings from the moment the coffin is received on to the catafalque until the final disposal of the Cremated Remains.
5. SEPARATELY CREMATED each coffin given to the care of the Cremation Authority shall be cremated separately.

6. METAL RESIDUES any metal found amongst the Cremated Remains shall not be salvaged for any purpose but shall be disposed of in aggregate in accordance with the directions of the Cremation Authority or Higher Authority.
7. CREMATED REMAINS - CARE TO BE TAKEN the utmost care shall be taken to ensure that the Cremated Remains resulting from each cremation shall be kept separate. Following their removal from the cremator the Cremated Remains shall be reduced and placed in a separate container whilst awaiting final disposal. If the Cremated Remains are to be strewn on the Garden of Remembrance, the ceremony shall be conducted with the greatest reverence and respect and in such a manner as not to leave the Cremated Remains visible. When the Cremated Remains are to be sent by rail or through the post, specially constructed containers shall be provided for this purpose, suitably labelled, and dealt with according to Recommendations laid down by the Federation of British Cremation Authorities in their special leaflet on this subject. Cremation Authorities shall ensure, by Regulation, that Cremated Remains leaving their Crematorium always do so in a suitable type of container.
8. MECHANICAL APPARATUS cremators and all other mechanical apparatus used in the Crematorium shall be kept in good repair, and regularly overhauled and cleaned to ensure their being kept in perfect working order, and to prevent friction noises which will distract or disturb mourners. Special attention shall be paid to mechanical devices which are particularly prone to develop imperfections.
9. STATUTORY REGULATIONS all cremations shall be carried out according to the provisions and regulations applicable to the area in which a Crematorium is situate and, in those places where it is applicable, no cremation shall take place except on the written authority of the Medical Referee.

## **APPENDIX D**

### **CREMATORIUM AND CEMETERIES SECTION**

#### **CODE OF PROFESSIONAL CONDUCT**

- 1.1 Staff should at all times be mindful of the sensitive nature of the service provided within cemeteries and crematoria and act in a manner which is both courteous and helpful and would not bring additional distress to visitors who may already be in a state of grief. The main objective of all employees must, at all times, be the care of the bereaved and the disposal of the dead in a professional and dignified manner.
- 1.2 A specification for Cemeteries and Crematorium grounds is provided, which gives guidance for working practices in cemeteries which should be strictly adhered to. The crematorium is provided with the Code of Cremation Practice.
- 1.3 Complaints from the public regarding cemetery and crematorium facilities should be dealt with promptly and passed to the Line Manager for information.
- 1.4 Complaints which cannot be dealt with by the Officer immediately responsible for receiving the complaint, should promptly pass to the Line Manager or Senior Officer. A complaints procedure is provided by the Authority and should be rigidly adhered to in order to provide a satisfactory response within this sensitive undertaking.
- 1.5 Staff should accurately maintain all Statutory Records required in legislation and each site is provided with a copy of the current addition of Davis' Law of Burial Cremation and Exhumation. Staff are required to be fully conversant with the legal requirements for Cemetery and Crematorium as set out in that volume.
- 1.6 Staff should be fully conversant with the Authority's Rules and Regulations for the management of Cemeteries and Crematoria and implement these accordingly.
- 1.7 Staff are required to assist all users of the facilities in every way, in addition to the general public, this would include all Funeral Directors, Monumental Masons, Clergy etc as they seek to carry out their functions as representatives of the bereaved.
- 1.8 All employees are subject to the Disciplinary Rules and Procedures of Rhondda Cynon Taf County Borough Council, in particular no private work for other organisations or individuals should be undertaken where there is or potentially exists a conflict of interest.

- 1.9 Council owned premises, plant equipment or other property should not be used by any employee to support any such business or undertaking without written consent of the Authority.



# **MEMORIAL REGULATIONS (2010)**



# **ENVIRONMENTAL SERVICES GROUP PUBLIC HEALTH AND PROTECTION (Bereavement Services)**

## **Memorial Regulations (2010)**

### **General Regulations**

1. Application in the prescribed form shall be made to the Council to erect, renovate or clean any memorial in Council-run cemeteries within Rhondda Cynon Taf.
2. Only the registered grave owner can sign memorial applications and give permission to carry out such work. Where registered grave owners are deceased ownership must be established using the statutory declaration guidelines of Bereavement Services. The repair and maintenance of memorials is the responsibility of the registered grave owner.
3. Current registered owners must keep all memorials to an acceptable standard. Where there is a health and safety issue due to neglect or repairs are needed, Bereavement Services will endeavour where possible to give prior notice of any action they intend to take to make a memorial safe following the procedures laid out in the Memorial Safety Policy.
4. All memorials erected, renovation work undertaken or additional inscriptions must comply with the following Rhondda Cynon Taf cemetery regulations and conform to the current National Association of Memorial Masons (NAMM) Code of Working Practice. Failure to do so will result in disciplinary measures being taken following the Council's Memorial Mason Disciplinary Code.
5. Memorial masons working in Council cemeteries within Rhondda Cynon Taf must be accredited to a recognised accreditation scheme.
6. An Exclusive Right of Burial for a grave space must be held before authorisation to erect or renovate a memorial will be granted.
7. Where memorials are being renewed in part only, the remaining parts of that memorial must be removed from the cemetery by the memorial mason undertaking the work.
8. Memorials removed for the purpose of excavation and interment must be taken from the cemetery by the memorial mason. Delay in the removal of memorials for such purposes could result in the postponement of the interment. In the case of poor and inclement weather conditions, under the guidance and agreement of the

authorised officer, the memorial may be left in the cemetery, providing it causes no obstruction or interference to any other graves. It will have to be removed as soon as weather conditions permit.

9. Memorials removed for the purpose of excavation and interment cannot be re-fixed for a minimum period of six months and, depending on ground conditions, a longer period would be advisable. In the case of "full" traditional memorials a period of twelve months is recommended. Memorial permits will not be processed until the six-month period has lapsed.
10. Memorial masons undertaking work within Rhondda Cynon Taf cemeteries must remove all surplus materials and debris; and, if caused, must make good all damage to adjacent memorials, graves, vaults or any Council property.
11. Bereavement Services reserves the right to prohibit any person or contractor who fails to comply with any of the rules and regulations laid out in this document, from carrying out any further work throughout its cemeteries.
12. Memorial work of any nature cannot proceed until a permit application has been received and relevant fees paid. The application form must include the following details:

- Name of memorial mason
- Name, address and signature of grave owner
- Inscription
- Overall dimensions of memorial
- Detailed sketch with specific dimensions inserted
- Details of any artwork
- Cemetery and grave space number

Any omissions from the above list will result in the permit application being refused.

13. Prior to any work commencing, it must be booked in with the Memorials Officer at Glyntaff on 01443 402810. The following details must be given when booking work in:

- Name of memorial mason
- Cemetery and grave space number
- Name on Memorial
- Permit number

Once the booking has been taken, the work must be completed within seven days if it has not been completed then it has to be booked again.

14. All memorials, including renovations and additional inscriptions, must have the grave space number inscribed thereon and an asterisk to denote the presence of a NAMM-approved ground anchor system if appropriate.
15. In keeping with the regulations regarding lawn memorials, no items of any description are allowed outside of the headstone and plinth area of the grave space. The Council reserves the right to remove any items deemed not suitable on Lawn, Traditional, Cremated Remains or Infant sections.
16. Whilst Rhondda Cynon Taff Bereavement Services are happy to consider all types of memorial for erection within its cemeteries, it reserves the right to accept or refuse any such application.
17. Upon completion of memorial work memorial masons must sign and insert their accreditation licence number on the yellow copy of the permit application and return it to the Memorials Officer at Glyntaff Cemetery.
18. Spot checks may be carried out on memorial work undertaken within Rhondda Cynon Taff Council cemeteries.

## **Memorial Sizes**

### **Burial**

|  |                     |
|--|---------------------|
| Maximum height from ground level, inclusive of all foundations | 5 feet – 142.4cm    |
| Maximum width of headstone plate                               | 34 inches – 86.36cm |
| Maximum width of memorial base                                 | 36 inches – 91.44cm |
| Maximum width of foundation block                              | 36 inches – 91.44cm |

A suitable bearer slab to be fixed underneath foundation block.

All memorials erected on burial sections within Rhondda Cynon Taf cemeteries must comply with the current NAMM Code of Working Practice.

On older traditional burial sections there are memorials of various shapes and sizes and any requests for memorial to be carried out on these sections will be looked at on an individual bases. Advice and assistance regarding these sections can be obtained by contacting the Memorials Officer at Glyntaff.

In order to comply with the NAMM Code of Working Practice the minimum size of foundation block must be: -

36 inches x 15 inches x 3 inches – 91.44cm x 38.1cm x 7.62cm

The Council will accept this with a bearer slab of: -

42 inches x 18 or 15 inches x 2 inches – 106.68cm x 38.1cm x 5.8cm

Alternatively, a lawn foundation block of: -

32 inches x 14 inches x 4 – 6 inches (dependent upon ground conditions)  
81.28cm x 35.56cm x 10.16cm – 15.34cm with a bearer slab of: -

42 inches x 18 or 15 inches x 3 inches can be used. 66.68cm x 45.72cm x 7.62cm

As laid down in the NAMM Code of Working Practice, all pre-cast concrete foundations must be reinforced to the British Standard.

Where applicable, traditional full memorials must be erected in accordance to the current NAMM Code of Working Practice and pinned where necessary.

## **Cremation**

All dimensions and sizes on existing cremation sections planned prior to 1998 stand. Any subsequent work undertaken on these sections are required to follow the NAMM Code of Working Practice in relation to memorial foundations.

Cremation sections developed since 1998 have uniform sizes: -

|                               |  |
|-------------------------------|--|
| <b><u>Headstone Plate</u></b> |  |
| Maximum height                | 27 inches – 68.58cm  |
| Maximum width                 | 21 inches – 53.34cm  |
| Maximum thickness             | 3 inches – 7.62cm  |
| <b><u>Memorial Base</u></b>   |  |
| Maximum width                 | 24 inches – 60.96cm  |
| Maximum depth                 | 12 inches – 30.48cm  |
| Maximum thickness             | 3 inches – 7.62cm  |
| <b><u>Foundation Base</u></b> |  |
| Maximum width                 | 26 inches – 66.04cm  |
| Maximum depth                 | 15 inches – 38.1cm   |
| Maximum thickness             | 3 to 6 inches – 7.62cm – 15.24cm<br>(dependent upon ground conditions) |

All secondary memorial work (additional inscriptions, renovations and re-fixing) must comply with the current NAMM Code of Working Practice.

### **Infant Section**

There are Infant Sections at Cefn y Parc, Aberdare, Maesyarian and Penrhys Cemeteries.

|                               |   |
|-------------------------------|---|
| <b><u>Headstone Plate</u></b> |   |
| Maximum dimensions            | 18 inches x 15 inches x 2 inches<br>45.72cm x 38.1cm x 5.08cm |
| <b>OR</b>                     | 15 inches x 18 inches x 2 inches<br>38.1cm x 45.72cm x 5.08cm |
| <b><u>Memorial Base</u></b>   |   |
| Maximum width                 | 20 inches – 50.8cm  |
| Maximum depth                 | 12 inches – 30.48cm   |
| <b><u>Foundation Slab</u></b> |   |
| Maximum dimensions            | 24 inches x 24 inches<br>60.96cm x 60.96cm                    |

Memorials under certain heights do not have to have a ground anchor system fitted (as laid down in the NAMM Code of Working Practice). However, all relevant constituent parts must be pinned together following the guidelines set out in the NAMM Code.



**RHONDDA CYNON TAF**  
**COUNTY BOROUGH COUNCIL**  
**MEMORIAL MASON**  
**DISCIPLINARY CODE**

## MEMORIAL APPLICATIONS TO WORK IN RHONDDA CYNON TAF CEMETERIES

All memorials to be erected in the Local Authorities cemeteries must be approved by the relevant cemetery officer.

All applications will show all necessary details i.e.

- Size of memorial & foundation
- Materials to be used
- Method of fixing
- Inscription
- Detailed drawing of proposed memorial

All memorial work within the authority's cemeteries must comply with the current NAMM Code Of Practice.

No work can be carried unless the application has been passed.

All work must be undertaken in accordance with the applicable accreditation scheme and industry code of working practice in conjunction with the Cemetery Rules and Regulations currently in force.

## APPOINTMENT SYSTEM TO ERECT MEMORIALS

A booking service, prior to fixing memorials, is now in operation and no work can be carried out unless pre-booked with the memorial officer at Glyntaff, Tel: 01443 402810

The following information is required to book in any memorial work:-

- Cemetery
- Grave number
- Name On Memorial
- Permit number

The monumental mason will then have up to seven days to complete this work, however, if it has not been completed within this period, it will have to be rebooked.

Completed memorials will be checked by cemetery staff to ensure that there are no breaches of cemetery regulations, such as:-

- Memorial on wrong grave
- No number or asterisk on stone



- No bearer foundation slab
- Memorials not removed from cemetery prior to burials
- Memorial fixed out of line

If any memorial has been fixed with any of the above faults, the memorial mason concerned will receive a letter from the memorial officer, giving seven days to rectify the fault.

If the correction has not been made within this time span, the authority will suspend any further applications from the memorial mason concerned, until the matter has been resolved.

If the authority has cause to repeatedly send letters to rectify breaches of the regulations to the same memorial mason will then be subject to a six-month probationary period.

Any further breach of regulations during this period will result in a total ban from working within Rhondda Cynon Taff cemeteries for a period of up to two years.

## **GROSS MISCONDUCT**

Certain incidents shall be considered as acts of gross misconduct, which could result in the memorial mason concerned incurring an immediate ban from the authorities' cemeteries for a period of two years.

The following are examples, which could be considered as gross misconduct, however, these are only several examples of many similar incidents, which would constitute gross misconduct and the Head Of Department will have the final decision.

- Fixing a memorial without paying necessary fees
- Fixing a memorial which has not been passed by the authority
- Refusing to rectify a fault with a memorial when requested by cemetery staff
- Abusive or aggressive behaviour to council staff or members of the public

## **RIGHT OF APPEAL**

Any monumental mason unhappy with the decision taken against them will be entitled to appeal against the decision by writing to the Head of Department. A hearing will then be arranged in order to make a final decision.