

CEMETERY AND CREMATORIUM REGULATIONS (2026)



PROVIDING SAFE, DIGNIFIED AND
WELL-MANAGED BEREAVEMENT SERVICES
FOR THE COMMUNITY

MIDDLESBROUGH BOROUGH COUNCIL

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AUTHORITY AND SCOPE OF THE REGULATIONS

These Regulations are issued by Middlesbrough Council to support the proper management, regulation and care of the Council's cemeteries and Crematorium. They are made under the powers set out in Regulation 3(1) of the Local Authorities' Cemeteries Order 1977, the Cremation (England and Wales) Regulations 2008, and other relevant legislation.

All previous Regulations issued by the Council for this purpose are now revoked.

These Regulations explain the principles and standards that Middlesbrough Council will apply when managing, regulating and providing services across Teesside Crematorium and Acklam, Linthorpe, North Ormesby, St Joseph's and Thorntree Cemeteries

INTRODUCTION

Cemeteries and crematoria play a vital role in supporting bereaved families and reflect the values of our community. The legal framework governing burial and cremation services has evolved since its introduction in the 1850s, when national standards sought to ensure safe, consistent and respectful practices within bereavement.

Middlesbrough Council is proud to provide safe, respectful and well-maintained cemeteries for our local communities and is committed to providing burial and cremation services that are professional, compassionate, and accessible for all. Families have clear choices when arranging a funeral, and our facilities aim to offer a safe, dignified and welcoming environment for all.

Our priority is to provide the best possible service to families at one of the most difficult times in their lives. We are committed to working closely with bereaved families and our professional partners to create an experience that is respectful, supportive and delivered with dignity. These regulations set out a clear framework that helps us all understand what is required to keep our cemeteries and crematorium operating safely, smoothly and consistently. By outlining these expectations openly, we aim to build shared understanding, avoid unnecessary distress, and ensure that together we can offer a caring, well-managed and responsive service for every family we support.

Middlesbrough council welcomes all visitors to our Cemeteries and Crematorium. We ask that everyone respects the peace and dignity of these facilities, as well as other users and we thank you in advance of your considerations.

1. USING OUR CEMETERIES AND CREMATORIUM

- 1.1. Middlesbrough's cemeteries and Teesside Crematorium are shared spaces for remembrance, reflection and respect, visited daily by bereaved families, funeral professionals, contractors and members of the public. To protect the dignity of these environments and ensure they remain safe, well-maintained and accessible for all, certain standards of behaviour, care and responsibility must be observed.
- 1.2. The following sections outline the expectations for everyone who enters our cemeteries or crematorium grounds. These include general conduct, visitor safety, vehicle access, wildlife protection, grave ownership responsibilities, and the rules governing memorials and burial areas. These standards help us maintain respectful surroundings and ensure the smooth and safe operation of all services provided by the Council

2. CEMETERY CONDUCT

General Conduct

- 2.1. Cemeteries exist for the burial and commemoration of loved ones. Burials, interments and all associated activity must be authorised by the Bereavement Services Manager or their nominated representative.
- 2.2. Cemeteries are open to the public during daylight hours. The Council may alter opening times, restrict access, or close a cemetery at any time if necessary.
- 2.3. Visitors may only enter the cemetery during published opening hours. No one may enter or remain in the cemetery when it is closed unless authorised by the Council.
- 2.4. Visitors must use the designated entrance and exit gates when entering or leaving the cemetery.
- 2.5. Children under 12 must be always supervised by a responsible adult aged 18 or over.
- 2.6. Cemetery roads and footpaths are for cemetery visitors only. They must not be used as shortcuts, public routes, or for transporting goods unrelated to cemetery purposes.
- 2.7. Standing, sitting, climbing, or leaning on any gravestone, memorial, monument, railing, gate, wall, fence, or building is strictly prohibited.
- 2.8. Visitors must always behave respectfully. Disorderly behaviour, including but not limited to shouting, offensive language, gambling, playing games or sports, vandalism, intoxication, or nuisance behaviour, is not permitted.

- 2.9. No person may gather in a group of more than three where their behaviour causes, or is likely to cause, harassment, alarm, or distress.
- 2.10. No person may be in possession of alcohol in sealed or unsealed containers or Class A, B, or C drugs within the cemetery or crematorium grounds
- 2.11. Lighting or attempting to light any fire, or BBQ's is strictly prohibited.
- 2.12. Metal detecting, digging, foraging, or searching for items is not permitted.
- 2.13. Playing amplified music or loud audio is not permitted unless it forms part of an authorised funeral.
- 2.14. Threatening, abusive, or obstructive behaviour towards staff or visitors is not tolerated. Staff must be able to carry out their duties without interference.
- 2.15. Cemetery staff are not permitted to accept gratuities.
- 2.16. Buildings, trees, plants or structures must not be altered, decorated or personalised by the public.
- 2.17. Where a memorial, or memorial item of any description including but not limited to trees, benches, tables, vaults, plaques, and vases is deemed dangerous, immediate action will be taken by the Council to remove or make safe.
- 2.18. Concerns or requests relating to cemetery or crematorium grounds should be reported to: bereavementservices@middlesbrough.gov.uk.

Photography, Filming and Advertising

- 2.19. Photography or recording of funeral processions, graves or memorials is not allowed without prior consent from the Council's authorised officers. Bereavement Services may refuse requests if appropriate.
- 2.20. Drones or other unmanned aerial devices may not be flown in or over the cemetery without written Council authorisation
- 2.21. Filming or recording of cemetery staff is not permitted without written authorisation.
- 2.22. Advertising, distribution of flyers, business cards or promotional material is prohibited without written permission.

Vehicles and Traffic Management

- 2.23. Only vehicles with authorised cemetery purposes may enter the grounds.
- 2.24. Vehicles must use designated roads only and comply with all signage. The 10mph speed limit must be observed unless otherwise stated.
- 2.25. Vehicles and any unauthorised bicycles or scooters must not enter grassed areas, verges or pedestrian walkways.

- 2.26. Unauthorised vehicles are not permitted in St Joseph's Cemetery or North Ormesby Cemetery at any time.
- 2.27. ATVs, quad bikes, e-scooters, recreational bicycles and similar equipment are not permitted anywhere within the cemetery grounds.
- 2.28. Drivers and cyclists must always give priority to pedestrians.

Dogs, Animals and Wildlife

- 2.29. Dogs must be kept on a lead and must always remain on the main pathways.
- 2.30. Dog fouling must be cleaned up immediately. Offences are enforceable under the Public Spaces Protection Order (2020) and may result in a fine or prosecution.
- 2.31. Horses are only permitted as part of a funeral cortege and must leave the cemetery immediately after the service has concluded.
- 2.32. Feeding wildlife is not permitted.
- 2.33. Installing habitats, such as bird boxes or feeders, is only allowed with prior approval. *(Exceptions apply solely within Linthorpe Cemetery & Nature Reserve and require joint approval from Bereavement Services, the Wildlife Trust, and Friends of Linthorpe Cemetery)*
- 2.34. Generally, wildlife must not be disturbed.

Litter and Waste Management

- 2.35. Any unauthorised items planted or placed within the cemetery grounds will be removed without notice. Any associated costs or charges will be passed to the grave owner.
- 2.36. All litter and waste must be disposed of in the bins provided. Incidents of littering or fly-tipping will not be tolerated and may lead to a fixed penalty notice or prosecution.
- 2.37. All contractors must remove their own waste from site. Contractor waste must not be placed in bins intended for general litter or dog waste.

3. CEMETERY MAINTENANCE

- 3.1. All horticultural works, maintenance and landscaping within cemeteries are carried out only by Middlesbrough Council.
- 3.2. Cemeteries and grounds are maintained as part of a maintenance schedule that incorporates all of the borough maintenance requirements any requests or concerns

regarding the Cemetery or Crematorium Garden of Remembrance should be raised via email to bereavementservices@middlesbrough.gov.uk

4. EXCLUSIVE RIGHTS OF BURIAL

- 4.1. A 'purchased grave' refers to the purchase of the Exclusive Rights of Burial for a grave space or cremated remains grave or vault, and not the purchase of the land itself, which remains the property of Middlesbrough Council.
- 4.2. Middlesbrough Council no longer allows the pre-purchase of Exclusive Rights of Burial (EROB) or reserved grave spaces within its Cemeteries.
- 4.3. The purchase of the Exclusive Rights of Burial at need in any grave space shall be for a period not exceeding 100 years in accordance with article 10(4) of The Local Authorities' Cemeteries Order 1977.
When the EROB has expired families are given the opportunity to extend the lease period.
- 4.4. The purchase of the Exclusive Rights of Burial provides the purchaser with the right to say who can be buried in the grave and the right to apply to install a memorial stone.
- 4.5. In selecting any grave space for purchase of Exclusive Rights of Burial, the wishes of the purchaser shall be met as far as possible, but selection shall be subject to the approval of the Bereavement Services Manager or appointed delegate, whose decision shall be final.
- 4.6. Purchases of Exclusive Rights of Burial shall be provided with a Deed of Grant, the details of which shall be entered in a Register maintained by the Council. The Council will not hold the original Deed of Grant.
- 4.7. Exclusive Rights of Burial in Purchased Ground may be assigned to another person by deed or bequeathed by will. Any person, other than the original purchaser, who claims rights to ownership of the Exclusive Rights of Burial, but who is unable to produce a deed of assignment, grant of probate in respect of any Will as evidence of transfer, must provide a statutory declaration with all relevant evidence as may be necessary to satisfy the Council of the validity of their sole or joint claim.
- 4.8. The council will not become involved in any disputes regarding the allocation of burial rights. This must be resolved between parties before an application is made. Only where the Council is satisfied on the validity of the claim, will the transfer of ownership be made and record the transfer of ownership made in the Register, subject to payment of the prescribed fee.
- 4.9. Owners of an Exclusive Rights of Burial must keep the Council informed of their current address in order that the Register may be updated, as necessary. In all cases, burials in purchased ground, the application for interment must be made by, or with, the authority of the purchaser or owner of the Exclusive Rights of Burial at the time of application, signifying their consent to the burial.
- 4.10. If the owner of the Exclusive Rights of Burial is deceased, they retain the right of interment within the grave

- 4.11. If the grave owner is previously deceased a Transfer of Ownership is required before an interment can take place.
- 4.12. In the event of the Council being unable to confirm grave ownership or not being satisfied with any explanation given as to why the original purchasers consent has not been obtained, it may refuse any burial in the grave without redress or recompense, and its decision shall be final.
- 4.13. Unpurchased graves are available for the burial of people who do not wish or are not able to purchase the Exclusive Rights of Burial at the time of making the funeral arrangements. Memorial Stones are not permitted on unpurchased graves.
- 4.14. The charge for an interment in any un-purchased grave does not include any right or privilege other than a right of burial in a grave selected by the Council. There is no right to erect a memorial.

5. GRAVE OWNERSHIP RESPONSIBILITIES

- 5.1. Personal memorial items may only be placed on the headstone border or on authorised foundation slabs within the individual grave space, except in designated traditional sections where kerb sets are permitted following formal approval.
- 5.2. Items placed on or around memorials are left at the owner's risk. The Council accepts no liability for loss or damage.
- 5.3. Cut flowers and wreaths are permitted within the grave space but must not extend beyond the allocated grave width of 5ft.
- 5.4. Items, including fences, unauthorised kerbs, solar lights, glass, porcelain tributes, wind chimes, pebbles, aggregates, trees, bird baths or tables, and similar adornments, are not permitted and will be removed without notice.

Other prohibited items include:

- Banners, balloons, bunting, flags
- Wind chimes
- Mannequins, scarecrows or similar figures
- Alcohol containers
- Artificial lighting, including battery-powered or solar devices
- Electronic, musical or audible devices or toys
- Garden furniture, water features, benches, planters
- Animal habitats or feeders
- Trellises, pergolas, gazebos
- Artificial turf, gravel or edging
- Canvas prints, sculptures
- Horticultural items that impede access or maintenance
- Any item that exceeds the allocated grave space
- Any item deemed inappropriate, unsafe, excessive, or detrimental to maintenance, appearance or tranquillity of the cemetery

- 5.5. Trees, shrubs, plants or hedges must not be planted on graves or within the grounds. Unauthorised planting will be removed without notice. Exceptions apply only in designated woodland/meadowland burial areas and only by Council planting.

6. ENFORCEMENT

- 6.1. The Council reserves the right to exclude or remove any person who breaches these Regulations.
- 6.2. All activity within cemeteries must comply with the Local Authorities' Cemeteries Order 1977 and all relevant legislation.

7. TYPES OF GRAVES

7.1. **Consecrated And Un-Consecrated**

- 7.1.1. When many cemeteries were originally established in the late 19th century, sections of land were formally blessed by the Church of England, meaning those areas were consecrated before burials took place.
- 7.1.2. Today, we recognise that residents come from a wide range of faiths and beliefs. To support this, cemetery sections within Middlesbrough's cemeteries are intentionally left unconsecrated so that burials can take place in non-denominational ground. Where families prefer, individual blessings can take place at the graveside, allowing personal faith traditions to be observed without the need for consecrated ground.
- 7.1.3. A limited number of graves within consecrated sections may also be available; should this be of interest, please contact Bereavement Services for further information

7.2. **Lawn Graves**

- 7.2.1. A lawn grave is a burial plot located within a maintained grassed area of the cemetery. Lawn sections are designed to ensure cemeteries remain safe, accessible, dignified and easy to maintain. Families purchasing graves in lawn sections do so on the understanding that the grave must remain fully lawned, with personalisation restricted to the headstone border only.
- 7.2.2. Personalised items are permitted within headstone borders only or directly in front of the memorial. Items must not extend onto the lawned area. Flower vases must be an integral part of the memorial.
- 7.2.3. The Council reserves the right to remove any item that interferes with grass cutting, creates a hazard, or disrupts the uniform lawn design.

- 7.2.4. Memorial stones installed on lawn graves must not exceed the dimensions set out in the Memorial Specification; see Appendix 1
- 7.2.5. Funeral flowers may remain for up to 6 weeks, or until they deteriorate.
- 7.2.6. Christmas wreaths and anniversary or birthday flowers must be placed within the headstone border

7.3. **Traditional Graves**

- 7.3.1. A traditional grave is a burial plot located in a section of the cemetery where a grave enclosure or a kerb set are permitted around the grave.

Traditional graves allow families the opportunity to personalise the grave space, within the kerb set, and therefore manage the maintenance of the grave area.

Maintenance within the kerb set is entirely the responsibility of the holder of the Exclusive Rights of Burial Deeds who must keep the grave in a tidy condition

- 7.3.2. All items must be contained within the kerb set and comply with the regulations on prohibited items – See Section ##
- 7.3.3. Items placed within an approved kerb set are permitted at the owner's risk
- 7.3.4. Items placed outside the kerb set or extending beyond the allocated grave space will be removed without notice to support safe access, maintenance and the appearance of the cemetery.
- 7.3.5. Memorial stones and kerb sets installed on traditional cemetery sections must not exceed the dimensions set out in the Memorial Specification; see Appendix 1
- 7.3.6. Memorial or kerbs sets outside these measurements will not be approved or permitted.

7.4. **Children and Baby Graves**

- 7.4.1. Dedicated children's burial areas are provided within Acklam and Thorntree cemeteries.
- 7.4.2. Families are encouraged to discuss available options with Bereavement Services to ensure their needs are met.
- 7.4.3. Baby sections are allocated for the burial of children under 2 years of age.
- 7.4.4. The purchase of infant graves and the right to erect a monument is without charge
- 7.4.5. Baby section graves are allocated at 4ft x 3ft and can accommodate a coffin of 3ft x 2ft maximum. Coffins larger than this will be allocated a grave on an adult lawn section

- 7.4.6. Burials of adults are not permitted in baby graves, nor is the burial of their cremated remains
 - 7.4.7. Children under the age of 18 years are buried in main cemetery sections in a single grave at a depth of 5ft.
 - 7.4.8. The purchase of a children graves and the right to erect a monument is without charge
 - 7.4.9. Full size graves may be purchased for any child/infant interment in the main area of the cemetery where, upon purchase of the Exclusive Rights of Burial, the use of the same grave for one or two adults at some time in the future or their cremated remains is therefore available.
 - 7.4.10 The cost of the child interment is without charge however the purchase of the grave is subject to the standard fee.
 - 7.4.11 Memorial stones installed on children section graves must not exceed the dimensions set out in the Memorial Specification; see Appendix 1
- 7.5. **Woodland Plots**
- 7.5.1. Woodland plots are designed to offer a more environmentally friendly option for burial and are currently available at Acklam and Linthorpe Cemeteries.
 - 7.5.2. Each plot allows up to 2 interments and a memorial tree.

Families choosing a woodland plot do so on the understanding that the area is maintained as a natural landscape, no memorials or decorations may be added, and the
 - 7.5.3. memorial tree is planted and maintained by Bereavement Services only.

The grave will not have the appearance of a traditional cemetery plot
- 7.6. **Meadowland Graves**
- 7.6.1. Meadowland graves offer a natural, eco-friendly burial option similar to woodland plots. The area is planted with meadow flowers and grasses to support biodiversity and enhance the natural landscape.

Meadowland plots follow the same principles as woodland plots with no permanent memorials permitted; no personal items may be placed on or around the grave. Nothing may be attached to or placed near the meadow planting.

Any items left will be removed without notice.
 - 7.6.2. Coffins and caskets must be made from **natural, biodegradable** materials
- 7.7. **Cremated Remains Graves**
- 7.7.1. A cremated remains grave is a smaller burial plot designed specifically for the interment of ashes. These plots are located within dedicated cremated remains sections of Acklam and Thorntree cemetery.
 - 7.7.2. Cremated remains graves accommodate up to two sets of ashes, interred within a designated space in accordance with cemetery regulations. Each plot is marked with an

approved memorial tablet or small headstone, and all items placed on or around the plot must comply with the regulations governing memorials and prohibited items

- 7.7.3. Up to six sets of cremated remains may also be interred in a full-size adult grave once the grave has reached full capacity for coffins.
- 7.7.4. Within an adult grave space, cremated remains will be placed sequentially at the top, middle and base of the grave until the grave is complete.
- 7.7.5. No further cremated remains may be interred in the grave once full, except for the scattering of ashes.
- 7.7.6. Cremated remains may also be interred in main grave space at 7ft or 5ft depending on the last record of interment. Cremated remains placed in a main grave space will occupy an interment space and as such adult burials will not be possible at that level. 2 sets of cremated remains may be interred at each level, at the head and the foot of the grave space, sequentially.

Cremated remains interments within a main grave space will be charged as a full adult interment fee, as detailed in the published fees and charges. A record of the precise location of each set of ashes will be taken and held in the register.

- 7.7.7. Cremated remains must not be scattered or interred into a grave space without permission from the Bereavement Services Manager or suitable delegate.

7.8. **Above-Ground Cremated Remains Vaults (Sanctums)**

- 7.8.1. A sanctum vault is a small, above-ground chamber designed specifically to hold cremated remains. It contains individual sealed compartments where ashes are placed inside purpose-made urns or caskets
- 7.8.2. Above-ground vaults can accommodate:
One casket up to 12" x 10" x 8", or **Two smaller caskets up to 5" x 11" x 8"** each
- 7.8.3. Only cut flowers in the built-in vase are permitted. Any additional items will be removed without notice.
- 7.8.4. The purchase of a sanctum vault includes the vault housing, plaque, and inscription. Please note that only plaques supplied by Middlesbrough Council are permitted for use.

8. PLANS AND REGISTERS

- 8.1. Plans showing the grave spaces and their respective classes and divisions shall be kept at the Council Offices and shall be available to inspection free of charge upon request.
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- 8.2. Registers of all burials shall be kept at the Council Offices where they shall be

available for inspection during office hours upon request, free of charge. Extracts or certificates may obtain upon payment of the fee prescribed by the Council from time to time.

9. BURIAL MANAGEMENT

- 9.1. Our approach to burial and grave management is guided by a commitment to supporting families with clarity, dignity and respect at every stage of the process. We recognise that choosing a grave and arranging a burial is an important and personal decision, and we aim to work sensitively with families to accommodate their wishes wherever possible.
- 9.2. These regulations outline the practical requirements that ensure burials are carried out safely, lawfully and in a way that protects the long-term integrity of our cemeteries. By providing a clear and consistent framework, we help families, funeral directors and our staff understand what is required for a smooth, well-managed and responsive service. Our goal is to balance individual choice with the responsibility to maintain orderly, safe and sustainable cemetery grounds for the whole community.
- 9.3. The Bereavement Services Manager or appointed delegate shall determine the position of every unpurchased grave space. The wishes of the purchaser will be always taken into consideration, however the final decision on the location of any purchased grave will be determined by the Bereavement Services Manager or appointed delegate, who's decision is final.
- 9.4. Should no specific request be received, the next available grave space will be allocated.
- 9.5. Only coffins made of wood, or such other material no less perishable in nature are permitted without prior authorisation from the Bereavement Services Manager or appointed delegate.
- 9.6. All coffins must bear a nameplate on the deceased on the lid.
- 9.7. Applications for interment must be made at least 3 working days before the time of interment. Applications must be made to the Bereavement Services Offices during hours or electronically via the Council's website www.middlesbrough.gov.uk
- 9.8. All information in applications for interment must be true and complete to the best of the applicant's knowledge and belief. A fee is payable by the Responsible Person in accordance with the Council's table of fees and charges as published.
- 9.9. The Council may not always be able to accommodate the requested interment time but will endeavour to provide services at a suitable time to meet the families wishes.
- 9.10. Internments on Sundays and bank or public holidays are not permitted. Internments on a Saturday can be permitted upon request.
- 9.11. The time specified for a funeral is the time the procession must arrive at the Cemetery and must be strictly observed.
- 9.12. In the event of a funeral arriving late at the Cemetery the funeral must wait until directed by the Bereavement Services Manager or appointed delegate until it is convenient to proceed.

- 9.13. If it becomes necessary to postpone a funeral or to alter the date or hour for an interment to take place, the Responsible Person must ensure that the Council Offices are informed before 9.00am on the original date set for the funeral.
A cancellation or administration fee may apply as published in the fees and charges.
- 9.14. Interments may take place with or without a religious service. It is the responsibility of the party arranging the funeral to make the necessary arrangements for the attendance of a minister or any other appropriate person to officiate at the interment.
- 9.15. Where a burial is expected to attract a large attendance (exceeding 50 persons), the Responsible Person must notify the Bereavement Services Manager, or their appointed delegate, at least one clear working day prior to the date of the funeral so that appropriate arrangements can be made.
- 9.16. The health and safety of the attending funeral cortege is the responsibility of the Funeral Director, who should undertake an individual assessment of risk prior to the burial.
- 9.17. Musicians are not permitted to play within the Cemetery except with the prior permission of the Bereavement Services Manager or appointed delegate.
- 9.18. The removal of a coffin lid or sides from any coffin is not permitted at any interment within the Cemetery.
- 9.19. Not more than the 1 adult or 2 children, each under the age of ten years, shall be buried in any Unpurchased Ground on the same day unless the bodies are those of members of the same family.
- 9.20. Graves are subject to ground settlement which can occur for up to 12 months after interment. Graves will be inspected and topped up on a 6-weekly cycle for 6 months following the date of interment. memorial installations are not recommended for 12 months following interment and not permitted until a period of not less than 6 months following interment.
- 9.21. Following the completion of settlement of the land, the grave will be finished with topsoil and seeded and cut throughout the growing season.
- 9.22. No refunds will be made to any purchases whose grave has limited capacity owing to the existence of rock or other obstructions found.
- 9.23. The request for a particular orientation of your burial will be considered where possible.
- 9.24. The Notice of Interment, Disposal Certificates or any other items sent by post or electronically via email to the Council shall be at the responsibility of the sender. The council shall not be responsible for any loss or delay.
- 9.25. It is the responsibility of the Owner(s) of the Exclusive Rights of Burial to arrange for the removal of any Memorial Stone to facilitate any subsequent interment within the purchased Burial Plot and to meet the costs for its removal and replacement.
- 9.26. The time allocated for the service should be 60 minutes in duration. The office must be notified at the time of submitting burial paperwork if more time is required.

- 9.27. The funeral director or any person having charge of any service, is responsible for the provision of sufficient bearers to safely convey the coffin from the hearse to the graveside and lower into the grave in a safe and dignified manner.
- 9.28. No interment of any kind is permitted without the Bereavement Services Manager or appointed delegate.
- 9.29. Cremated remains maybe interred into within main grave spaces subject to available space – See cremated remains section 7.7.
- 9.30. Cremated remains must not be interred in a grave space without permission from the Bereavement Service Manager or appropriate delegate and signed authorisation from the Exclusive Rights of Burial.
- 9.31. Severe or adverse weather conditions may affect the safe operation of burials, cremation services, and access to the cemetery grounds. In circumstances where snow, ice, high winds, flooding, or other extreme weather presents a risk to the safety of visitors, funeral corteges, or staff, the Council reserves the right to amend, delay, or suspend services.
- 9.32. Where possible, Bereavement Services will inform the Funeral Director or Responsible Person of any disruption at the earliest opportunity and arrange an alternative time or date for the service. In the event of flooding or ground instability, specific graves or sections of the cemetery may be temporarily inaccessible until conditions allow for safe use. The Council's decision regarding the suitability and safety of burial or operational activity during adverse weather is final.

10. EXHUMATIONS

- 10.1. It is not lawful to remove or disturb a body or the cremated remains of a body without a proper Licence from the Ministry of Justice, Faculty or Coroner's Warrant.
- 10.2. Applications for Exhumations will be considered on an individual basis but are subject to the statutory regulations in place at the time of the application.
- 10.3. Fees will be discussed in advance and are subject to full cost recovery

11. GRAVE MANAGEMENT

- 11.1. The management of private graves is an essential part of ensuring that burial areas are maintained safely, respectfully, and in accordance with legal and regulatory requirements. This section sets out the responsibilities of grave owners, the procedures governing the use and maintenance of private graves, and the standards that must be upheld to preserve the dignity of the cemetery environment.

- 11.2. Except for a permitted memorial stone or permitted enclosed grave kerb set, no other articles, objects, edging, fencing, gravel, stones, artificial grass, or other objects are permitted on grave spaces.
The Council will remove from a grave any unauthorised articles in accordance with these regulations and stored for collection by the grave owner.
- 11.3. Every purchased grave and vault, memorial stone, monument, or memorial must be kept in good order and repair at the expense of the owner, who is required to notify the Bereavement Services Manager or appointed delegate of any change of address from time to time.
- 11.4. Only one of the following may be placed upon a grave:
• Ornamental vase (for flowers only) not exceeding 12" (30cm) in height.
• Metal name indicator not exceeding 12" x 4" (30 x10cm).
- 11.5. Where a flower vase is incorporated in any memorial stone in a Lawn Section no other vase is allowed on the grave
- 11.6. Flowers and wreaths may be placed on the grave on the day of the funeral and may be removed by cemetery staff 6 weeks after the funeral or earlier if they start to decay. Christmas wreaths placed on graves will be removed by the 1st week in February. Please place all rubbish or waste from flowers in the bins provided.
- 11.7. All brick graves and vaults should be no more than 15" (38cm) below the surface of the ground. The enclosing of vaults and grave spaces is subject to the permission of the Bereavement Services Manager or appointed delegate and is subject to compliance with any guidance issued by the Council in respect of grave enclosures.
- 11.8. All brick and stonework for graves or vaults and all foundation work and removals shall be executed under the authority of and to the satisfaction of the Bereavement Services Manager or appointed delegate.
- 11.9. As part of our Burial procedure, it may be necessary at times to place soil onto neighbouring graves. In doing so all due care and attention will be taken to protect any memorials or items. Sufficient boarding or soil box container will be placed on the neighbouring grave, to ensure soil is not stacked directly onto a grave.

12. MEMORIAL STONES

- 12.1. Headstones can only be placed on plots where the Exclusive Rights of Burial (ERoB) has been purchased and remain the property of and responsibility of the owner of the ERoB.
- 12.2. Memorial installations are not recommended for 12 months following interment, and not permitted until a period of not less than 6 months following interment
- 12.3. Memorial Headstones must be installed by a Council approved and NAMM/BRAMM registered Memorial Mason, and are subject to application, regulations and standards

- 12.4. Memorial stones will only be permitted subject to prior application to the Bereavement Services Manager or appointed delegate by the owner of the Exclusive Rights of Burial for that grave, in which a fee is payable in accordance with the Council's table of fees and charges and the subsequent issue by the Council of a permit of work.
- 12.5. Memorial stones may only display the name of individuals interred within the grave space.
Names or reference to other individuals may be included on stones by reference to the relationship only.
- 12.6. No foundation shall be inserted in, nor any memorial stone be allowed to be fixed on any grave except with the written authority of the owner of the Exclusive Rights of Burial for that grave. No lettering or cleaning will be permitted without authority of the Bereavement Services Manager or appointed delegate.
- 12.7. The position of memorial stones shall be subject to the approval of the Council, and the foundations shall be executed to the satisfaction of the Bereavement Services Manager or appointed delegate.
- 12.8. No inscription shall be placed upon any memorial stone without written consent of the Council by application.
- 12.9. Except with the prior written consent of the Bereavement Services Manager or appointed delegate, no memorial stone shall be altered or interfered with after it has been installed in the Cemetery. Nor shall any additional or altered inscription or lettering be placed, made, or cut, or shall any cleaning down or renovating, painting or cutting of inscriptions, painting of railings or any other work be carried out without prior written consent from the Bereavement Services Manager or delegate.
- 12.10. All installations and fixings must be in accordance with the BS8415 and NAMM/BRAMM Code of Working Practice.
- 12.11. Free standing memorial vases are only permissible where they are positioned within an authorised grave enclosure or within the boundaries of a memorial stone footprint.
- 12.12. Where permitted, the removal and re-fixing of memorial stones shall be executed to the satisfaction of the Council. The Council reserves the right to reverse, re-fix, move, "line up" or place any memorial stone in the Cemetery in such a position as they may require.
- 12.13. All memorial stones admitted into the Cemetery or permitted to be installed in the cemetery are done so at the sole risk of the owner and the Council shall not be held responsible for any destruction, damage or breakage which may occur to the same, however caused. For this reason, we strongly recommend that memorial is insured against theft and damage.
- 12.14. The Council reserve the right to exclude from the Cemetery any memorial stone not installed to a required standard, or which would, in the Council's opinion, disfigure the Cemetery.
- 12.15. If any memorial stone or inscription or lettering be erected, placed, made, or cut contrary to these Regulations, the Council shall be at liberty to remove and dispose of the same as they think fit.

- 12.16. All memorial stones must comply with BS8415 and NAMM/BRAMM Code of Working Practice. Memorial stones that do not so comply with BS8415 and the NAMM/BRAMM Code of Working Practice and the Councils 'Memorial Specification Document' included at appendix 1, will not be permitted or will require removal or amendment.
- 12.17. All memorial stones shall be of natural stone. No Bath, Caen, artificial or other soft stone shall be allowed in the construction of any memorial stone, and the Council reserves the right to reject or remove any stone which they consider unsuitable or unable to bear continued exposure to weather. No metal, acrylic or plastic stones or enclosures are permitted, and the Council reserves the right to reject or remove any stone which they consider unsuitable.
- 12.18. Specification of the materials to be used for the proposed memorial stone together with a copy of the intended inscription, shall be submitted to the Bereavement Services Manager or appointed delegate upon the Memorial Specification Application for approval.
- 12.19. No memorial stone will be admitted, nor any inscription applied, or any work in connection with such permitted in the Cemetery without the approval.
- 12.20. All memorial stones shall be finished before they are admitted to the Cemetery and no work of any kind, beyond that of fixing and installation, shall be allowed within the Cemetery, except in respect of an inscription which cannot be made prior to the installation of the monument.
- 12.21. Every memorial stone must be marked on the side of the base with the number and section letter of the grave over which it is to be placed. The mason's name only, shall also be cut into the side of the base with letters not exceeding 1" (2.5cm) in height.
- 12.22. All vehicles conveying memorial stones into the cemetery must proceed by a main surfaced route to the nearest point to where work is to be undertaken. Parking on grassed areas is not permitted under any circumstances. All reasonable steps must be taken to avoid damage to grassed areas when moving memorial stones to the place where they are to be fixed and any directions given by the Bereavement Services Manager or appointed delegate for protecting the grass and walks shall be complied with.
- 12.23. Unless the written consent of the Bereavement Services Manager or appointed delegate is first obtained, all work must be undertaken in the Cemetery between the hours of 8.00am and 4pm Mondays to Friday.
- 12.24. No work will be permitted on weekends or bank or public holidays. To ensure that required standards of work are achieved and to avoid unnecessary damage to grassed areas, memorial stones shall not be fixed in unsuitable weather nor whilst the ground is in an unfit state.
- 12.25. Only BRAMM/NAMM accredited businesses may conduct memorial works within the cemetery and no fixing work shall take place without a licensed fixer being present. Where memorial works cannot comply within the NAMM/BRAMM Code of Working Practice, or where it is unclear whether the NAMM/BRAMM Code of Working Practice applies, the Bereavement Services Manager or appointed delegate shall determine the standard to be applied.

- 12.26. The Council reserves the right to use its discretion in the application of the NAMM/BRAMM Code of Working Practice in specific cases. Unauthorised memorials or grave enclosures will be removed without notice.
- 12.27. Unauthorised memorials or grave enclosures will be removed without notice
- 12.28. Any repair, construction, installation or maintenance work requires prior authorisation and a permit from the Council. Unauthorised work will be removed and costs recharged to the grave owner or installer.
- 12.29. Applications must be made in writing to the Council for the re-erection or amendment of any memorial

13. MEMORIAL SAFETY

- 13.1. Memorial safety is a fundamental aspect of maintaining a secure and respectful cemetery environment. All memorials, regardless of type or age, must be installed, inspected, and maintained to ensure they do not pose a risk to visitors, staff, or the surrounding graves. This section outlines the standards, responsibilities, and procedures that apply to the upkeep and safety of memorials, helping to safeguard both public safety and the dignity of the cemetery.
- 13.2. It is entirely the Exclusive Rights of Burial deed holder's responsibility to ensure that memorials are kept in good repair and at their expense.
- 13.3. Where a memorial is deemed dangerous, immediate action will be taken by the Council.
- 13.4. The Councils will check the safety of memorials every 5 years, or more frequently where a hazard or risk is identified.
- 13.5. Depending on the level of risk, temporary action may be required to prevent injury to staff and cemetery visitors.
- 13.6. Where contact with the owners is not possible, a public notice displayed in the cemetery and in the local newspapers will be displayed, highlighting the required works.
- 13.7. Once repairs have been identified, if the owners do not make the necessary repairs within six months after the issue of the notice, the council may pocket the memorial, make it safe or remove the memorial entirely. It is entirely the owner's responsibility to ensure that memorials are kept in good order and repair and at their own expense.
- 13.8. The Bereavement Services Manager or appointed delegate shall make reasonable efforts to communicate with the owner in writing to give notice when repairs are needed.
- 13.9. If repairs to any memorial stone are not made by the owner within one month after the issue of such notice, the Council shall be at liberty to remove the memorial stone.

14. TEESSIDE CREMATORIUM

- 14.1. The crematorium operates in accordance with all statutory requirements and recognised industry standards to ensure that every cremation is carried out with dignity, respect, and professionalism. This section outlines the procedures, responsibilities, and operational practices that govern the use of the crematorium, ensuring a consistent, safe, and considerate service for bereaved families and funeral professionals. It also sets out expectations to support the smooth coordination of cremation arrangements and the respectful management of the crematorium environment.
- 14.2. The Crematorium is guided by the principles given by the ICCM and FBCA codes of Crematorium Practice and their suggested best working practices
- 14.3. Teesside Crematorium offers three levels of cremation service to meet the varying needs of families and funeral arrangers: Direct, Simple, and Full services.
- 14.4. A *Direct Cremation* is an unattended cremation carried out without mourners present and without a service in the chapel.
- 14.5. A *Simple Service* provides a brief, 10-minute attended service without seating; this consists solely of an observed presentation of the coffin onto the catafalque, with no formal ceremony, readings, or music arrangements.
- 14.6. A *Full Service* provides the standard chapel booking, allowing families a complete service within the allocated time, including readings, music, tributes, and other elements arranged through their Funeral Director.

All services must be booked in advance through Bereavement Services and must be conducted within the allotted time.
- 14.7. The funeral director shall observe the regulations of the crematorium authority
- 14.8. Services must be strictly concluded within the allotted time. Services over running the allotted service time will be subject to a charge.
- 14.9. There are two service halls at Teesside Crematorium, St Bede's and St Hilda's.

St Bede's has the capacity of 120 guests seated.
St Hilda's has the capacity of 80 guests seated.
- 14.10. Additional capacity for 30 guests in both halls is allocated outside of the main hall waiting areas, where a television is playing the live feed of the service.
- 14.11. In circumstances where more than 100 guests are anticipated, an additional slot should be booked to allow adequate time for entrance and exit of the chapel within the given service time and to provide a better service for Families.
- 14.12. Bookings for a cremation must be made to the Bereavement Services Manager or appointed delegate at the Bereavement Services Offices during office hours, or

electronically via the Council's website www.middlesbrough.gov.uk at least two working days before the required date of cremation.

- 14.13. Information provided within applications for cremation must be true and complete to the best of the applicant's knowledge and belief and where the application is not accompanied by the relevant fee, the Responsible Person must agree to payment upon receipt of the relevant invoice in accordance with the Council's terms of payment.
- 14.14. Applications for Cremation together with the relevant Certificate of Registration of the death or, where an inquest has been held, the Coroner's Warrant or, in the case of a still-born child, the Certificate of Registration given in pursuance of the Births and Deaths Registration Act 1926, must be provided to the Bereavement Services Manager or appointed delegate not later than two working days before the date of the cremation.
- 14.15. The time specified for a cremation service is that at which the funeral service is due to take place at the Crematorium and such time must be strictly observed. In the event of a funeral arriving late at the Crematorium the funeral must await direction by the Bereavement Services Manager or appointed delegate.
- 14.16. If it becomes necessary to postpone a cremation service or to alter the date or hour for a cremation to take place, the Responsible Person must ensure that notification of the postponement or alteration is given to the Bereavement Services Manager or appointed delegate at the Bereavement Services Offices before 8.30am on the original date set for the cremation. A cancellation fee may be applied.
- 14.17. The funeral director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the catafalque at the crematorium.
- 14.18. Coffins for cremation larger than 32" x 7' x 21" must be booked by appointment and are accepted by authorisation of the Bereavement Services Manager or appointed delegate only.
- 14.19. Coffins larger than the stipulated size may be rejected prior to the cremation service.
- 14.20. Coffins for cremations shall be made of readily combustible wood. Hard woods, being difficult to burn, are undesirable. All coffins should meet the FFMA (or equivalent) standard and must be suitable for cremation

15. SCATTERING OF CREMATED REMAINS

- 15.1. Cremated remains will be available for collection in a cremated remains box unless a specific vessel has been requested and provided by the Funeral Director.
- 15.2. Cremated remains not collected within 28 days will be scattered within the grounds of the crematorium, the location of which are recorded.
- 15.3. Cremated remains will be released to a representative of the requisite Funeral Directorship only, or to the cremation applicant upon prior written request.

- 15.4. Ashes to be scattered on behalf of the family will be dispersed within the crematorium grounds upon the discretion of the Bereavement Services Manager or appointed delegate.
- 15.5. Families wishing to observe the scattering may book an appointment with Bereavement Services and pay an administration fee.
- 15.6. Cremated remains can be collected 48 hours after the cremation, however, should the family wish to collect cremated remains earlier, subject to various terms and conditions arrangements can be made upon request. 24 hours written notice of intention to collect is required.

16. FLORAL TRIBUTES

- 16.1. Following a service at Sunderland Crematorium, funeral flowers will be transported from the location of the service to the Garden of Remembrance and laid for viewing at the corresponding day or taken to the grave for laying on the site of interment.
- 16.2. Flowers may be removed by the family or the Funeral Director on the day of service or the following day, but all other flowers will remain in the resting location until the removal.
- 16.3. Floral tributes laid at the Crematorium will be discarded on Mondays and Thursdays. Funeral flowers from services on Monday, Tuesday and Wednesdays are removed on a Monday morning, whilst Thursday, Friday and Saturday flowers are removed on a Thursday morning.
- 16.4. Funeral flowers placed on a grave remain in location for up to 6 weeks or until such a time as the flowers are in significant deterioration, at which point such will be removed and disposed of appropriately.

17. MEMORIAL FLOWERS

- 17.1. Floral tributes may be left within the internal Remembrance Garden or the main Garden of Remembrance on the anniversary of the death of a loved one
- 17.2. Floral tributes must be fresh cut flowers only. Potted plants or flowers, artificial or silk flowers or plants are not permitted and will be removed without notice.
- 17.3. Floral tributes may be moved to other locations within the ground of the Crematorium, as necessary.
- 17.4. A single hand tied, or bouquet of cut flowers only is permitted to the base of memorial trees.
- 17.5. Other items are not permitted and may be removed without notice. No items of any description are permitted on memorial benches to retain the function as a public seat.

- 17.6. A single Christmas wreath is permitted on memorial items. Wreaths may be placed throughout December, should be removed by 31st January, and disposed of appropriately.
- 17.7. Wreaths remaining in place beyond this date, will be removed by Bereavement Services and disposed of. All floral tributes showing signs of deterioration may be removed sooner.

18. MEMORIALISATION

- 18.1. Several items are available for sponsorship in memory of a loved one. Individual terms and conditions of sponsorship are available for each memorial item. Please refer to the relevant terms and conditions for each item. The Council reserves the right to end a sponsorship term or withdraw memorial items where the terms and conditions are not adhered.
- 18.2. Memorial products may only be placed in predetermined locations. New locations or products will not be considered purely for the purposes of memorial sponsorship.
- 18.3. The Council reserves the right to reject any application for memorial sponsorship.
- 18.4. Cremated remains may not be buried, placed, or otherwise interred in or around memorial products, except in graves purchased for this purpose.
- 18.5. Memorial products, excluding memorial stones on private graves, are not provided as a permanent marker of the position of scattered cremated remains.

19. MEMORIAL BENCHES

- 19.1. Only memorial benches supplied and leased via Middlesbrough Council can be installed within our cemeteries.
- 19.2. All requests are subject to approval by Bereavement services. Considerations must be made regarding access, appropriate location and the impact on the surrounding areas. Additional requirements such as foundation base for securing the memorial may apply and will be subject to additional fees. The regulations regarding prohibited items etc. will also apply to benches. Please see the memorial bench sales agreement and leaflet for more information.
- 19.3. Middlesbrough Council Reserves the right to remove memorial benches without notification if they are considered unauthorised, non-compliant, obstructing access to essential service needs and maintenance

20. CREMATORIUM MEMORIALS

- 20.1. Only Memorials provided by Middlesbrough Council can be permitted in the designated memorial areas, such as sanctum vaults, memorial plaques, vase & tablet and others that do not form part of a grave.

- 20.2. Memorials not purchased via Middlesbrough Council can be removed **without notification**.
- 20.3. Flowers, floral displays and items of personalisation can only be placed in the dedicated memorial vase area only. Items placed outside these areas, or prohibited items can be removed without notification and disposed of.
- 20.4. Books of Remembrance are stored in a location deemed suitable by Middlesbrough Council. Items must not be placed on the display cabinets.
- 20.5. Flowers can be placed in public vases within the grounds and the Chapel of Remembrance and are removed as appropriate during maintenance routines.
- 20.6. Middlesbrough Council reserves the right to maintain the Memorial areas as deemed appropriate, and in line with wider authority maintenance schedules, routines, and is subject to resource.

21. FEES AND CHARGES

- 21.1. All fees and charges are reviewed annually.

CONTACT US

Bereavement Services

The Bereavement Services office is located at the entrance to Teesside Crematorium.

The office manages all cemetery and crematorium administration for the borough, including general enquiries, bookings and maintenance of official records.

The office is open for enquiries Monday to Thursday, 9:00am to 3:30pm, and Friday, 9:00am to 3:00pm. Our address is:

Bereavement Services
Cemeteries and Crematorium Office
Teesside Crematorium
Acklam Road
Middlesbrough
TS5 7HD

Telephone: 01642 817725

Email: bereavementservices@middlesbrough.gov.uk

Further information, including cemetery locations, fees, guidance and online resources, is available on the Council's website:

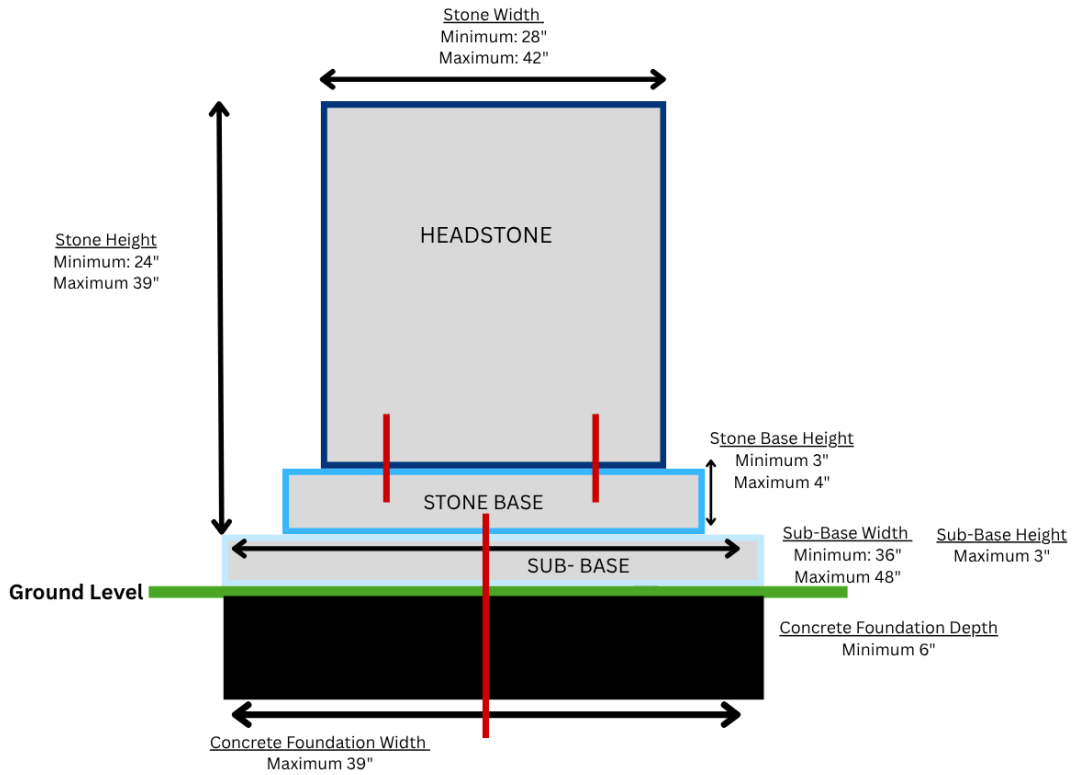
www.middlesbrough.gov.uk/bereavement

APPENDIX 1

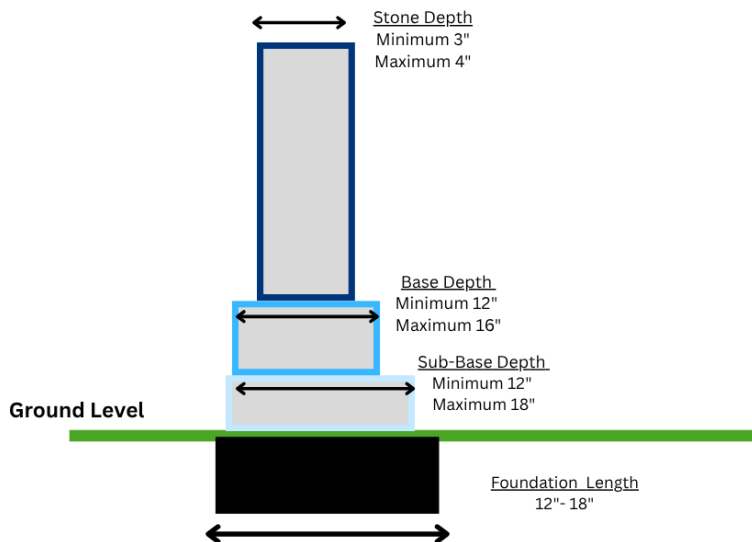
Memorial Stone Specification

Traditional Graves

Front View



Side View



Stone Dimensions

Stone
 Height: 24" - 39"
 Width: 28" - 42"
 Depth: 3" - 4"

Stone Base
 Height: 3" - 4"
 Width: 36" - 48"
 Depth: 12" - 16"

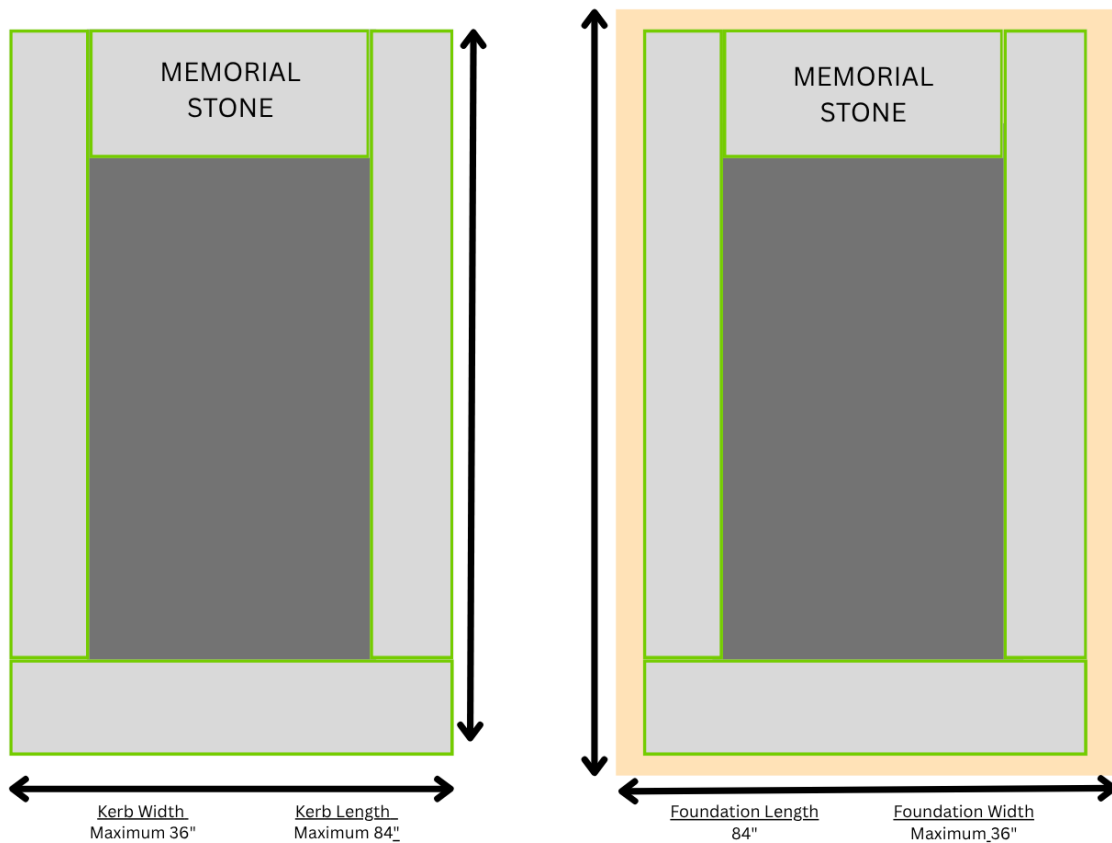
Sub-Base
 Height: Up to 3"
 Width: 36" - 48"
 Depth: 12" - 18"

Foundation
 Height 6"
 Width: Up to 3"
 Length: Up to 88"

Memorial & Kerb Set Specification

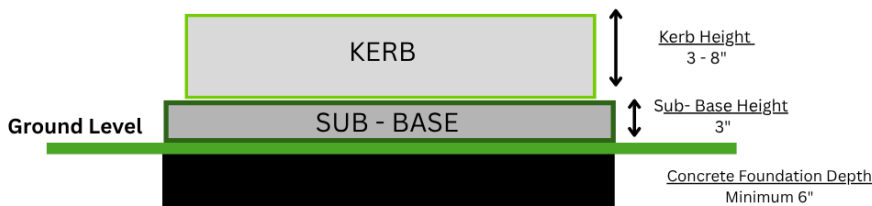
Traditional Graves

Birds Eye View



Kerb Set Dimensions

Side view



Kerb
 Height: 3"-8"
 Width: 47" - 48"
 Length: 83" - 84"

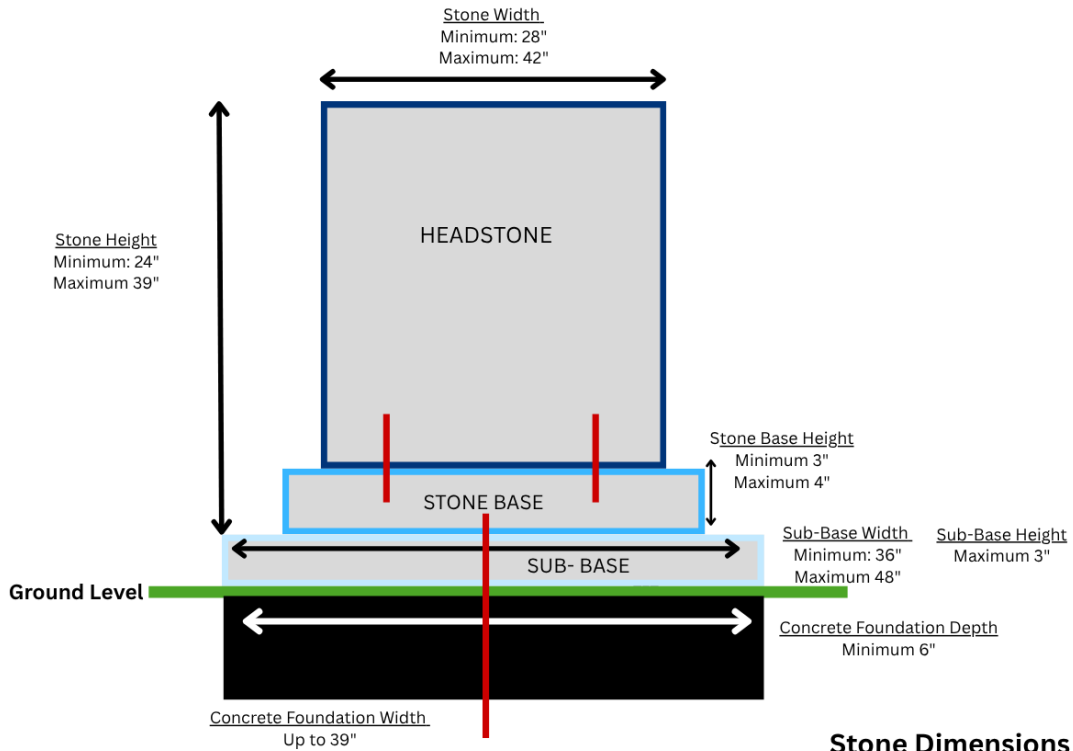
Sub Base
 Height: 3"
 Width: 47" - 48"
 Depth: 12" - 18"

Foundations
 Width: 39"
 Length 88"

Memorial Stone Specification

Lawned Graves

Front View



Stone Dimensions

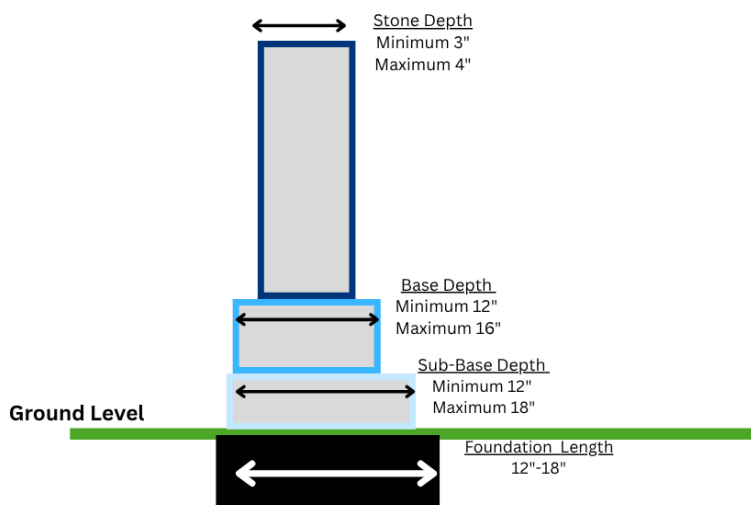
Stone
Height: 24" - 39"
Width: 28" - 42"
Depth: 3" - 4"

Stone Base
Height: 3" - 4"
Width: 36" - 48"
Depth: 12" - 16"

Sub-Base
Height: Up to 3"
Width: 36" - 48"
Depth: 12" - 18"

Foundation
Height 6"
Width: Up to 3"
Length: Up to 88"

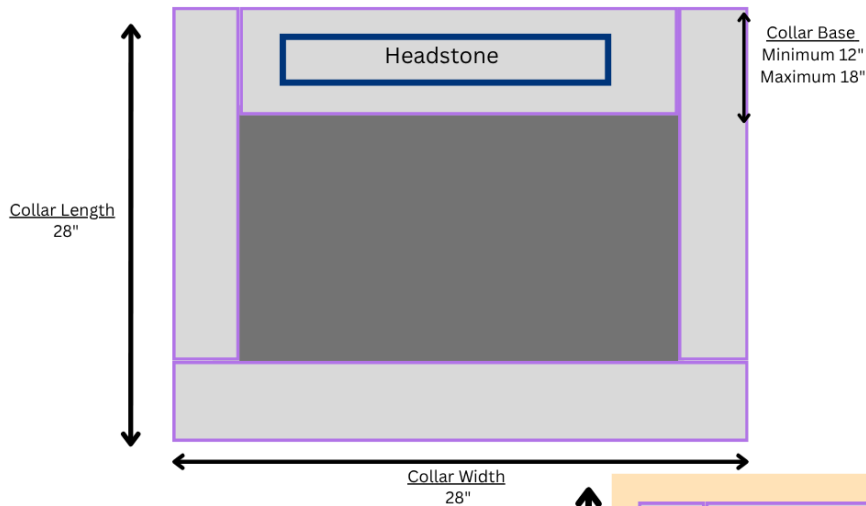
Side View



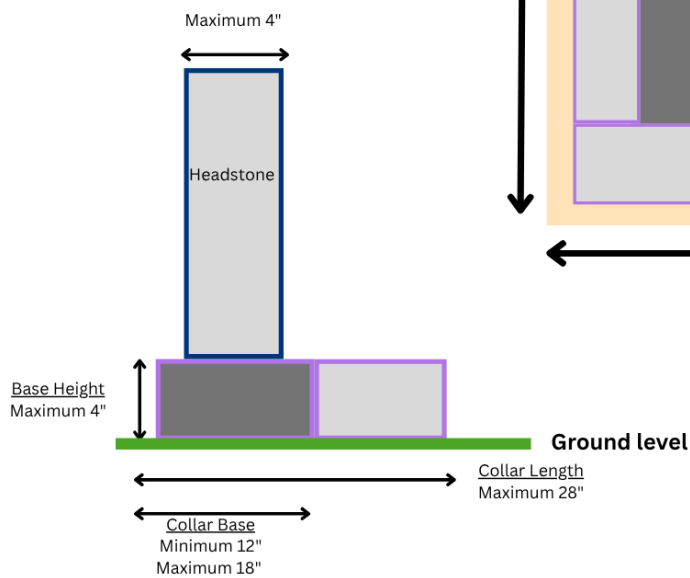
Collar Specifications

Lawned Graves

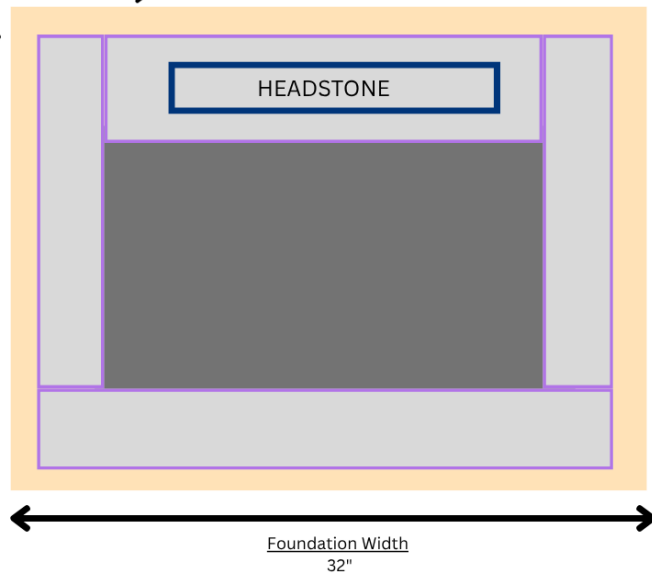
Birds Eye View



Side View



Foundation length
32"



Collar Dimensions

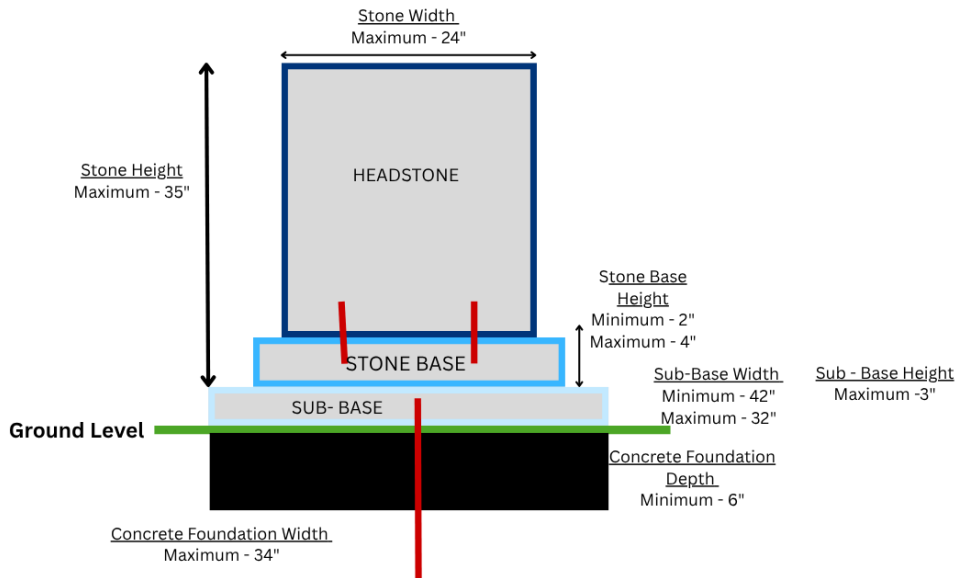
Collar:
Collar Length: Up to 28"
Collar Width: Up to 28"

Base Dimensions:
Base Height: Up to 4"
Stone Base: 12" - 18"

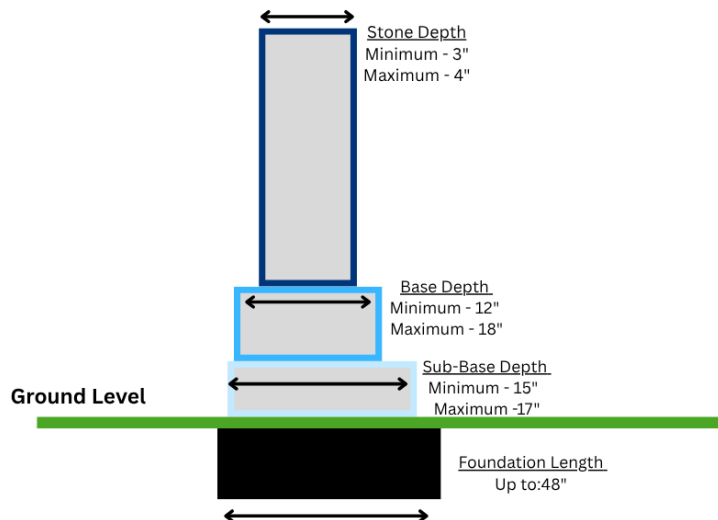
Foundations
Length: 32"
Width: 32"

Infant/Child Memorial Stones

Front View



Side View



Stone Dimensions

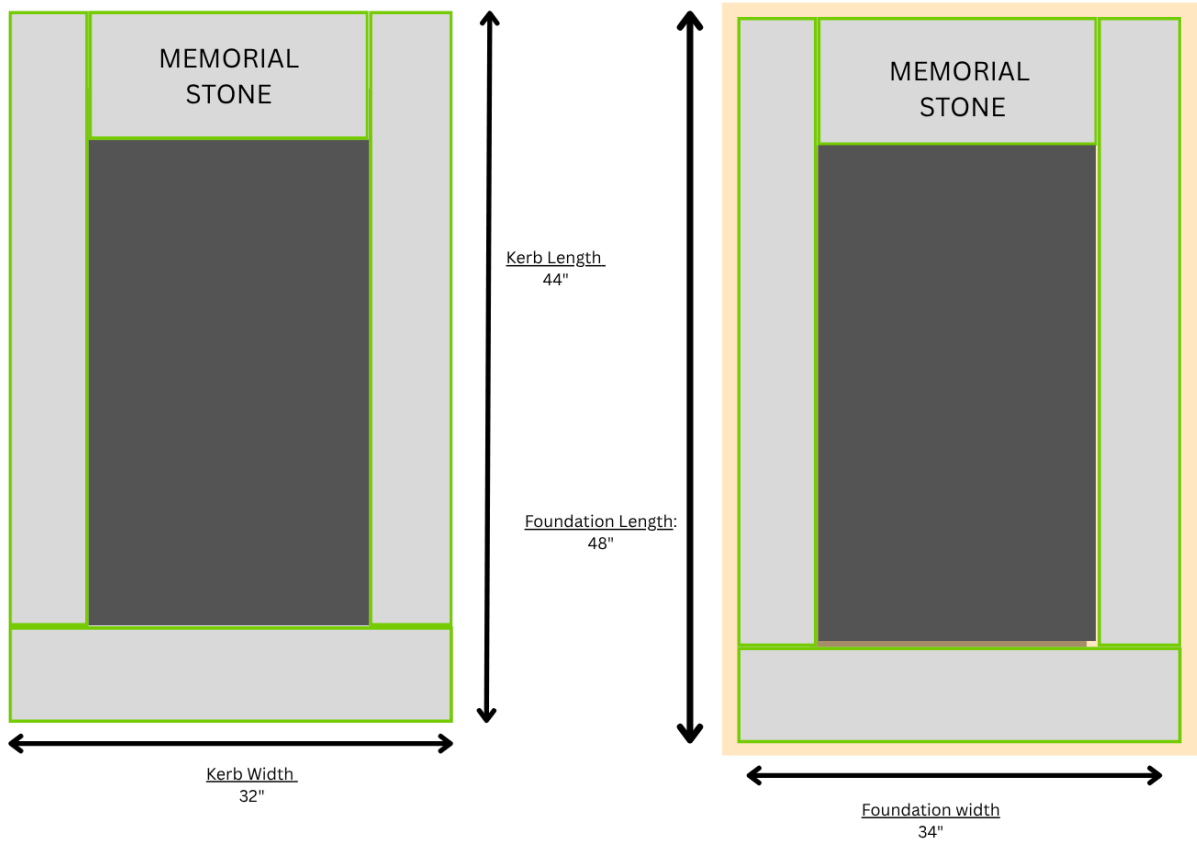
Stone
Height: 35"
Width 2.0"
Depth 3" - 4"

Base
Height: 2" - 4"
Width 32" - 42"
Depth 12" - 18"

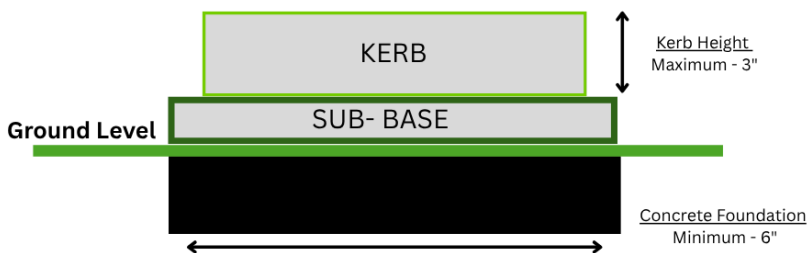
Sub-Base
Height: 3"
Width: 32" - 42"
Depth 12" - 18"

Foundations
Width 34"
Length 48"
Depth: 6"

Infant/Children Kerb Set Specification



Kerb Set Dimensions



Kerb
Height: Up to 3"
Width: 2'11" - 3'0"
Length: 3'11" - 4'0"

Sub Base
Height 3"
Width 32" - 42"
Depth: 6"

Foundations
Width: 34"
Length: 48"