

Bereavement Services



Introduction

Dealing with the loss of a loved one is a very difficult and challenging time. You must inform a number of people and organisations and complete a number of documents by law. If you are a relative or friend of the deceased you can do some of the things yourself. Other things will need to be done by the executor or administrator of the estate.

There are a number of organisations which can offer help and support during this difficult time.

You won't be able to do everything right away, but it is important, as soon as possible to:

- tell the family doctor
- contact a funeral director, if you intend to use one. If the death occurs at home or in a nursing home the funeral director will need to be contacted to move the deceased to a chapel of rest and begin to arrange the funeral
- check the Will for any special requests

Registering a death

When registering a death you must take:

- The medical certificate of the cause of death, signed by a doctor unless the coroner is issuing the paperwork
- If available the deceased's birth certificate, marriage certificate and NHS Medical card

After the information has been recorded into the death register, the registrar will issue the necessary forms and certificates.

If a post-mortem examination is not being held, the registrar will give you.

A certificate for Burial or Cremation (called the 'green form 1'), giving permission for the body to be buried or for an application for cremation to be made. If the deceased is to be buried or cremated outside England or Wales the coroner will issue the necessary forms.

A certificate of Registration of Death (formBD8), issued for the Benefits Agency.

In certain circumstances a death may be reported to the coroner and an inquest may need to be held. The coroner's officer will provide more information.

Rossendale Council Bereavement Service

Bereavement services are responsible for managing the burial service in Rossendale.

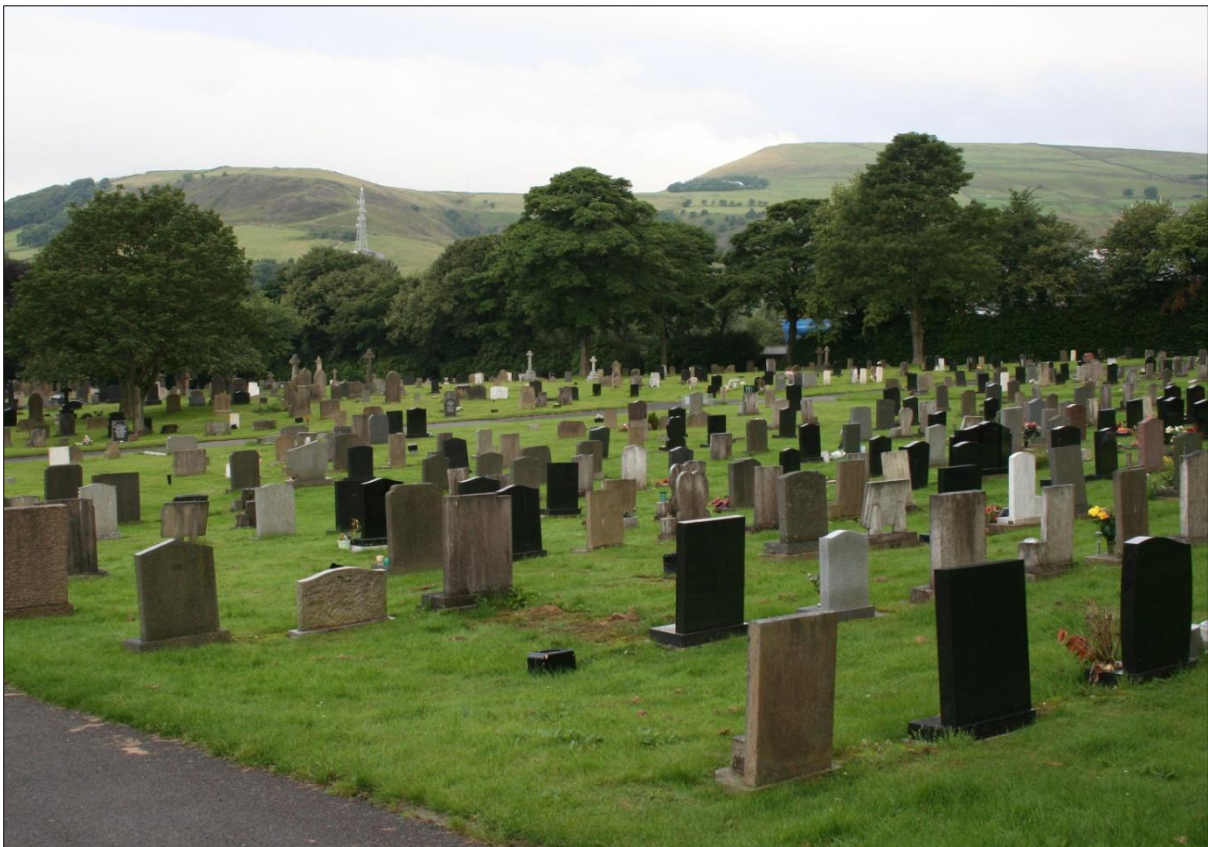
Staff can offer information and advice on how to make the necessary funeral arrangements that will suit your personal needs.

This information pack has been produced to provide more information on the cemeteries and the services we provide.

Opening Hours

The Bereavement Services office is open from 9.00 to 5.00, Monday to Friday. This is the main office for all enquiries relating to cemeteries, ashes plots and memorials.

For further information please contact the Bereavement Services Officer on 01706 238601.



Rossendale Cemeteries

Rossendale Borough Council currently has four cemeteries located at Bacup Whitworth, Rawtenstall and Haslingden.

All have plots available for Catholic, Church of England and non conformist (General) denominations. Both Rawtenstall and Haslingden also have a Muslim section.

Our prime aim is to provide a high quality and dignified burial service for bereaved families of all different religious and cultural backgrounds within the community.

We do not have cremation facilities but this service can be accessed at our neighbouring authorities Hyndburn, Burnley and Rochdale.

Bacup Cemetery



Bacup Cemetery, Brunswick Terrace, Bacup
Lancashire OL13 0HD

Tel: 01706 238601
Fax: 01706 873556

Bacup Cemetery opened in April 1862, and to date more than 40,000 interments have been carried out within the 17 acre grounds. Further expansion land is available to the south of the cemetery as and when required.

Bacup is the oldest of the Council's cemeteries. Before the cemetery opened in 1862 most burials took place in churchyards. St Nicholas's at Newchurch being one of the earliest for burials in the Rossendale area.

The public toilets are positioned to the right of the main entrance into the cemetery and there are a 2 water taps within the grounds for use by visitors.

Graves are available for a maximum of 3 interments. Graves can also be purchased for ashes only burial.

Rawtenstall Cemetery



Burnley Road, Rawtenstall, Lancs
BB4 8EW

Tel 01706 238601
Fax 01706 873556

The first burial in Rawtenstall Cemetery took place in January 1877. The cemetery currently holds over 21,000 burials and this site also covers around 17 acres.

A recently renovated chapel sits within the cemetery seating about 40 people and can be hired on payment of a small fee. A centrally placed water tap is available for visitors to use.

The cemetery is located only a short walk from Rawtenstall and caters for Catholic, Church of England, Non Conformist and Muslim burials.

Haslingden Cemetery



Grane Road, Haslingden, BB4 4PB

Tel 01706 238601

Fax 01706 873556

Haslingden Cemetery is the smallest of our cemeteries with just under 6 acres in use. The first interment took place here on the 29 April 1902.

It has a small chapel which has recently been redecorated and can accommodate 50 people seated. It also has toilet facilities and a water tap for visitors to use. Graves are available for both coffin and ashes interment.

It caters for Catholic, Consecrated, Non Conformist & Muslim burials.

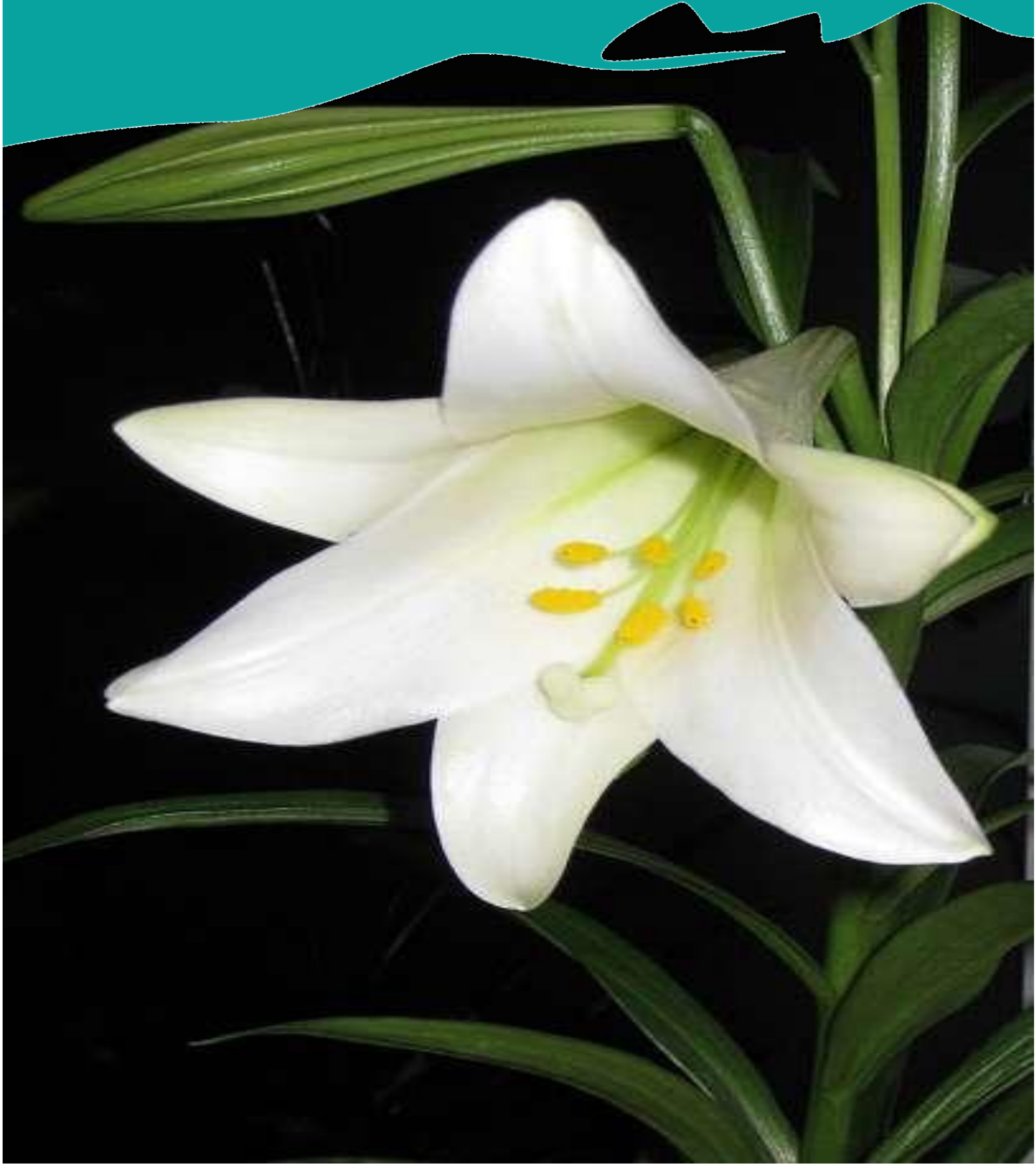
Whitworth Cemetery

Edward Street, Whitworth, Lancashire
OL12 8LE

Tel 01706 238601

Fax 01706 873556

Burial owners
Rights and Responsibilities



Introduction

This leaflet provides some general information for burial owners about their rights and responsibilities.

Rossendale Council has 4 cemeteries located at Bacup, Whitworth, Rawtenstall and Haslingden.



All have plots available for Catholic, Church of England and non conformist (General) denominations. The cemeteries in Rawtenstall and Haslingden also have a Muslim section.

Grave purchase

When purchasing a grave it is important to remember that what you are actually purchasing is the Exclusive Right of Burial. This means that Rossendale Council is granting you the right to decide who will be buried in a particular grave, it does not transfer ownership of the land itself. This remains with the Council. A deed of grant will be issued to you and this should be kept safe as it is a legal document. It will form part of your estate when you die so it can be bequeathed like anything else. You must produce your deed each time the grave is opened.

General information on Graves

How many can a grave hold?

New graves are available for a maximum of 3 interments. In addition ashes may also be placed in the grave even where the grave is full for future coffin burials.

Can I purchase a grave in advance?

Yes. A grave space can be purchased and reserved by anyone. Once the grave is purchased the registered grave owner must give their permission to open the grave.

How long is the grave purchased for?

Many older graves were purchased in perpetuity. This means that the rights to the grave stay with the family from one generation to next. Under new regulations graves can now only be purchased for a maximum period of 100 years. At Rossendale all new graves are sold on a lease basis for a period of 100 years.

Do I have to purchase a grave in order to be buried?

No. As a resident of the borough you may choose to be buried in an unmarked, unpurchased grave. This will mean however, that the grave cannot be marked with a headstone or other type of memorial stating who is buried in the grave. This type of grave will also be used for further unrelated burials.

After the Burial

Around 2 to 3 weeks after the funeral all flowers, wreaths and other items will be removed from the grave this may be sooner if the flowers have perished.

The grave may be topped up with soil and once the ground has settled it is then covered with turf. This process can take many months and is greatly influenced by weather and ground conditions. Newly laid turf may need re-lifting in order to level a grave. Please do not think your grave has been forgotten about, the work can take some time to complete.

Planting of graves

Illustration of grave

Graves can be planted with any type of natural plant within an area measuring 45cm from the base of the memorial stone. Plants should be kept tidy and they should not be allowed to grow over or cover other graves and paths. They must not exceed 60 cm in height.

Separate flower holders can be placed on the grave within the area mentioned above. They must be made of metal or glazed earthenware but not glass. These are placed at the owners own risk.

Occasionally the surface of your grave may be used to site a soil box when digging an adjoining grave. This means any plants may have to be lifted as a temporary measure. Every effort will be made to restore the grave to its original condition.

Memorials

Illustration of a memorial

You may place any type of stone memorial on a grave to which you own the Right of Burial providing it meets with our current regulations and the mason employed is a member of BRAMM (British Register of Accredited Memorial Masons). This is a national scheme aimed at raising standards in the fixing of memorials which in turn should lead to safer cemeteries. You can obtain details on their website www.bramm-uk.org

Installing a memorial

After the burial, it will take some time for the soil to settle. We will check the site and add topsoil where necessary, once the ground has settled it is then covered with turf. In Rawtenstall, Bacup, Whitworth and Haslingden it is necessary to allow the soil to settle for usually at least 6 months prior to the erection of a lasting memorial.

Wording on a headstone

We will allow any words providing they do not cause offence to other visitors. We welcome nicknames as well as 'Mum' and 'Dad'. You may also have ceramic plaques and artwork on memorials in our cemeteries.

Responsibility for the memorial

The grave owner or the person who purchased the memorial is responsible for its safety and good repair. We insist on the National Association of Memorial Masons fixing method for all new memorials.

Where an existing memorial is replaced e.g. after removal for burial or an additional inscription, it must be replaced in accordance National Association of Memorial Masons guidance. This should ensure the memorial is safe for a considerable period.

If a headstone becomes loose or dangerous we will try to contact the owner but occasionally we have to make safe any memorial that becomes dangerous and this may include laying it flat.

You should consult your mason with regard to any guarantee and also about insuring your memorial.

What can I place on the grave?

Illustrations of the different examples of what can be placed on the grave

We do allow a headstone to be placed by a BRAMM registered mason. We also allow an area of 45cm (18") maximum from the base of the memorial stone where the turf can be removed and suitable plants planted.

Under Health and Safety legislation we must ensure that the Cemetery is a safe place for both our employees and for visitors.

Unfortunately we cannot allow fencing, railings, kerbs chippings and other such items around a grave.

The reasons for this are that they seriously hamper our grounds maintenance programme and affect our ability to access graves which require opening. It also presents a trip hazard to our workers and other people visiting graves in the same area.

To some, these regulations will sound unreasonable but we want to make sure all visitors can get to the grave they wish to visit. Also with a large cemetery and only a limited number of staff our aim during the summer is to keep the grass cut to an acceptable standard, having to work round many obstacles can seriously delay our objectives.

It is against cemetery regulations to mark the grave unless permission has been granted. Unauthorised items may be removed without notice.



Cemetery Fees and Charges

Purchase of right of burial in numbered grave space

Grave Space (including numberstone)	£477
Transfer of Grant	£25

Right to fix a headstone or monument

Headstone (including foundation)	£147
Inscriptions	£19
Vase and plinth	£21

Interments

Earth Grave	£390
Bricked to Coffin Height	£534
Vault - Construction	£794
Vault - Interments	£371
Stillborn and up to 1 year	£57
Foetus less than 24 weeks term	£24
1 year to 13 years inc.	£207
Interment of Ashes	£71
Scattering of Ashes	£30

Public Graves

Stillborn	£22
Child up to 1 year	£22

Miscellaneous Charges

Grave Dressing	£16
Copy of Regulations and Charges	£6

Grave Planting (per season)

Lawn Type 750 sq m	£47
Double Grave Space	£90
Search Fee	£27
Duplicate Grave Deed	£20

Additional Whitworth/Haslingden Charges

Use of Chapel	£27
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Garden of Remembrance (Whitworth)

Reserving Space	£23
Interment of Ashes	£35
Headstone in above	£42
Supply of Engraved Plaque	£107

Please note that these charges are excluding VAT. Residents living outside the borough will be subject to an additional charge, please contact the Bereavement Services Officer on 01706 238601 for further information.

Charges correct as at September 2010

Ashes Gardens.

Ashes gardens are currently located within Whitworth, Bacup and Haslingden cemeteries. These areas are separate to grave plots; although ashes can still be interred within a grave should you prefer this.

If you choose to inter ashes in one of our chambers or plots the cost (which can be found on our list of fees and charges) includes the following

- the charge for the right of interment;
- the granite memorial with flower vase;
- the interment fee; and
- the plaque with first inscription.

Subsequent inscriptions and interment fees apply.

On death of the purchaser all rights and responsibilities pass to the next of kin.

Whitworth Cemetery

The ashes garden is located up the driveway on the northern edge of the site. Up to two caskets can be interred in to the ground below a paving stone. A plaque and flower vase may be placed on the paving stone.

Bacup Cemetery

The ashes garden is located adjacent the main driveway near to the war memorial. Up to four caskets can be interred in a specially constructed chamber with granite tablet for inscriptions and flower vase.

Haslingden Cemetery

The ashes garden is located in the south east corner of the cemetery. Up to four caskets can be interred in a specially constructed chamber with granite tablet for inscriptions and flower vase.

What's happening in 2011?

We will be constructing an ashes garden in Rawtenstall Cemetery so that we can offer this service in all of our cemeteries.

We will be carrying out landscaping around the ashes chambers at Haslingden Cemetery to create a quiet seating area surrounded by attractive planting.

For further information please contact the Bereavement Services Officer on 01706 238601.

Information on pre-purchasing a Grave

Lawn-type Graves

We receive many enquiries from families about whether it is possible to buy graves long before they might be used. In recent years, it has become more acceptable to talk about death and funerals, and as most funeral directors now provide a pre-paid funeral plan, it seems sensible to purchase the grave at the same time.

This can be done by contacting the Cemetery Office at Henrietta Street in Bacup, where the staff will be pleased to assist you with any queries which you may wish to discuss. Payment for the grave should be made at this time and grave deeds will then be issued as proof of ownership.

The council operates a lawn-type grave system within the four cemeteries. The height, width and depth of each memorial are restricted and kerbstones and other forms of edging are no longer allowed to be erected on the grave. We do however allow a small square, up to 45cm (18") deep within which to plant small plants. Please ask for a copy of the full regulations.

The grave spaces are leased over a 100 year period, and during that time, the grassed areas will be maintained by the council's grounds maintenance team.

After the initial 100 year lease period has expired, the grave owner may be offered a further lease period for an appropriate fee.

Each grave can accommodate up to three coffins plus caskets of cremated remains, depending upon the area and denomination of land that is required for the grave.

The cemeteries can provide graves in Roman Catholic plots, Church of England ground, Non Conformist, (i.e. Baptist, Methodist), Muslim graves and cremated remains graves.

When purchasing a grave it is important to remember that what you are actually purchasing is the Exclusive Right of Burial. This means that Rossendale Council is granting you the right to decide who will be buried in a particular grave, it does not transfer ownership of the land itself. This remains with the Council.

A grave deed will be issued to you and this should be kept safe as it is a legal document. It will form part of your estate when you die so it can be bequeathed like anything else. You must produce your deed each time the grave is opened.

The exclusive rights of burial may be transferred to someone else providing the grave owner completes the appropriate paperwork, which may be obtained from the cemetery office.

For further information contact please contact the Bereavement Services Officer on 01706 238601.

Information on Safety Testing Memorials.

Why do we need to test?

Health and Safety Legislation means that Rossendale Borough Council must ensure the safety of visitors and staff in our cemeteries. Our responsibilities include checking that memorials are safe.

When will we test?

Memorial testing is a continuous process starting in 2011. We will let people know when and where in the cemetery we expect to be carrying out testing by using notices. Unfortunately we can not contact people individually at this stage.

Who does the testing?

Testing of memorials will be carried out by trained Rossendale Borough Council Staff.

What will I see happening?

You may see a member of staff checking the memorial by inspecting it visually and manually. The testing process will not disrupt anything including visiting graves.

What happens if a memorial is found to be unsafe?

If the memorial is found to be in danger of toppling over imminently then we will take measures to make it safe without prior notice. How we do this depends on the size and type of memorial but may include laying the memorial flat or cordoning off the grave space. You may see us using equipment to do this and we will make every effort to protect the memorial from damage.

We will try to contact the person who holds the grave deeds or owns the memorial to discuss how the memorial can be permanently repaired.

If the memorial is found to have a less urgent safety requirement then we will not disturb the memorial and we will try to contact the relevant person as above.

For further information please contact the Bereavement Services Officer on 01706 238601.

Memorial Information and Application

Grave Memorial Application to Cemetery Registrar

Cemetery _____ Grave no: _____ Section _____

I _____ (your full name)

of _____

hereby apply for the right to:

- Place and maintain a memorial **(tick as applicable)**
 Place and maintain a vase and plinth
 Place and maintain an additional inscription on a memorial

I enclose the Exclusive Right of Burial (Grave Deed) as evidence of ownership.

I understand that the memorial to which this application applies remains in the cemetery entirely at my risk. I agree that, at the Council's request, the Mason may dismantle and re-fix the memorial to demonstrate compliance with the Council's fixing standards.

We advise that you take out insurance for the memorial.

Signature _____ Date _____

This form must be signed by the person to whom the right of burial has been granted, i.e. the registered grave owner; if the registered owner is deceased the signature must be that of the Executor or Administrator or failing that, the next of kin.

In this case please state your relationship to the registered owner _____

Mason's Name _____

Mason's Address _____.

Telephone No: _____

BRAMM registration No _____

No work shall be commenced before written approval has been granted and all fees paid to the Cemetery Office. Details of fees and regulations for Masons are available on request. The work must be carried out to the satisfaction of the Registrar.

BURIAL NO:
PLOT:
GRAVE NO:

NOTICE OF INTERMENT

This form is to be delivered to Rossendale Borough Council along with the Registrar's Disposal / Coroners Order for burial and grave papers 48/72 hours (96 hours for a bricked grave) prior to the interment taking place (exclusive of Saturday, Sunday & Bank Holidays). Please ensure that the information is set out accurately and the form is signed.

Cemetery _____

Consecrated/Catholic/Unconsecrated/Muslim _____ Number _____

Day & date of Interment _____

Time _____ am / p.m. Direct to Graveside / Service in Chapel _____

Full Name of Deceased _____ Male/Female _____

Marital Status _____ Age _____ Minister _____

Date of Death _____ Occupation _____

Home Address _____

Place of Death _____

External Coffin Measurements Length _____ Width _____ Ashes _____

Funeral Director _____

Address _____

New Grave (72 hrs notice)

Full Name of Purchaser _____

Full Address _____

Grave to hold _____ persons

Re-opening graves (48 hrs notice) have Grave Deeds been produced / Indemnity signed (delete)

Applicant (this must be the grave owner unless deceased) _____

Address _____

Relationship of Applicant to Owner (where deceased) _____

Rules for cemetery grave plots

To maintain an attractive, dignified and safe environment for everyone the council has determined that the rules governing the control of informal memorials should be strictly enforced.

Flowers and vases etc

The following items **are allowed** but placed at the owners risk:

- plants (not exceeding 2' in height), flowers, small vases and miscellaneous items such as cards, wreaths and small ornaments.
- all items placed on the grave must be contained within an area extending upto 45cm (18") from the base of the memorial.

Unauthorised items

The following items are **not allowed** and will be removed or repositioned by cemetery staff:

- fencing, kerb and edgings of any type
- chippings
- any items placed on a grave which exceed the measurements above
- any item considered being a health and safety hazard to cemetery users. this includes glass vases , sharp objects and tripping hazards
- any item which may disturb the peace and quiet of the cemetery for other users such as windmills and chimes.

Erection of memorials

- The erection of a memorial is subject to formal application and approval and normally involves a fee. Your mason will deal with this for you. Any memorial erected without permission / fee will be removed.
- memorial application forms and cemetery rules and regulations are available from bereavement services

A copy of Rossendale Borough Council Cemetery rules and regulations are available from the Council Bereavement Services Office.

To be signed by grave purchaser / applicant

I have read the above regulation and agree to abide by Rossendale Borough Council Cemetery rules and regulations as states above.

Signed _____ Date _____

Please print your name _____

Please return the competed form to: Bereavement Services Department, Henrietta Street, Bacup, OL13 0AR. Tel: 01706 238601. Fax 01706 873556

OFFICE USE Complete:

Burial Reg [] Grave Reg [] Index [] Plan [] Grave Deed []

Receipt Number _____

Genealogical / Family Research

Bereavement services receive many requests from people researching their family history.

The cemetery office at Henrietta Street maintains all the statutory burial records for Bacup Rawtenstall, Haslingden and Whitworth Cemeteries.

- Bacup Cemetery – opened in 1862
- Whitworth Cemetery – opened in 1879
- Rawtenstall Cemetery - opened in 1877
- Haslingden Cemetery - opened in 1902

Burials prior to this were often in local churchyards.

The Bereavement Service can conduct searches for you. In order that we can conduct an effective search, the following information should be provided:

- The full name of the deceased
- The approximate month and year that the individual died.

A charge may be made for grave searches and family history research.

For further information please contact the Bereavement Services Officer on 01706 238601, email: cemeteries@rossendalebc.gov.uk Postal address Bereavement Services, Operations Team, Henrietta Street Depot, Bacup, OL13 0AR