

ABRIDGED CREMATORIUM REGULATIONS

The Bereavement Services Office (BSO) of Guildford Borough Council (the Cremation Authority) is situated at the Guildford Crematorium, New Pond Road, Godalming, Surrey GU7 3DB and is open Monday to Friday 9.00am to 4.30pm and Saturday 9.00am – 3pm (normal public holidays excepted) under the control of the Bereavement Services Manager (BSM). For further advice or information, please call 01483-444711.

The Crematorium regulations form the basis for the proper control and management of the Crematorium and are designed to ensure an appropriate environment for all visitors. These rules and regulations are made pursuant to the *Cremations Act 1902* and *1952* as amended, the *Cremation Regulations 2008* and the *Local Government Act 1972* and subsequent amendments and regulations current at the date of cremation.

Visitors are welcome to the Crematorium and are requested to respect the dignity of this peaceful and tranquil place. Regulations must be observed at all times and the cremation authority reserves the right at any time to make amendments or variations to them without prior notice.

The cremation authority reserves the right to temporarily close public access to any part of the Crematorium at any time without notice. No animals, other than assistance animals will be allowed into the grounds or buildings, except with the prior permission of the BSM.

CREMATED REMAINS

ATTENDANCE AT BURYING/SCATTERING OF CREMATED REMAINS

If the burying or scattering of cremated remains is to be carried out with family present, then an appointment must be made with the Bereavement Services Office at least 24 hours in advance.

AMENDING CREMATED REMAINS AUTHORITY

Any changes in instruction regarding the disposal of cremated remains must be applied for in writing to the bereavement services office by the applicant of the cremation. An original form and signature is required.

MEMORIALS

Memorials are available for adoption in the Crematorium Gardens of Remembrance. Inscriptions on these memorials will be subject to approval to ensure no offence is caused to any person. The Bereavement Services Manager retains the right to amend or refuse any inscription considered inappropriate.

Applications for memorials must be accompanied by the appropriate remittance.

The introduction of privately owned vases, containers or memorials is not permitted into the Crematorium.

Benches are available to dedicate for a period of 10 years. The bench is supplied by and the position determined by the cremation authority staff. No privately owned benches are allowed within the crematorium.

It is the responsibility of the applicant for the memorial to keep the cremation authority informed of any change of address. \

MAINTENANCE AND UPKEEP

Flowers are permitted only in the areas and containers provided by the cremation authority.

Cellophane or similar wrappings or plastic or imitation flowers and wreaths should be avoided, except within the Memorial Vaults and Vase Block area.

The Cremation Authority reserves the right to remove without prior notice any shrubs, trees, plants or floral tributes not considered to be in accordance with these regulations or that in its opinion have become unsightly and to dispose of the same in such a manner as deemed fit. The Cremation Authority will not accept any liability for memorabilia left within the crematorium buildings and grounds.

Planting is not permitted within the Gardens of Remembrance or rose beds. Grass cutting leaf and litter clearing, upkeep of trees, shrubs, flower beds and hedges will be carried out by the cremation authority or their contractor, at a frequency determined by the cremation authority and weather conditions.

To maintain the natural ambience of the Garden of Remembrance and Glade areas, no tributes or markers are to be left within these locations. Cremated remains are not enclosed in any form of container within these sections.

FEES

The Cremation Authority will determine fees for the Crematorium services annually, to take effect from 1st April each year. All fees are approved by Full Council and are payable in advance to the Cremation Authority.

Please be aware that no fee is charged for the laying to rest of remains in the Glades or the Garden of Remembrance for deceased persons cremated at Guildford Crematorium.

MISCELLANEOUS PROVISIONS

The Cremation Authority reserves the right to change the appearance of the Crematorium and grounds at any time without prior notice.

LOSS OR DAMAGE

The Cremation Authority shall not be held responsible for the safekeeping of any wreaths, flowers, plants or any other objects placed in the Crematorium nor for any damage caused to memorials or monuments by winds, storm, inclement weather, vandalism or other factors outside of their control.

RELOCATION OR REMOVAL OF AUTHORISED MEMORIALS

The Cremation Authority shall reserve the right from time to time to relocate or remove any items including but not limited to vases, containers and memorials within the crematorium grounds at the discretion of the Bereavement Services Manager on 1 months notice.

ALTERATIONS TO THE REGULATIONS

The Cremation Authority reserves the right from time to time to make any alterations or additions to these Regulations as necessary. The Cremation Authority ruling on these Regulations shall be final.

REPEAL OF THE FORMER REGULATIONS

Any regulations previously enforced in respect of the Crematorium are hereby revoked. The foregoing regulations were approved by the Cremation Authority on 26th of January 2017.