

WEST LOTHIAN COUNCIL CEMETERIES

TERMS AND CONDITIONS – BOOKING INTERMENT

1. NOTICE OF BURIAL

- 1.1 Arrangements for burials, whether by coffin or cremated remains casket, may be made with the Registrar (who is the Officer authorised by the Council to act as registrar of Burials and Cremations or any person delegated to do so) during office hours by telephone or in person at the cemetery office. The booking must be followed by the submission of a completed Notice of Interment form EPS4 and Form 14 or cremation certificate, at least two clear working days in advance of the intended date and time of the funeral unless otherwise agreed by the Registrar. No burial shall be permitted to take place without a Form 14.
- 1.2 No Notice of Interment will be accepted by the Registrar unless correctly completed, accompanied by production of satisfactory evidence of the exclusive right of burial in the lair and the Registrar is satisfied of the appropriateness of the proposed interment and that all required information has been given to him. Shorter notice may be accepted at the sole discretion of the Registrar in exceptional circumstances and in the case of interments to comply with religious requirements when deemed appropriate. Acceptance of the Notice of Interment will act as confirmation of the booking.
- 1.3 The person instructing the burial is personally liable for all burial dues and fees. The Council will determine the appropriate fees which must be paid fully in advance or in the case of Account Customers at Point of Invoice.
- 1.4 Interments shall not take place where the exclusive right of burial in a lair was granted less than two clear working days before the proposed interment unless otherwise agreed by the Registrar. No interment shall take place out with office hours unless agreed otherwise by the Registrar.
- 1.5 No order will be issued for the digging of a grave until such time as the Notice of Interment has been accepted by the Registrar.
- 1.6 All burials must be authorised by the Registrar prior to funeral arrangements being publicly announced. The Council shall not be liable for any additional

costs incurred where, due to a change in circumstances, a burial is unable to proceed following such public announcement.

- 1.7 In the event that a lair certificate cannot be produced, the Council will require that the lairholder complete and sign an indemnity form in such form as the Council may prescribe. The Registrar may then in his sole discretion allow the burial to take place on such terms and conditions as may seem appropriate, and no liability shall be incurred by the Council in respect of any claims for loss or/and injury arising from any such interment excepting where such loss and injury is caused by fault and negligence on the part of the Council.

2. BURIALS

- 2.1 Funerals will normally only be permitted to take place Monday to Thursday 09.30 –15.00, Friday 09.30 – 14.30 and Saturday 09.30 – 11.00 (excluding Bank or other Public Holidays). The council reserves the right to specify times for interments. It may be possible to arrange funerals outside of these times at additional cost.
- 2.2 All funerals will be subject to the control of the authorised council officer.
- 2.3 The time appointed for an interment must be punctually observed. The Council reserves the right to delay a late arriving funeral in the event that it impacts on another service. Funeral organisers will also be liable for a charge to cover any additional cost incurred by the Council where arrival is 15 minutes later than the arranged commencement time or where the coffin is of a different size to that stated on the notice of interment form.
- 2.4 No more than eight cords will be allowed on any coffin in any cemetery.
- 2.5 At the Council's discretion a hydraulic lowering device may be used to lower heavy / oversized coffins. The need to use this device will be discussed with all concerned before interment.
- 2.6 Services in a cemetery must not exceed 30 minutes unless special arrangements have been agreed in advance with the Registrar. Funeral organisers will be liable for a charge to cover any additional cost incurred where the service exceeds 30 minutes and no such extension has been agreed with the Registrar.
- 2.7 It is the responsibility of the person making the funeral arrangements to organise a Minister or Officiant for the funeral if one is required.
- 2.8 The Council accept no liability for delay in preparing a lair for interment for whatever cause.

- 2.9 All coffins or cremation caskets will require the deceased person's name to be displayed on the lid along with the date of death.
- 2.10 No owner shall be entitled to have the lair opened to a greater depth than 2.25 metres. No interment shall be made without there being at least 1.0 metre of soil between the surface of the ground and the top of the coffin, save in exceptional circumstances and subject to the prior written consent of the Registrar. Notwithstanding the above, depth of lair and number of coffins allowed to be interred therein may be varied by the Registrar having regard to underground conditions such as, the presence of rocks.
- 2.11 A standard lair in all Council cemeteries, with the exception of Woodbank extension, Fauldhouse extension and Hermand Park, measures 1m (39") wide and will accommodate a coffin up to 71cm (28") wide x 208cm (6'10") long. Any coffin wider than 71cm (28") will require the purchase of two lairs. Any coffin longer than 208cm (6'10") will require additional works for which a charge may be payable.
- 2.12 A lair in Woodbank Extension, the new cemetery in East Calder, Fauldhouse Extension and Hermand Park Cemeteries measures 1.2m (47") wide and will accommodate a coffin up to 91.5cm (36") wide x 208cm (6'10") long. Any coffin wider than 91.5cm (36") will require the purchase of two lairs. Any coffin longer than 208cm (6'10") will require additional works for which a charge may be payable.
- 2.13 The Registrar has the power to declare a lair to be closed to further interments. No further burials shall be permitted in any such lair. An exception may be made for the interment of cremation caskets at the discretion of the Registrar.
- 2.14 The digging of lairs, the infilling of lairs and the preparing for the laying of foundations for headstones shall be carried out only by the employees of the Council unless the Registrar deems it appropriate to use alternative resources.
- 2.15 No interments will be permitted where the body has not been placed in a coffin or other Council approved receptacle.
- 2.16 Railings, kerbing, fencing, corner stones and gravel are not permitted. Any such items shall be removed by the Council and stored for a period of up to one month. A note will be placed on the lair informing of the removal.
- 2.17 The Council reserves the right to use any equipment and process to protect the health and safety of any person.

3. BURIAL OF CREMATED REMAINS

- 3.1 Cremated remains may not be scattered in any part of a cemetery.
- 3.2 No cremated remains may be interred in any lair without prior written consent from the Council and payment of an appropriate fee.
- 3.3 No cremation caskets may be interred in a lair without there being at least 1 metre of soil between the surface of the ground and the casket.
- 3.4 Only four cremation caskets may be interred in a lair which is identified on the Certificate as a "casket lair" unless otherwise agreed with the Registrar.
- 3.5 The Registrar has the power to declare a casket lair to be closed to further interments. No further interments shall be permitted in any such lair

4. MONUMENTS, MEMORIALS AND MEMORIALISATION

- 4.1 The following apply to monuments, memorials and memorialisations:

(a) These must be erected on the area set aside for same and 25 millimetres clearance must be maintained from the edges of the lair on which it is to be erected.

(b) These must be restricted to a maximum height deemed appropriate by the Registrar.

(c) Any inscription on these must be approved by the Registrar.

(d) These must comply with current specifications and not protrude over any part of the lair requiring to be opened for future interments.

(e) None shall be erected or any inscription added until the appropriate application form and plan/sketch showing the scale and/or proposed inscription, together with confirmation of the monumental mason who will be carrying out the works has been approved by the Registrar. The application needs to be made at least 21 days before any proposed erection/works.

(f) These must only be erected at such place and time as permitted by the Registrar and in accordance with the National Association of Monumental Masons' Codes of Practice and current appendices to this.

(g) These must be erected by a monumental mason approved by the Council who has exhibited evidence on request of sufficient public liability insurance cover.

(h) Erection of these may be subject to a fee set by the Council from time to time.

(i) Railings, fencing, kerbing, corner stones and gravel are not permitted. Any such items shall be removed by the Council and will be stored for a period of up to one month. A note shall be placed on the lair informing of the removal.

(j) If in consequence of a proposed interment a monument, memorial or memorialisation is required to be moved, the expense of doing so will be in addition to the usual interment fees.

(k) The section and number of a lair must be cut clearly upon the left hand side of the monument or memorial base and the identifying mark of the memorial mason inscribed on the base of the headstone at the expense of the lairholder to the satisfaction of the Registrar.

(l) No operations of any kind shall be permitted inside a cemetery or burial ground without the permission of an authorised council officer who must be satisfied that reasonable attempts have been made to obtain the consent of the lairholder before work commences. All residues of such works including rubbish shall be removed without delay, failing which the Council can carry out the removal and recover the costs and expenses from the lairholder or person who carried out the operations.

(m) There are additional provisions with regards to memorials in baby cemeteries which are set out at Section 5.

5. BABY INTERMENTS

5.1 Baby Cemeteries have been designed for the interment of babies born before 24 weeks gestation, still born babies and babies who die 8 weeks after birth. Requests for interment must be made to the Registrar.

5.2 Interments can only take place in the designated Baby Burial Grounds laid out in accordance with the lair plan. Lairs will be allocated at the discretion of the Registrar.

5.3 Each lair measures 800mm x 1000mm (32 inches x 40 inches) sufficient to allow for a coffin up to a maximum of 600mm x 800mm (24 inches x 32 inches). Coffins in excess of these sizes may require to be interred in lairs made available elsewhere in the cemetery, as per the main cemetery layout plan.

5.4 Memorials may be erected and must be restricted to a maximum height deemed appropriate by the Registrar. Any inscription on these must be approved by the Registrar.