

The following regulations apply to the City's cemeteries

I. General interpretation

1. In construing these Regulations the expression "the Cemetery" means all Cemeteries and Burial Grounds provided and maintained by the Council as Burial Authority within the City of Sunderland.
The expression "the Council" means the Sunderland City Council. The expression "General Superintendent" means the person for the time being appointed by the Council to manage the Cemeteries.
The expression "Supervisor" means the person for the time being appointed by the Council to supervise the carrying out of the work at any one of the respective Cemeteries under the direction of the aforesaid General Superintendent.
The expression "Funeral Director" means any person having on behalf of the relatives of a deceased person the carrying out of the arrangements for interment.
2. **Situation of offices**
The General Office of the Council for the purpose of the Cemeteries shall be at the Town Hall and Civic Centre in the said City, or such other place as the council may from time to time appoint accordingly.
3. **Office hours**
The said office shall be open for the conduct of business on **week days** - excepting General Holidays - From 10 a.m. to 4 p.m. The said office shall **not be open** for the conduct of any business whatever on **Saturdays** and **Sundays**.
4. **Notices and applications**
Notices of interment and all applications with respect to the Cemeteries shall be made at the office aforesaid between the hours aforesaid.
5. **Plans**
Plans showing the grave spaces, and their respective classes and divisions, shall be kept at the General Office, and shall be open to inspection, free of charge, by persons making applications respecting the purchase of grave spaces.
6. **Registers**
Register's of all burials shall be kept at the General Office, where searches may be made and extracts or certificates obtained on payment of the prescribed fee.

II. Cemeteries and burial grounds

7. **Hour for Admission of Visitors**
The Cemetery shall be open on week days from 8 am. to one hour after sunset, and on Sundays from 9 am. to one hour after sunset.
8. **Offices, enclosures and entrance gates**
No person, except on business, shall be allowed access to any of the Offices or enclosures in the Cemetery; and no visitor shall be permitted to enter or leave the grounds except by the proper entrance gate.
9. **Admission of children**
Children under ten year of age shall not be permitted in a Cemetery except under the care of an adult person.
10. **Visitors not to interfere with the cemetery employees**
Visitors or persons attending funerals shall not interrupt the Cemetery Staff at their duties, nor employ them to point out or plant graves, nor execute any private work whatever within the Cemetery.
11. **Distributing tracts or other advertisements**
No person shall be allowed to distribute tracts, business cards, or any other advertisement within the Cemetery; nor shall anyone be permitted to trespass upon

or use the Cemetery roads or walks for the conveyance of goods, parcels, or other materials not intended for use in the Cemetery.

12. Sitting, or climbing upon headstones etc

No person shall sit, stand, or climb upon or over any gravestone, headstone, tombstone, monument, palisading, gate, wall, fence, or building within or belonging to the Cemetery.

13. Unseemly conduct

No person in the Cemetery shall behave in a noisy, disorderly, or unseemly manner, be intoxicated, gamble, or play any game, use improper or indecent language, trespass upon any portion of the Cemetery, damage, destroy, or touch any tree, shrub, plant, headstone, monument, memorial, grave, or any other property within the Cemetery, take any Bicycle or Motor vehicle other than funeral vehicles therein, or obstruct any officer as aforesaid of the Council in the execution of his duty.

14. Committing nuisance

No person shall commit any nuisance within the Cemetery, or against any wall or fence belonging thereto.

15. Exclusion or removal of persons from cemetery

The Council may at any time by their officers as aforesaid exclude any person from the Cemetery, and may also cause to be removed therefrom any person who shall be guilty of any breach of the regulations for the time being in force in respect thereof. All cases of exclusion under this Regulation shall be forthwith reported by the Supervisor to the General Superintendent for report to the appropriate Committee of the Council.

III. - Interments

16. Selecting grave spaces

The selection of any grave space for purchase for exclusive right of burial, shall be subject to the approval of the General Superintendent, but the wishes of the applicant shall be met as far as practicable. The position of every un-purchased grave space shall be determined by the Supervisor.

Right of burial

The purchaser of the exclusive right of burial in any grave space or vault shall be furnished with a certificate thereof, and the particulars thereof shall be entered in a registry book to be kept for that purpose, and in all cases of burial in purchased ground the notice of interment shall be signed by the purchaser or owner thereof for the time being signifying his consent to such burial. Such exclusive right of burial in purchased ground shall not be assigned except by deed or will, and on each change of ownership, whether by purchase, devise, or descent, the person claiming such right shall forthwith give notice of his claim to the General Superintendent and establish the same by sufficient evidence, when his title, if satisfactory, will upon payment of the prescribed fee in respect of the registration of such transfer be recorded in the registry book. The grant of exclusive right shall be for a period not exceeding 100 years from the date of the grant but this period may be extended from time to time by the Burial Authority.

(Section 9 - paras. 2 and 3 Local Cemeteries Order 1974).

17. Hours of interment – Punctuality

Funeral processions shall arrive at the Cemeteries in accordance with the time specified on the notice given for interment. The time must be agreed with the General Superintendent and shall be between 9.30 a.m. and 3.45 p.m. on all weekdays except Saturday.

As unpunctuality will cause general inconvenience with other funerals, the Funeral Director shall be responsible for delay caused by arrival at the Cemetery after the time specified on the notice given for interment

Funerals will only be permitted on Saturdays between the hours of 9.30 a.m. and 11.30 a.m. on condition that any procession arriving after 11.15 a.m. shall proceed direct to the grave.

No interments shall be permitted in Cemeteries on Sundays, Good Friday, Christmas Day or New Year's Day.

18. Length of notice required previous to interment

Notice can only be accepted by the General Superintendent between the hours of 10.00 a.m. and 4.00 p.m. and at least 48 hours before the time for interment, at his office at the Town Hall and Civic Centre, Sunderland.

For interments on Monday, notice must be delivered by 12.00 noon on the previous Friday.

19. No applications as burials can be received on Sundays

Whenever it is found necessary to postpone a funeral until a day later than that for which notice has been given, notification of the postponement must be given at the Cemeteries Office before 11.00 a.m. on the original day of the funeral.

Whenever it is practicable in the opinion of the General Superintendent for excavation of the ground to be completed before the date and time of the proposed interment, shorter notice of the aforesaid will be accepted subject to the payment of the fee as specified in the Table of Fees and Charges for the Cemetery concerned at the time of the giving of such notice.

20. Orders for interment

Orders shall only be given on the Official Forms supplied for the purpose - the particulars required must be fully and distinctly filled in by the applicant, and signed by a near relative or the person legally responsible for the payment of the fees for the burial of the deceased.

All fees and charges must be paid at the General Office at the time of giving the order for interment.

No funeral cortege shall be permitted to enter the Cemetery unless all fees and charges have been previously paid.

21. Selection of Special Minister

Persons making interments at the Cemetery may select their own special minister to perform the ceremony thereat; but intimation of every such selection shall be given when the order for interment is entered at the General Office, and it shall always be subject to the rules and regulations of the Cemetery. The persons making such a selection must themselves give notice to and make all arrangements for the attendance accordingly of the special minister.

22. Numerously attended funerals

In any such case in which the interment is one at which a large number of persons may be expected to assemble, the fact must be notified in writing to the General Superintendent by the Funeral Director having charge of the funeral at least one clear day before the day fixed for burial, so that arrangements may be made accordingly.

23. Alteration of day of interment

If any alteration be made in the day or hour previously fixed for an interment to take place, notice thereof shall be given at the General Office not later than 11 a.m. on the day originally fixed for the interment.

24. Funerals – attendance of musicians

No musicians accompanying a funeral shall be permitted to play within the Cemetery.

25. Funeral corteges subject to supervisor's directions

All funeral corteges whilst within the Cemetery shall be strictly subject to the directions of the Supervisor.

26. Funerals not to occupy more than 20 minutes

Except by special arrangement with the General Superintendent, no funeral party

shall be permitted to occupy any chapel in the Cemetery for a longer period than 20 minutes.

27. Certificate of registry of death

A Certificate of Registration of the death, or where an inquest has been held, the Coroner's Warrant, shall be produced to the officiating Minister and left with an Officer of the Council at the time of the burial.

28. Certificate for Still-Born Children

In the case of a still-born child, the Certificate of Registration given in pursuance of the Births and Deaths Registration Act, 1926, shall be produced and left as aforesaid.

29. Death from infectious disease

In no case when the person to be interred has died of an infectious disease shall any Chapel in the Cemetery be used in respect of any service for such interment, but in every case the body shall be taken direct from the hearse to the grave.

30. Coffin lids, etc., not to be removed

No Funeral Director or other person shall be permitted to remove coffin lids or slides from any coffin at any interment within the Cemetery on any pretense whatever.

31. Imperishable coffins not permitted

In all un-purchased ground coffins of wood only shall be allowed.

32. Interring more than one body in the same grave on the same day

Not more than the body of one adult or those of two children, each under the age of ten years, shall be buried in any un-purchased grave at the same time, unless the bodies be those of members of the same family.

33. Production of grant or deed required by the re-opening

No vault or grave in which the exclusive right of burial has been purchased shall be re-opened without the production of the grant or deed belonging to such vault or grave, or, if such grant or deed cannot be produced by reason of its being lost or mislaid, of a statutory declaration or other evidence of such loss satisfactory to the council.

34. Fees and charges owing to be paid before the reopening

No interment shall be permitted in any vault or grave for or in respect of which any fees or charges payable are unpaid.

IV. - Planting, &c., of Graves

35. Planting of Graves

The planting of graves by the friends of persons interred will be allowed but the same must be carried out to the approval of the Supervisor. All refuse from the planting of such graves must be placed by the persons executing the work in the receptacles provided for the purpose at the Cemetery by the Council.

V. – Brick grave, vaults and enclosures

36. All brick graves and vaults shall be built up to a point not more than fifteen inches below the surface of the ground.

37. The enclosing of vaults and grave spaces is only permitted at the discretion of the Supervisor and subject to the Council's guidance on grave enclosures.

All brick and stone work for graves or vaults and all foundation work, removals, shall be executed under the superintendence and to the satisfaction of the Supervisor.

VI – Headstones, Monuments and Memorials

38. Placing of Headstone, monuments, etc.

Headstones, monuments and memorials will only be allowed to be placed according to regulations.

39. Material of Headstones, Monuments and Memorials

All headstones, monuments and memorials shall be of stone, and no metal headstones, monuments or memorials, nor any other articles or objects, shall be permitted to be erected. One only of the following may be placed upon a grave; ornamental vase (for flowers only - not to exceed 15" in height) metal name indicator (not to exceed 12" x 4").

40. Inscriptions upon headstones, etc.

No inscription shall be placed upon any headstone, monument or memorial without written application to and the consent of the Council given in writing therefore prior to such inscription being so placed.

41. Purchased graves – repair of headstones etc.

Every purchased grave and vault, headstone, monument or memorial must be kept in repair at the expense of the owner. The General Superintendent shall make reasonable efforts to communicate with by giving written notice by post to the owner when repairs are needed. If such repairs are not made by the owner within six months after the issue of such a notice, the Council shall be at liberty to remove the headstone, monument or memorial.

VII. – Regulations for Masons and others

42. Erecting memorials, &c., or making enclosures

All headstones, monuments, or memorials of whatever description, admitted into the Cemetery or permitted to be erected therein shall be so erected and remain at the sole risk of the Owner thereof, and the Council shall not be held responsible for any damage or breakage which may occur to the same.

43. Drawings or plans, drawn to a scale of one inch to a foot, with dimensions figured thereon, accompanied by a specification of the materials to be used for the work of every proposed headstone, monument, or other memorial, and a copy of every intended inscription proposed to be executed, shall be submitted for the approval of the Council, and filed in the office of the General Superintendent; and no headstone, monument, or memorial will be admitted into nor any inscription upon or work in connection with the same permitted in the Cemetery without the previous consent of the Council thereto and the official erection permit issued by the General Superintendent and delivered to the Superintendent before the work is commenced.

44. The position for headstones, monuments, and memorials shall be subject to the approval of the Council and the foundations thereof shall be executed to the satisfaction of the Supervisor. No foundation shall be inserted in, nor shall any headstone, monument, or memorial be allowed to be fixed upon any grave without the written authority of the Owner; nor shall any lettering or cleaning be permitted without such authority being first delivered to the General Superintendent.

45. No Bath, Caen, artificial or other soft stone shall be allowed in the construction of any headstone, monument, or memorial, and the Council reserve the right to reject and cause to be removed any stone which they shall deem unsuitable to bear continued exposure to weather. Terrazo artificial marble may be used for grave flagging purposes only.

46. All headstones, monuments, or memorials shall be finished before they are admitted to the Cemetery; and no work of any kind thereon, beyond that of fixing shall be allowed within the Cemetery, except an inscription which cannot be made prior to the erection of such headstone, monument, or memorial within the Cemetery.

47. The Council reserve the right to exclude from the Cemetery any headstone, monument, or memorial, or erection not executed in a workman like manner, or which would, in their opinion, disfigure the Cemetery.
48. Every headstone, monument, or memorial shall be marked (but on the top of the footstone only) with the number and section letter of the grave over which it is to be placed. With the Owner's written and prior consent, delivered to the General Superintendent, the mason's name, but not his address or any other particulars, may in like manner, with letters not exceeding one inch in size, be cut at the end of such footstone.
49. All vehicles conveying headstones, monuments, or memorials to the Cemetery shall proceed by a main road therein to the nearest point to that where the work is to be executed; and a truck (approved by the Council) shall be used for removing the different portions of headstones, monuments, or memorials from the vehicles to the place where they are to be fixed.
50. Masons and others shall use such means as are directed by the Supervisors for protecting the grass and walks during progress of the work in connection with the erection of headstones, monuments, or memorials, or any other work.
51. No headstone, monument, or memorial shall be admitted into, and no fixing, cutting inscriptions, or any other work in connection therewith shall, except with the sanction of the General Superintendent, be allowed in the Cemetery except between the hours of 8 a.m. and 4.30 p.m. Monday to Thursday and 8 a.m. and 3.30 p.m. Fridays and the workmen employed on such work shall leave the Cemetery not later than 4.30 p.m. Monday to Thursday and 3.30 Fridays. No work will be permitted on Saturdays.
52. Headstones, monuments, or memorials shall not be allowed to be fixed in unsuitable weather, nor whilst the ground is in an unfit state.
53. All headstones, monuments and memorials with bases shall be supported with such brick, stone, or other foundations as the General Superintendent may deem necessary, and set with good Portland cement mortar. Second bases shall be securely fastened to the bottom one by dowels, pins or other approved method.
54. All headstones, monuments, or memorials, and any part or parts thereof, which have to rest in or upon the ground, or upon any brick, stone, or other foundations, shall be fairly squared and "bedded" off. Stones of uneven thickness or with corners knocked off will be rejected.
55. The base of every headstone, monument, or memorial shall be set at least two inches below the natural level of the ground, and no border stones shall be permitted to be more than six inches above the surface of the ground, at its highest point, nor more than sixteen inches deep over all.
56. Footstones, in all cases, shall be worked in one solid piece.
57. Copper or galvanized iron cramps, of approved thickness shall be used in putting together enclosures.
58. All headstones, monuments, or memorials (other than those of granite) up to 6 inches in thickness, shall be attached to the base by a tongue and groove not less than 22 inches long of sufficient thickness and depth, properly fitted, and set with best Portland cement.
59. No headstone, monument, or other memorial shall be altered or interfered with after it has been erected in the Cemetery according to the designs submitted to and approved in writing by the Council nor shall any additional or altered inscription or lettering be placed, made, or cut thereon without the previous consent of the Council notified in writing by the General Superintendent. No cleaning-down or renovating of headstones, monuments, or memorials, painting or cutting of inscriptions, painting railings, or any other work will be permitted except with the consent of the Council given in writing by and under the direction and to the satisfaction of the General

Superintendent. The removal and re-fixing of headstones, monuments, or memorials, shall be executed to the satisfaction of the Council.

60. The Council reserve the right to reverse, refix, move, "line up", or place any headstone, monument, or memorial in the Cemetery in such a position as they may require.
61. Memorials on Lawn Sections. - Memorials must be within the following dimensions 3'6" x 3'6" x 1'6" and 2'0" x 1'6" x 3". When a flower vase is incorporated with the headstone, any vase placed on the grave previous to its erection must be removed. Kerb sets are permitted on a lawn section, but to be of a length no longer than 5 feet.
62. No chippings of marble, granite etc., shall be permitted on any grave.
63. If any headstone, monument or other memorial of whatever description, or inscription or lettering, be erected, placed made or cut contrary to these regulations, the Council shall be at liberty to remove the same as they think fit.
64. Erections not covered by, nor included in the before mentioned Regulations shall be subject to special agreement.
65. No Mason or other person shall, within the Cemetery, be permitted, by himself or any agent, to solicit orders, exhibit designs, distribute business cards, ask of, or attempt to obtain from any employee, either directly or indirectly, information as to grave Owners; nor take measurement of, photograph, or copy any memorial (unless the written permission of the Owner thereof be first produced to the General Superintendent), and left with him.

Specification of Materials for
Foundations for memorial stones and enclosures

66. Every person erecting a headstone, monument or memorial making an enclosure or laying a flatstone in the Cemetery shall in respect thereof comply with the following Specification:-
 - i. For headstones not exceeding 3 feet 6 inches in height
 - a. Excavate for concrete foundations to the depth of 9 inches by the full width of grave space, and 12 inches wide from back to front. Concrete shall be 6 inches deep.
 - b. The concrete foundations shall be composed of one of Portland cement to five of gravel (not more than inch cube) all properly mixed and well rammed into trench, level at top, and to be properly set before receiving the base stone, which shall be set in the centre of foundation with Portland Cement in the proportion of one of cement to two of clean sharp sand.
 - ii. For headstones exceeding 3 feet 6 inches in height, but not exceeding 5 feet 6 inches in height or 15 cwts in weight

Excavate for concrete foundations to the depth of 12 inches by the full width of grave space, and 8 inches wider (i.e., 4 inches on each side), than base of headstone, but not exceeding 18 inches altogether. Concrete shall be 9 inches deep. A space of 2 feet 3 inches (as shown by the plans) shall be left, if necessary, in the foundation for future interments.
N.B. In case any stone under 5 feet 6 inches in height or 15 cwts. in weight, has to be fixed in sand or gravel subsoil, the foundations shall be built with brick in cement.
 - iii. For headstones or monuments with square base

- (a) Excavate to full depth and width according to the position of the memorial on grave space or spaces.
- (b) The foundation and footing shall be built with bricks in cement, and according to position of memorial on or between grave spaces; but in cases where the base stones have less than 6 inches bed on each side foundation, a length of 5 inch rail iron shall be fixed 9 inches from front of foundation, as shown by the plans.

iv. For enclosure (Jewish Section Only)

The excavation for foundations for coping stones and blocks shall be 3 inches wider than the stone (i.e., 1 1/2 ins. on each side) by 6 inches deep (as shown by plan); the trench shall be well and properly filled up with cement concrete all round, mixed in proportions mentioned for memorial stones, which shall be properly set before the palisade stones are fixed. (A Plan for Foundations for Memorial Stones may be seen on application at the General Office).

VIII. – Sunderland Crematorium

67. Length of notice required previous to cremation

Notice is to be given between the hours of 10 in the forenoon and 4 in the afternoon from Mondays to Fridays and from 9 in the forenoon to 12 noon on Saturdays, to the Registrar of the Crematorium, at least 30 hours (exclusive of Sunday) previous to any cremation.

If the cremation is fixed for a Monday, notice shall be given on the previous Friday.

The notice of Cremation Form will be delivered to the office of the Crematorium Registrar, Town Hall and Civic Centre, Sunderland. The application Form 'A', Medical Certificate 'B' and 'C' and the Certificate of Disposal from the Registrar of Births and Deaths will be forwarded to the Medical Referee, Public Health Department, Town Hall and Civic Centre, Sunderland.

68. Hours of cremation

The hours of cremation will be from 9 a.m. to 4 p.m. Monday to Friday and from 9 a.m. to 11.40 a.m. on Saturdays.

The time arranged must be that at which the funeral is due at the Crematorium and it is essential that punctuality be observed.

69. Mourners and members of the public

All persons admitted to the Crematorium Chapel must comply with the requirements of the Supervisor.

All persons attending funerals are expected to leave the building immediately after the conclusion of the service.

70. Cremation coffins

The coffin shall be made of readily combustible wood. Hard woods being difficult to burn are undesirable. Resinous and other badly seasoned woods must on no account be used. Coffins must not be painted or varnished. No metal of any kind must be used, only that which is specially adapted for cremation.

There must be no cross-piece or cleats on the bottom of the coffin. Sawdust, charcoal, pitch or cotton wool must on no account be used. In every case, where owing to the state of the body, it is necessary to seal the interior of the coffin, the lining should be of zinc only, or the joints should be filled with Plaster of Paris.

If the materials of the coffin are unsuitable the Supervisor is authorised to refuse the cremation.

In the case of an adult the Funeral Director must provide the requisite number of men for carrying and placing the coffin on the catafalque.

Funeral Directors are especially requested to note that if the foregoing instructions are not

strictly adhered to, the Supervisor will have to delay the cremation until the matter is remedied to his satisfaction.

71. Memorial seats – Garden of Rest

Memorial seats may be placed in the Garden of Rest with the prior approval of the General Superintendent. Up to 14 seats only can be accommodated at any one time. Design and manufacture of memorial seats to be approved by the General Superintendent.