

REGULATIONS

General Information

The Chilterns Crematorium is situated in woodland off the main Amersham - High Wycombe road (A404) half a mile from Old Amersham, six miles from High Wycombe, four miles from Chesham and fifteen miles from Aylesbury.

Address: The Superintendent and Registrar
Chilterns Crematorium
Whielden Lane
Amersham
Bucks
HP7 0ND

Telephone: (01494) 724263
Fax: (01494) 433065
Email: chilternscrem@chiltern.gov.uk
Web site www.chilternscrematorium.co.uk

Office Hours: Monday to Friday: 9.00 a.m. to 5.00 p.m.
Saturday: 9.00 a.m. to 1.00 p.m.

Visitors: The Remembrance Chapel and Garden of Remembrance are open to the public every day of the year:-

Weekdays: 1st April to 30th September: 9.00 a.m. to 8.00 p.m.
1st October to 31st March: 9.00 a.m. to 6.00 p.m.

Saturday: 9.00 a.m. to 5.00 p.m.

Sunday and Bank holidays: 10.00 a.m. to 5.00 p.m.

Cremation forms and other correspondence should be delivered to the Superintendent at the Crematorium Office, and from whom further information can be obtained.

~~The Chilterns Crematorium Joint Committee is in full membership of the Federation of British Cremation Authorities and all cremations are carried out in accordance with the Federation's "Code of Cremation Practice", copies of which are available from the Crematorium Office.~~

The Chilterns Crematorium Joint Committee abides by the Institute of Cemetery and Crematorium Management's Guiding Principles for Cremation and The Charter for The Bereaved. Copies of these documents are available from Funeral Directors or by contacting the Crematorium on 01494 724263, or looking on the web site www.chilternscrematorium.co.uk

Regulations

In these Regulations, the word “Committee” means the Chilterns Crematorium Joint Committee and the “Superintendent” means the Superintendent and Registrar or his authorised representative. The “Medical Referee” means a medical referee or deputy medical referee appointed in pursuance of Regulation 10 of the Regulations, dated 28th October 1930, made by the Secretary of State for the Home Department under Section 7 of the Cremation Act 1902 and Section 10 the Births and Deaths Registration Act 1926.

1. Services may take place at ~~half hourly~~ **forty five minutes** intervals from ~~9.30 a.m. until 5.00 p.m.~~ **8.45 a.m. until 5.30 p.m.** Monday to Friday and from ~~9.30 a.m. to 12.30 p.m.~~ **9.15 a.m. to 1.00 p.m.** on Saturdays. ~~No cremation services are permitted on Sundays or public holidays~~
2. A booking for a cremation service must initially be reserved by telephoning or visiting the Crematorium Office to select an available time, after which a preliminary application form for cremation should be completed and delivered to the Superintendent **at least** two working days before the proposed time of the service. Reservations of service times cannot be confirmed until this written notice has been received.
3. The application for cremation (Form “A”) should be made by an executor whenever practicable, but it may be made by the nearest surviving relative or any other person who can give a satisfactory reason for making the application on behalf of the executor or nearest surviving relative.
4. The form of application “A” and medical certificates “B” and “C” duly completed, together with the certificate of disposal (after registry) issued by the Registrar of Births and Deaths, must be delivered to the Superintendent by not later than 9.00 a.m. on the **working** day preceding the cremation. Forms for a cremation to take place on **Monday** should be delivered by 9.00 a.m. on the previous **Friday** and a longer period is necessary when a public holiday also intervenes.

In cases where the deceased died in a hospital and a post mortem examination has been carried out by a suitably qualified registered medical practitioner, and providing the doctor completing the medical certificate in Form “B” knows the results of the examination, then the medical certificate in Form “C” is not required.

In cases where a Coroner issues a certificate in Form “E” this must be attached to Form “A” and the medical certificates in Form “B” and “C” and registrar’s certificates are not required.

5. For the cremation of a stillborn child a special form of application should be used, accompanied by the appropriate certificate given by a registered medical practitioner **or registered midwife** who has examined the still born child and the certificate for disposal (after registry) issued by the Registrar of Deaths.

In cases where a Coroner issues a certificate in Form “E” this must be attached to the special form of application, no other certificates being required.

For the cremation of a baby born dead before twenty-four weeks gestation a special form of application should be used, accompanied by the appropriate certificate given by a registered medical practitioner, **registered midwife or registered nurse** who has examined the foetus.

6. For the cremation of body parts a special form of application should be used, accompanied by the appropriate certificate given by a registered medical practitioner who has examined the body part.
7. ~~It is not possible to retrieve any ashes following the cremation of the remains of a baby without the use of a special infant cremating tray. For practical reasons this technique is only employed when written notice that the ashes are required has been given before the cremation by completing the appropriate section of an authority for disposal which should accompany the application form.~~ Because of its small size, when an individual coffin of a baby born dead before 24 weeks gestation is cremated it is only possible to retrieve ashes by using a special technique. For practical reasons this is only used when written notice has been given before the cremation, by completing the appropriate section of the Authority for Disposal, giving instructions that the ashes are required. Unless this notice is given then the baby's coffin may be cremated at the same time as other baby's coffins and the ashes scattered in the garden of remembrance. If the application has been made on behalf of the parent(s) this information must be made known to them by the person making the application.
8. With the exception of the cremation of a foetus born dead before 24 weeks gestation, and a body which has been buried for more than two years, in all other cases no cremation is allowed to take place without the written authority of the Medical Referee (Form "F") who may decline to allow a cremation ~~without stating any reason.~~
9. All fees and charges for cremation must be paid to the Superintendent before cremation and all other fees at the time the order is given.
10. Relatives or representatives of the deceased should make their own arrangements for the service to be conducted by a Minister of Religion, or some other person. Any recognised form of service, religious or civil, may be held in the all-denominational chapel, ~~or conversely it is not necessary for any ceremony to take place.~~
11. A coffin must not exceed 216cm (85") in length, 79 cm (31") in width and 46cm (18") in depth. In any event, the Superintendent should be contacted with regard to the dimensions of any extra large coffin.
12. The coffin must be ~~made of wood or a wood by-product~~ of sufficiently robust construction to be charged safely into a cremator, and made of a suitable material which, when placed in a cremator and subjected to the cremation process, is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion.

No metal furniture or fittings whatever shall be used on a coffin for cremation. No metal of any kind shall be used in the manufacture of such coffin except as necessary for its safe construction and then only metal of a high ferrous content. Cross pieces must not be attached to the bottom of the coffin. Preferably the bottom of the coffin should be solid and flat, but if it is desired to strengthen the bottom of the coffin, wooden strips may be placed lengthways for this purpose. If wooden strips are used they must be sufficiently robust to withstand the abrasive action against the cremator hearth without breaking or becoming detached from the coffin, and there must be a gap down the centre of the coffin between the strips not less than 20 cms and not more than 45 cms wide. ~~The coffin must not be painted or varnished but may be~~

~~covered with a suitable cloth. Products manufactured in polyvinyl chloride (PVC) must not be used in the construction of the coffin or its furnishings.~~

13. External coatings to a coffin must allow for smokeless combustion and the use of nitro-cellulose varnish, polyurethane, melamine and any products containing polyvinyl chloride (PVC) must not be used, with the exception of The use of polystyrene which must be restricted to the coffin nameplate only in which case it must not exceed 90 grams in weight. Water based lacquer free from additives containing heavy metals may be used for coating a coffin or a suitable cloth may be used.

The use of sawdust, cotton wool or shredded paper must be avoided. ~~If circumstances require, suitable sealing material may be used, but no~~ If lining of a coffin is necessary, this should be manufactured from polythene not exceeding 75 microns in thickness or other suitable waterproof material which is easily combustible and which does not emit smoke, give off toxic gas or leave any retardant smears or drips after final combustion; metal, rubber or polyvinyl chloride (PVC) will not be permitted and on no account must pitch or similar substance be used.

~~Rings or other items of personal jewellery should be removed from the body beforehand; if not destroyed during the process of cremation, any metal found amongst the cremation ashes shall not be salvaged for any purpose but shall be disposed of in aggregate by burial in the Cremation grounds or in accordance with the directions of the Committee.~~

14. In order to minimise the release of pollutants to air, it is recommended that clothing should be of natural fibres and that shoes or any material manufactured from PVC should not be included. Body adornments manufactured from copper should be removed as should any easily removable prostheses or casts of plaster or other material. Additional items of any sort (except small items which are easily combustible and which do not emit smoke, give off toxic gas or leave any retardant smears or drips after combustion such as cards and letters, photographs, small teddy bears etc) should not be placed within the coffin without the express permission of the Superintendent.

15. All metals remaining following cremation will be sent for recycling. These metals consist mainly of nails and screws used in the construction of the coffin and orthopaedic implants. Disposing of these metals by recycling helps to reduce the impact on our environment, avoids the use of non-renewable resources and complies with waste-management legislation. Rings or other items of personal jewellery should be removed from a body to be cremated; they are usually destroyed and any precious metals vaporise during the process of cremation, but any small granules which sometimes remain will also be recycled. For further information a 'Recycling of Metals' leaflet can be obtained on request from the Crematorium office.

Those who wish to dispose of any metals found in another way can do so by indicating their wishes at the time of arranging the cremation and the metals will be returned to them.

16. Every coffin brought to the Crematorium must have the name, age and date of death clearly marked thereon or attached thereto and the Superintendent will refuse to allow

the coffin into the premises or carry out the cremation until unless this requirement has been complied with.

17. The Funeral Director shall provide sufficient bearers to carry the coffin reverently and safely into the Chapel. Coffins can also be brought to the Crematorium prior to the funeral service and placed in the committal room and will be placed on the catafalque by Crematorium staff at the allotted time. When the coffin is in position on the catafalque or deposited in the committal room at the Crematorium the responsibility of the Funeral Director towards it ceases and that of the Crematorium begins.
18. Cremators use a lot of gas and electricity and for technical reasons excessive energy can be used if all cremations are carried out on the same day as the funeral service. Consequently in order to reduce the impact on our environment by ensuring better use of energy and minimizing carbon dioxide emission ('greenhouse gas') the cremation may be delayed, sometimes by up to three days. **However the majority of cremations are carried out within 24 hours of the funeral service.**
19. Cremation ashes will only be delivered to the Applicant for cremation or to such other person as he or she may authorise in writing.
20. The temporary deposit of ashes is permitted for a period not exceeding three months. No payment will be required for the first month of the period but at the end of that time the appropriate fee will become payable. Should this payment be in arrear for more than 21 days the Superintendent will, at his discretion, disperse the ashes in the Garden of Remembrance.
21. Cremation ashes are normally available for collection from 10 a.m. on the second working day following the funeral service, unless prior notice is given that they are required sooner. A suitable container large enough to hold all the ashes must always be used for the removal of ashes from the Crematorium and containers can be obtained from the Superintendent at a reasonable cost. The Superintendent shall have the right to decide what is a "suitable" container.
22. No person shall be permitted to enter the crematory without the permission of the Superintendent but in cases where the representatives of the deceased express the desire to witness the placing of the coffin in the cremator permission will be given for ~~two~~ a limited number of representatives to enter the crematory for this purpose. ~~When the cremators are not in use~~ The crematory may also be inspected by arrangement with the Superintendent.
23. All entries in the Book of Remembrance will be inscribed by the person or persons appointed by the Committee and the Committee reserve the right to refuse to allow any entry which is considered unsuitable.
24. Flowers, plants and floral tributes may be placed in the areas specifically provided, namely the chapel of remembrance, floral tribute courts and in the integral vases of the stone memorials. No plants, flowers, flower vases, glasses or other receptacles for plants or flowers or any other items shall be placed in any other part of the crematorium or the gardens, and if they are they will be removed. ~~except in areas specially provided. Wreaths or floral tributes left on the paved area~~ Flowers, plants and floral tributes which are left at the Crematorium will be finally disposed of by the Superintendent.

25. All persons attending the Crematorium must comply with such Regulations as the Committee may make from time to time for the control and management thereof and the Superintendent may, at his discretion, exclude any person or persons from the Crematorium and grounds.
26. ~~Children under the age of 12 years are not allowed in the Crematorium unless they are accompanied by an adult.~~
27. ~~Dogs must not be brought into the Crematorium grounds, guide dogs for the blind excepted.~~ Dogs brought into the crematorium grounds must be kept on a lead and under control at all times; they must not be allowed to interfere with or disturb other visitors, mourners or funeral services, and any excrement must be picked up by the person in charge of the dog and removed from the grounds.
28. ~~All persons entering the Crematorium do so at their own risk and the Committee will not accept any liability for injuries or damage sustained by any reason whatsoever.~~
29. All cremations will be carried out according to the provisions of the Statutory Rules and Orders made by the Secretary of State for the Home department, under Section 7 of the Cremation Act 1902 and Section 2 of the Cremation Act 1952 or any statutory extension or modification thereof.
30. The Committee reserves the right to make any alterations or additions from time to time to these Regulations .

Regulations approved by: The Joint Committee 16th June 1993