

**ABERDEEN CITY COUNCIL
(ABERDEEN CREMATORIUM AND HALL OF REMEMBRANCE)
MANAGEMENT RULES 2016**

Aberdeen City Council (“the Council”) in exercise of the powers conferred on them by Section 112 of The Civic Government (Scotland) Act 1982 hereby make the following Management Rules which shall apply to Aberdeen Crematorium and Hall of Remembrance and their grounds.

1. Interpretation

- 1.1** In these Rules: “**Council**” includes any authorised Council employee; “**Crematorium**” means the Aberdeen Crematorium owned and operated by the Council at Hazlehead, Aberdeen; “**Hall of Remembrance**” means the former crematorium at Kaimhill, Aberdeen; “**Viewing Room**” means the area containing the Books of Remembrance at the Crematorium; “**Memorial Garden**” means the garden areas at the Crematorium in which memorial plaques are displayed; “**Gardens of Remembrance**” means the gardens attached to the Crematorium and the Hall of Remembrance; “**Registrar**” means the Registrar of Burials and Cremations appointed by the Council or any members of staff acting on his/her behalf; “**Crematorium Manager**” means the Manager of the Crematorium or any members of staff acting on his/her behalf; “**Funeral Director**” means the person employed as a funeral director by a person instructing a cremation.
- 1.2** The Interpretation Act 1978 shall apply to the interpretation of these Management Rules as it applies to an Act of Parliament.

2. Responsibility for Charges

The person instructing a cremation is personally liable for all cremation dues and fees. Prepayment of such dues and fees may be requested at the discretion of the Registrar.

3. Notice of Cremation and Receipt of Documents

- 3.1** The Chapels at the Crematorium will be available for services of cremation during such hours as may be laid down from time to time by the Council. A booking for a cremation cannot be accepted if both of the chapels are already booked for the time in question.
- 3.2** To make a booking Notice of Cremation must be given to the Registrar, on the approved application form accompanied by all the necessary documents, to allow not less than 24 hours between the receipt of the notification and cremation. Saturday, Sunday or a Public Holiday cannot be included in the 24 hour period.
- 3.3** If all the necessary documents have not been received by the Registrar at the time specified in paragraph 3.2 it may prove necessary to postpone the service. In any event the Registrar may refuse an application for a cremation at his/her discretion.

- 3.4 All cremations must be authorised by the Registrar prior to the arrangements being publicly announced.

4. Acceptance of Coffin

- 4.1 The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin reverently from the hearse to the catafalque. When the coffin is in position on the catafalque or deposited in the restroom at the Crematorium as agreed in advance with the Crematorium Manager, the Funeral Director's responsibility towards it ceases and that of the Council begins.
- 4.2 No coffin will be accepted at the Crematorium unless the lid is secured down. It is only permissible to open the coffin within the premises where prior agreement has been made with the Crematorium Manager and the Crematorium's procedures are adhered to
- 4.3 No coffin will be accepted at the Crematorium unless it bears adequate particulars of the identity of the deceased person therein.
- 4.4 No coffin can be removed from the Crematorium after the service except for a lawful purpose.

5. Floral Tributes

Floral tributes shall be placed at the appropriate place during each service under the direction of the Crematorium Manager. It will be the duty of a florist or the Funeral Director to liaise with the Crematorium Manager to ensure that the floral tributes are identified to the correct service and are in the correct location.

6. Construction of the Coffin

The construction of the coffin must be in all respects in compliance with the "Instructions for Funeral Directors" as laid down from time to time by the Federation of British Cremation Authorities, or to such specification as may be defined by the Council from time to time.

7. Services

A period of time is allotted for each service and the officiating clergyman or person in charge of the service must ensure that this timescale is adhered to.

8. Disposal of Ashes

- 8.1 Ashes will be retained free of charge for eight weeks following the date of the cremation. At the end of this period unless arrangements have been made for the

disposal or retention of the ashes notice shall be given by recorded delivery mail to the person who made application for the service. This notice will be to the effect that the ashes will be scattered at the expiry of 2 weeks from the date of the letter unless other arrangements are made.

- 8.2** Ashes may be scattered in the Gardens of Remembrance by the relatives/applicant, or by the Crematorium Manager or may be removed from the Crematorium by the applicant for the service or the applicant's Funeral Director/nominated person.

9. Availability to the Public

The Crematorium, the Hall of Remembrance, the Gardens of Remembrance, the Viewing Room and the Memorial Garden shall be open to the public daily, during such hours and subject to such restrictions as the Council may fix.

10. Gardens of Remembrance

- 10.1** The placing of commemorative benches, plants or trees is only permitted at the discretion of the Council. Application must be made to the Registrar and in considering an application, the Council will take into account the style of bench or type of tree and the proposed location. The Council will not undertake any responsibility for these items, and cannot be liable for any subsequent damage, but may undertake certain aspects of routine maintenance subject to charges which may be set from time to time.
- 10.2** No memorials, vases or any other types of flower containers are permitted to be placed in the Gardens of Remembrance. Flowers may be placed in the Gardens of Remembrance and these shall be cleared away when they become unsightly, of which the Crematorium Manager shall be the sole judge.

11. Books of Remembrance

- 11.1** Entries may be requested in the Book of Remembrance on the approved application form, subject to the payment of the fee set down by the Council from time to time. Each entry must comply with the conditions laid down on the application form and entries may be refused at the discretion of the Registrar.
- 11.2** The Books of Remembrance will be on display during hours which will be set from time to time by the Council. Outwith those hours it may be possible under specific circumstance to have books made available by prior arrangement with the Registrar.
- 11.3** The Books of Remembrance will display the page relating to the current date, but where it is desired to see another page, staff on duty will display the requested one.

12. Hall of Remembrance

- 12.1** The Council undertake to continue to store the caskets of ashes currently in the Hall of Remembrance but no further caskets will be permitted to be stored there.
- 12.2** No new flower vases or containers can be placed within the Hall of Remembrance, and where a vase or container appears not to be in use, the Crematorium Manager shall remove it and keep it in store pending its being claimed. Flowers shall be removed when they become unsightly, of which the Crematorium Manager shall be the sole judge.
- 12.3** The Council shall continue to display the commemorative plaques on the walls of the Hall of Remembrance. Plaque reservations will only be valid where the applicant can produce evidence of the title to such space either by registration from the Council or its predecessors in title. Any reservation must be renewed every 5 years, or will cease to be valid.
- 12.4** The Council will undertake the placing of new inscriptions on plaques on written request from the registered applicant. Inscriptions may be refused at the discretion of the Registrar. Inscriptions will be subject to charges laid down from time to time by the Council.
- 12.5** The Council will take all reasonable steps to protect the urns, commemorative plaques and vases or flower containers in the Hall of Remembrance, but shall have no duty of care to the people who put them there.

13. Memorials

- 13.1** The Council, exercising its absolute discretion, will make available facilities at the Crematorium for the display of memorials. Such memorials shall only be available from the Council and any memorial plaque may be suitably inscribed by the Council upon request. Inscriptions may be refused at the discretion of the Registrar. The cost of memorials and any inscription, which will be deemed to include the cost of display, will be determined by the Council.
- 13.2** The choice of a 10 year or a 20 year display period for the memorials will be offered by the Council. The chosen period may be extended for any number of further periods of 10 years or 20 years upon payment to the Council at the commencement of each extension of a charge determined by the Council.
- 13.3** At the expiry of the display period and in the event that no request has been made to extend that period, the Council shall be entitled, upon giving not less than one month's written notice served by the recorded delivery mail procedure to the person who last paid the charge at the latest address provided to the Registrar, to remove the memorial from the display and reallocate the display space.
- 13.4** Space for a second memorial plaque inscription may be reserved by written agreement with the Registrar. When this space has been reserved such reservation will only be valid where the applicant can produce evidence of the title to such space. An additional charge, determined by the Council, will be incurred when applying for an inscription at the reserved space.

14. General

14.1 In the Crematorium, the Hall of Remembrance, the Gardens of Remembrance, the Viewing Room and the Memorial Garden:

- (a) Children under 12 years of age must be accompanied by an adult.
- (b) Members of the public must not pull flowers, or in any way damage shrubs or trees.
- (b) No animals shall be permitted, except for guide dogs.
- (d) No person shall conduct himself in a manner likely to cause alarm, distress, nuisance or annoyance to any other person.

14.2 Collection of donations for charitable or other bodies are permitted within the Crematorium or its grounds following a written request to the Crematorium Manager.

14.3 The Council shall be at liberty to alter the charges made for cremations and allied services from time to time.

15. Contravention of the Rules

15.1 Any authorised Council employee may:

- (a) if he/she has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of these Management Rules, expel that person from the Crematorium or the Hall of Remembrance or their grounds.
- (b) if he/she has reasonable grounds for believing that a person is about to contravene any of these Management Rules, exclude that person from the Crematorium or the Hall of Remembrance or their grounds.

15.2 The Council, may decide that a person who has, in respect of the Crematorium or the Hall of Remembrance or their grounds, persistently contravened or attempted to contravene any of these Management Rules and is, in their opinion, likely to contravene them again, shall be made subject to an Exclusion Order, all in terms of Section 117 of the Act.

15.3 Any person who fails to comply with an expulsion, an exclusion or an Exclusion Order as set out at 15.1 and 15.2 above, shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale.

16. Citation and Operation

16.1 These Management Rules shall be cited as the Aberdeen City Council (Aberdeen Crematorium and Hall of Remembrance) Management Rules 2016.

16.2 These Management Rules come into force on the date of their execution and shall remain in force for a period of 10 years thereafter unless earlier revoked or amended.

FRASER BELL

HEAD OF LEGAL AND DEMOCRATIC SERVICES

23 August 2016

CIVIC GOVERNMENT (SCOTLAND) ACT

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Head of Legal and Democratic Services