



Department of Regeneration and Neighbourhoods

Cemeteries and Crematorium

Charges, cemetery regulations and guidance notes applicable
to the provision and use of cemetery services at;

Hartlepool Crematorium
Stranton Cemetery, Tanfield Road
West View Road Cemetery
North Cemetery
Old Cemetery (Spion Kop)

With effect from 1st April 2019

Interment or burial can be carried out

Monday to Thursday	9.00 am to 3.00 pm
Friday	9.00 am to 2.00 pm

Chapel / Crematorium opening time

Monday to Friday	9.00 am to 3.00 pm
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(Please note: Last service – Committal only)

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Cremation

Cremation Charges	Cost
Adult - Cremation of a person aged 18 years or over, this is for a Committal service, with 30 minutes of chapel hire.	£761
Adult - Cremation of a person aged 18 years or over, this is for a Full service, with 60 minutes of chapel hire.	£872
Child - Cremation of a child under 18 years, this is for a Committal service, with 30 minutes of chapel use.	£0
Body parts – Must not exceed 10% of a bodies volume. Be in a wooden coffin with the rest of the body having been cremated or buried by Hartlepool B C. <i>This does not include use of the chapel.</i>	£100
Retention of cremated remains beyond one month, charge per week	£17

Item	Cremation included	Inclusive items*		
		Adult	Child	Infant
1	Use of the Cremator			
2	The use of the Chapel (30 minute block)	✓	✓	✓
3	The medical referee's fees	✓	✓	✓
4	Certificate of removal	✓	✓	✓
5	The use of the organ (organist's charges extra)	✓	✓	✓
6	Temporary storage of cremated remains for one month after the cremation service	✓	✓	✓
7	Container for the removal of the cremated remains from the crematorium	✓	✓	✓
8	Environmental abatement costs.	✓	✓	✓

Scattering or Strewing Ashes of cremated remains on communal memorial areas Disposing of Ashes upon a grassed area within the garden of remembrance, or where exclusive right of burial owner gives permission.	
Strewing of cremated remains by Cemetery Staff at a previously reserved time with mourners present	£56
If cremated in a crematorium other than Hartlepool	£112
For a child that at the time of death did not exceed 18 years and was a Hartlepool resident.	£0

Item	Service	Cost
	Inscriptions in the book of remembrance	
1	2 line entry (single)	£68
2	5 line entry (double)	£122
3	8 line entry (treble)	£176
4	Badge/floral emblem (including 5 lines)	£243
5	Full coat of arms (including 8 lines)	£292
	Memorial cards	
6	2 line entry	£35
7	5 line entry	£59
8	8 line entry	£73
9	Badge/floral emblem (including 5 lines)	£196
	Memorial items	
10	Metal memorial plaque with support frame for ground installation in commemorative gardens	£126
	Urns to contain cremated remains	
16	Polished wood	£75
17	Plastic container	£15
	Vase block memorials in the Garden of Remembrance	
11	Complete memorial	£424
12	Reunited/replacement tablet for above	£154
13	Replacement flower container	£10

Chapel Hire

Stranton Cemetery, There are 2 Chapels that can be used as individuals or as one. They are linked by large live feed screen and Audio system. They have traditional wooden pew seating for up to 200 mourners and are nondenominational; the rooms are accessible by a wheelchair. Toilets are available on site.

Chapel Hire at Stranton Crematorium	
<p>30 minute for £111 – following time allowances:</p> <ul style="list-style-type: none"> • 5 minutes entry time, • 15 minutes for the service, and • 10 minutes to clear the area. <p>1 hour for £222 – following time allowances:</p> <ul style="list-style-type: none"> • 5 minutes entry time • 35-40 minutes service time, and • 15-20 minutes to clear the area. 	<p>£111 per each 30 min. of hire</p>
<p>Penalty charge for Chapel Hire services that over-run <u>applied at Cemeteries Management discretion to each 10 minutes of delay:</u> It is crucial for the smooth running of services conducted during the day that chapel hire times are adhered to. An administrative charge can, at the discretion of the cemeteries management, be levied for this reason for each 10 minute delay incurred due to foreseeable delays originating from the funeral directors or party.</p>	<p>£51 Per each 10 min.</p>

Item	Chapel hire, Stranton Cemetery, each 30 minute period of Chapel hire including	Inclusive items*		
		Adult	Adult	Adult
1	Use of chapel and facilities	✓	✓	✓
2	The playing of music of choice, on request, either from our extensive library or provided by mourners	✓	✓	✓
3	Use of an electric organ. Organist not included	✓	✓	✓
4	An onsite attendant to provide assistance	✓	✓	✓
5	Hearing Loop	✓	✓	✓
6	Service Books	✓	✓	✓

Purchase of a burial plot (purchase of an exclusive right of burial)

<i>'Ordinary or 'lawn' full size plot for coffins and cremated remain., Purchase cost for exclusive right of burial 100 year period with option to renew rights (!)</i>								
Burial plot with capacity for:	Resident Division B/C burial plots		Resident Division A (path side) burial plots		Non-resident Division B/C		Non-resident Division A	
	Ord.	Lawn	Ord.	Lawn	Ord.	Lawn	Ord.	Lawn
Single depth earthen grave	£1032	£1247	£1376	£1589	£2069	£2495	£2752	£3180
Double depth earthen grave	£1119	£1332	£1461	£1675	£2239	£2666	£2922	£3351
Triple depth earthen grave	£1157	£1418	£1546	£1760	£2410	£2837	£3094	£3521
Single depth, for a child that at the time of death did not exceed 18 years	£0	£0	£0	£0	£2069	£2495	£2752	£3180
<i>'Tribute' size plots for cremated remains only, Purchase costs for exclusive right of burial 50 year period with option to renew rights (ii)</i>								
Burial plot with capacity for circa 4 cremated remains urns:	Resident Division B/C tribute plots		Resident Division A (path side) tribute plots		Non-resident Division B/C		Non-resident Division A	
Single depth earthen grave	£828		£1058		£1658		£2119	
For one child that at the time of death did not exceed 18 years	£0		£0		£1658		£2119	
<i>'Special' size plots for cremated remains only (subject to availability), Purchase costs for exclusive right of burial '25 year period with option to renew rights (iii).</i>								
Burial plot with capacity for circa 2 cremated remains urns:	Resident Division B/C special plots		Resident Division A (path side) special plots		Non-resident Division B/C		Non-resident Division A	
Single depth earthen grave	£350		£529		£701		£1058	
For one child that at the time of death did not exceed 18 years	£0		£0		£701		£1058	
Stillborn child communal burial area interment charge.								
Exclusive right of burial cannot be purchased in this area.								£0

Interment

<i>Interment costs applicable to excavations, where permitted, for coffins or cremated remains.</i>									
Single depth earthen grave			✓	✓	✓	✓	Excavation depth cost where plot type permits:		
Double depth earthen grave			✓	✓	*	*			
Triple depth earthen grave			✓	✓	*	*			
	Burial Type	Burial Item	Ordinary Plot	Lawn Plot	Tribute Plot	Special Plot	Single Depth Grave	Double Depth Grave	Triple Depth Grave
Resident Division B(C) burial plots	At time of death exceeded 18 years	Coffin	✓	✓	na	na	£796	£863	£1000
	At time of death did not exceed 18 years	Coffin	✓	✓	na	na	£0	£0	£0
	Cremated at HBC's crematorium	Cremated remains	✓	✓	✓	✓	£177	Remains placed under memorial stone	
	Cremated at another crematorium	Cremated remains	✓	✓	✓	✓	£354	Remains placed under memorial stone	
Resident Division A (path side) burial plots	At time of death exceeded 18 years	Coffin	✓	✓	na	na	£851	£919	£1054
	At time of death did not exceed 18 years	Coffin	✓	✓	na	na	£0	£0	£0
	Cremated at HBC's crematorium	Cremated remains	✓	✓	✓	✓	£211	Remains placed under memorial stone	
	Cremated at another crematorium	Cremated remains	✓	✓	✓	✓	£421	Remains placed under memorial stone	
Non-Resident Division B(C)	At time of death exceeded 18 years	Coffin	✓	✓	na	na	£1593	£1728	£2001
	At time of death did not exceed 18 years	Coffin	✓	✓	na	na	£0	£0	£0
	Cremated at HBC's crematorium	Cremated remains	✓	✓	✓	✓	£354	Remains placed under memorial stone	
	Cremated at another crematorium	Cremated remains	✓	✓	✓	✓	£706	Remains placed under memorial stone	
Non-Resident Division A	At time of death exceeded 18 years	Coffin	✓	✓	na	na	£1702	£1837	£2108
	At time of death did not exceed 18 years	Coffin	✓	✓	na	na	£0	£0	£0
	Cremated at HBC's crematorium	Cremated remains	✓	✓	✓	✓	£421	Remains placed under memorial stone	
	Cremated at another crematorium	Cremated remains	✓	✓	✓	✓	£843	Remains placed under memorial stone	
Parents are Hartlepool residents	The burial of a stillborn child in the current stillborn area in a single grave (the exclusive right of burial cannot be purchased in this area):							£0	
Parents are Hartlepool residents	In the event of a body of a child being interred in the same casket as the body of its parent.							£0	

Item	Interment or burial included items	Inclusive items*		
		Adult	Adult	Adult
1	Preparation of the grave for interment.	✓	✓	✓
2	Provision of grass matting around the grave prior to burial.	✓	✓	✓
3	Provision of grass matting around the grave prior to burial.	✓	✓	✓
4	Turfing of the grave plot following settlement	✓	✓	✓
5	Maintenance of Grass area around the outside grave memorial, as long as the area is clear of memorabilia.	✓	✓	✓

Item	Interment or burial not included items	Inclusive items*		
		Adult	Adult	Adult
1	Service in cemetery or crematorium chapel before proceeding to graveside, or for a memorial service.	✓	✓	✓
2	Any required removal and subsequent re-installation of memorial stone,	✓	✓	✓
3	Any required removal and subsequent re-installation of kerbing and grave cover where applicable to allow burial to take place	✓	✓	✓

Grave Depths – Definition; Single, double and triple depth, all refer to coffins being buried one above the other in one grave from the ground level down;	
Single depth grave	will only allow for one full sized coffin to be buried
Double grave	will only allow for two full sized coffin to be buried
Triple grave	will only allow for three full sized coffin to be buried
Cremation caskets	Buried 18 inches (46 cm) below the ground level and four can be accommodated in a tribute grave

Ordinary plots Kerbed (no grass): It is requested that any temporary personalisation only takes place within the Kerb and no item or items must exceed the size of the memorial stone. All items must be in keeping with the cemetery environment.

Lawn Plots with no kerbs (grassed): with only a memorial stone should not have personalised items placed on the grassed areas. **Placement stops maintenance of grassed grave plots and creates a potential health and safety concern.** Injuries have occurred in the past from metal spikes and plastic left in the ground when temporary tributes degrade. In these situations the grave owner may be liable for any injury claims.

Division 'A' and division 'B or C' - Definition

Traditional full size grave plots are divided into division 'A' plots which are adjacent to path ways, and division 'B' (and 'C' in some older areas of the cemetery) which are positioned away from pathways.

The Cemetery is managed for all and an equal view must be taken by those charged with its upkeep.	
Kerb stones of any type placed outside the instructed size	Will be moved back to fit instructions and this work may be charged to the grave owner.
Grave surrounds made of materials that are not prescribed.	Flimsy grave surrounds may be damaged by normal cemetery maintenance and no responsibility will be taken by the cemetery for this.
Grave personalisation placed outside the permitted areas	Will either be removed or the grave area will not be maintained.
Liability	Any injury, harm or damage caused by the use of unpreserved materials in the decoration of any grave will be the responsibility of the grave owner. Equally any lack of maintenance of grave decoration that results in Any injury, harm or damage is the responsibility of the grave owner.

Memorials

Permission to fix memorial of any type	
All Plot Types	£0

When interring the remains of a loved one in any grave that has memorials upon it of any type it is the responsibility of the grave owner to have these memorials removed in advance of the interment, failure to do this will mean that the burial cannot take place.

All memorial stones and kerbing must be constructed from natural quarried stone and be installed to the National Association of Memorial Mason's code of working practice

A guide to permitted memorials,

Lawn Burial Plot and Tribute Memorial size;

Over all height, from the bottom of the base to the top of the memorial stone 4' (121.9cm).

Maximum width of the base from side to side 3' (91.4cm). Maximum depth from back to front is 2'.6" (72.6cm).

All materials must be a minimum of 3" (7.6cm) thick.



Ordinary Burial Plot memorial (full kerb set);

Memorial dimensions are the same as Lawn Burial Plot and Tribute Memorial sizes. Over all enclosed area from the back of the memorial stone is 7' x 3' (213.4 cm x 91.4 cm) All kerb materials must be a minimum of 4" (10.1cm) thick.



*All fitted to the British Registration of Accredited Memorial Masons reference guide complying with BS 8415:2018.

Deeds

Preparation of a deed of grant – Purchase cost note. Included in the Exclusive Right of Burial charge are the following:				
Item	Deed granting Exclusive Right of Burial	Inclusive items*		
		Adult	Child	Infant
1	Preparation of a deed of grant	£0	£0	£0
2	Entry of the particulars in the 'Register of Purchased Graves'	£0	£0	£0

Item	Deed granting Exclusive Right of Burial	Inclusive items*		
		Adult	Child	Infant
1	Preparation of a deed of grant	✓	✓	✓
2	Entry of the particulars in the 'Register of Purchased Graves'	✓	✓	✓

The purchasing of the **exclusive right of burial** means that you have taken ownership of a plot of land within the cemetery of which you will hold deeds for a set length of time. It also means that you as the deed holder are responsible for this plot of land and any item placed upon it including its maintenance in good order. Failure to do this and in the unlikely occasion that someone is injured, could result in a claim against the deed holder, therefore It is recommended that the deed holder maintains their plot and items thereon in good condition taking out insurance to cover any eventuality.

Exhumations

Please refer requests to the cemeteries office

The exhumation cost of cremated remains caskets or bodies is subject to the individual circumstances of each request. The cemeteries management will consider any applications on a case-by-case basis and provide estimates for the administrative and practical exhumation costs potentially associated with the undertaking.

Other services that are available that can be provided; (All inclusive of VAT)

Item	Service	Cost
	Memorial Bench	
14	Locally handmade Oak Bench with a light oil coating. Subject to spaces being available. In place for 10yrs (or less if found to be in poor condition). Inclusive of one plaque.	£941
14a	Fixing kit: Mandatory for road side benches but optional in other areas, please ask for advice.	£91
15	Extra memorial bench plaque.	£126
	Temporary Grave Markers	
18	Wooden cross with plaque	£33
	Memorial Tree	
19	Tree subject to spaces planted in Hartlepool Borough Council's Family Wood & recorded in commemorative Family Wood book	£287
	Family history search fees	
20	Search for a single grave in the 'Register of Burials or Cremations' kept by the Cemeteries office.	£13
21	Search for a single surname in the 'Register of Burials or Cremations' kept by the Cemeteries office.	£67
	Planting and Tending Graves (Not Applicable to Lawn Plots)	
22	Turfing of grave and maintenance one year	£77
23	Each subsequent turfing and maintaining per year	£77
24	Maintenance only	£50
25	Planting twice yearly with flowers and maintaining	£79

Administration charges for non-standard interment/cremation items

Emergency processing of completed interment/cremation paperwork received less than (9am) 3 full working days before the planned interment/cremation	£68
Cancellation of an accepted interment/cremation booking when no alternate rebooking is made.	£216
Additional copy of Registrar's or Coroner's Disposal Certificate	£35
Certificate of Cremation certified extract from any entry in the Cremation Register or extract from the burial register.	£35

Registration and search fees

Transfer of the grant to Exclusive Right of Burial in a grave space to a new name and for the entry of the new particulars in the 'Register of Purchased Graves'.	£68
Search for single person in the 'Register of Burials' and or Register of Purchased Graves' kept by the Cemeteries office.	£26

Rules, Regulations, Description and other information

Ordinary (Traditional Plot)		O	Lawn			L	
Tribute Area		T	Special Plot			SP	
Baby Communal Area		BC					
Summary and associated guidance notes for burial plots (Ordinary, Lawn, Tribute Area, Special Plots and stillborn child communal area)			0	L	T	SP	BC
1	Plot lease type:	Exclusive Right of Burial renewable after designated period (i) - 100 years; (ii) - 50 years; (iii) - 25 years)	✓ i	✓ i	✓ ii	✓ iii	na
2	Burial plot use:	Interment of coffins allowed	✓	✓	✗	✗	✓
3		Interment of cremated remains allowed	✓	✓	✓	✓	na
4	Division A plots:	Exclusive Right of Burial in a division 'A' or 'B' burial plot must be purchased prior to the interment.	✓	✓	✓	✓	na
5	Surface area:	Rectangular plot, set out in a predetermined format matching existing graves:	✓	✓	✓	✓	na
6		9 feet (274.3cm) by 4 feet (121.9cm)	✓	✓	na	na	na
7		7 feet (213.4cm) by 4 feet (121.9cm)	na	na	✓	na	na
8		2 feet (61.4cm) by 3 feet (91.4cm)	na	na	na	✓	na
9	Erection of Memorials	Where permitted, no memorials can be erected unless the Exclusive Right of Burial has been purchased.	✓	✓	✓	✓	✗
10	Memorial stone size and position	Placed in line adjacent grave memorials. Memorial stones must not be more than 4ft (121.9cm) tall, 3in (7.6cm) thick; on a base no more than 3ft (91.4cm) across width of the grave and 1ft 8in (50.8cm) wide .	✓	✓	✓	na	na
11		Gravel/ stoned areas where only an inscribed stone memorial tablet, or an inscribed stone memorial tablet and associated block vase combination are permitted.	na	na	na	✓	na
12	Kerbs size and position	Placed at memorial stone end of the grave in line with existing graves max. size measured at outside edges:	✓	✓	✓	✓	na
13		7ft (213.4cm) long by 3ft (91.4cm) wide,	✓	na	na	na	na
14		2ft 6in (72.6cm) long by 3ft (91.4cm) wide	na	✓	✓	na	na
15	Inside kerb area:	Placed down to weed and grass-free low-maintenance surface e.g. concrete and gravel, no shrubs or trees.	✓	✓	✓	na	na
16	Memorial stone/kerb materials	Must be constructed from natural quarried stone. (A wooden cross and plaque supplied by Hartlepool B C can be used as a temporary marker, for a period of up to 1 year until a permanent memorial is installed).	✓	✓	✓	✓	na
17	Approval process - Installation memorial stone/ kerbs:	Applications to erect memorials, kerbing, tablets, and inscriptions must be submitted on specific form (available from cemeteries office) at least 2 working days prior to the proposed fixing. Application must be signed by the burial Rights owner and the person who is proposing to carry out the work on their behalf.	✓	✓	✓	✓	na
15	Inside kerb area:	Placed down to weed and grass-free low-maintenance surface e.g. concrete and gravel, no shrubs or trees.	✓	✓	✓	na	na
15	Inside kerb area:	Placed down to weed and grass-free low-maintenance surface e.g. concrete and gravel, no shrubs or trees.	✓	✓	✓	na	na
16	Memorial stone/kerb materials:	Must be constructed from natural quarried stone. (A wooden cross and plaque supplied by Hartlepool B C can be used as a temporary marker, for a period of up to 1 year until a permanent memorial is installed).	✓	✓	✓	✓	na
17	Approval process - Installation memorial stone/ kerbs:	Applications to erect memorials, kerbing, tablets, and inscriptions must be submitted on specific form (available from cemeteries office) at least 2 working days prior to the proposed fixing. Application must be signed by the burial Rights owner and the person who is proposing to carry out the work on their behalf.	✓	✓	✓	✓	na
18	Qualified installers:	Memorials and kerbs must be installed by qualified installers to the National Association of Memorial Mason's code of working practice.	✓	✓	✓	✓	na
19	Identifying grave:	The grave number must be inscribed on one side of the memorial stone or kerb.	✓	✓	✓	✓	na
20	Responsibility for Memorials:	All memorials, kerbing, inscriptions and any other item placed on a grave remain the responsibility of their respective owners and are subject to the approval of the cemeteries management. The burial Rights owner is responsible for the maintenance and safety of the memorial. Failure to do this may lead to the burial authority making the memorial safe and applying charge.	✓	✓	✓	✓	na

Burial fees not included in Exclusive Right – Purchase cost note.
Exclusive Right of Burial charges do not include the applicable burial fees which are payable in relation to each interment in the respective burial plot.

The non-resident charge are applicable to persons not registered as a permanent resident of the Borough of Hartlepool either at, or within the preceding twelve months prior to the time of death. A child will be deemed a resident if the parent resides within the Borough.

The Cemeteries and Crematorium Office requires at least three full work days notice (does not include Saturdays, Sundays or Public Holidays) for any application for interment, cremation and or chapel Hire. Notification must be given in writing on the prescribed forms available from the Cemeteries and Crematorium Office.

All the required interment/ cremation documentation must be provided to the Cemeteries Office in a clearly written, accurate and fully completed condition. Any documents not so presented will be returned incurring potential delays in progressing application. Cemeteries management cannot accept any responsibility for delays in application processing resulting from a failure by applicants or their representatives to supply requested accurate information in adequate detail.

The Cemeteries and Crematorium Office will only accept and progress fully compliant application documentation in hard-copy form, or as an attachment from a recognised authorised email sender e.g. funeral director. In all cases the documents must be signed by the person authorised to act in such capacity on behalf of the deceased person.

Emergency processing. The cemeteries management reserves the right to apply charges for the emergency processing of completed interment or cremation paperwork received less than (9am) 3 full working days before the planned interment or cremation.

Time keeping. In order ensure a sensitive, respectful, dignified and professional service for all cemetery and crematorium users the following conditions apply to all bookings:
Prompt arrival and departure is critical to avoid conflicts with adjacent bookings.
The timings provided are to give all funeral services and families the respectful experience they deserve in their time of distress:

General advice is that the placement of temporary items on burial plots is not recommended by cemetery management. Any item placed on a grave remains the responsibility of their respective owners and the cemeteries management does not accept responsibility for any damage, displacement, vandalism, loss or theft that might occur whilst items are on site.

Temporary items will deteriorate in rain, sun, and frosts; and they have the potential to be blown about by the strong winds prevailing in the cemetery. Displacement resulting from the activities of birds and other wildlife, ongoing site works or other passing visitors is also likely. For these reasons permanent stone memorials complying with cemetery regulations are recommended.

The cemetery management reserves the right to remove and safely dispose of without prior notification any items which it deems: inappropriate, offensive, a nuisance, unmaintained damaged or deteriorated, or an unreasonable risk to the maintenance of site health and safety or site security.