

**BEREAVEMENT SERVICES**  
**HARTLEPOOL CEMETERIES & CREMATORIUM**  
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## **CEMETERIES & CREMATORIUM**

Charges, cemetery regulations & guidance applicable to the provision and use of cemetery services at:

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

### **With Effect from 1<sup>st</sup> April 2024**

#### **Interment or burial care be carried out:**

Monday to Thursday 9:00am to 3:00pm  
Friday 9:00am to 2:00pm

#### **Chapel Opening Time:**

Monday to Thursday 9:00am to 3:00pm

#### **Crematorium Opening Time:**

Direct Cremations (No Attendance)  
Monday to Friday 8:00am to 8:45am  
Direction Cremation (Attendance)  
Monday to Friday 8:30am (one per day)  
Cremation Services (Attendance)  
Monday to Thursday 9:00am to 3:30pm

**(Please note: Last Service – Committal Only on Friday 3:00pm)**

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## CREMATION CHARGES

<b>Adult Direct Cremation (No Chapel or Service)</b> Cremation of a person aged 18 years or over and the deceased delivered directly to the catafalque every 15 minutes from 8:00am to 8:45am each week day, with pre booking.	£ 600.00
<b>Adult Direct Cremation (No Service With Attendance)</b> Cremation of a person aged 18 years or over and the deceased delivered directly to the catafalque with pre-booked only at 8:30am (small number of mourners present).	£ 727.00
<b>Adult Committal Service Cremation</b> Cremation of a person aged 18 or over also includes 9:00am Full service time (see Chapel Hire at Stranton Crematorium).	£ 878.00
<b>Adult Full Service Cremation</b> Cremation of a person aged 18 years or over (see Chapel Hire at Stranton Crematorium).	£1007.00
<b>Child Service Cremation (Under 18 Years)</b> Cremation of a child under 18 years, parent(s) are a Hartlepool resident.	£0.00
<b>Cremation of Body Parts</b> Must not exceed 10% if a body's volume. Be in a wooden coffin with the rest of the body having been cremated or buried by Hartlepool Borough Council. This does not include use of the chapel.	£102.00
<b>Retention of Cremated Remains</b> Beyond one month. Charge per week.	£10.00
<b>PLEASE NOTE: FULL SERVICE BOOKED IN AT 9.00AM WILL BE CHARGED AT COMMITTAL SERVICE PRICE</b>	

### What is included in a Committal or Full Service Cremation

1. Use of the Cremator.
2. The use of the chapel.
3. Inscriptions in the Book of Remembrance, 2 Line Entry (single) would normally cost £77.00
4. The medical referee's fees of £27.00 included.
5. Environmental abatement costs of £59.00 included.
6. Certificate of Removal.
7. Temporary storage of cremated remains for one month after the cremation service.
8. Container for the removal of the cremated remains from the crematorium, would normally cost £16.50 but is included.

### SCATTERING OR STREWING ASHES OF CREMATED REMAINS

Upon a grassed area within the Gardens of Remembrance or where exclusive right of burial owner gives permission.

Strewing of cremated remains above ground by Cemetery Staff at a previously reserved time with mourners present on the Garden of Remembrance.	£65.00
Strewing of cremated remains below ground by Cemetery Staff at a previously reserved time with mourners present on selected grave plots.	£121.00
Strewing of cremated remains by Cemetery Staff in crematorium's own time with no mourners present.	£0.00
For a child under 18 years and was a Hartlepool resident, that's parent(s) are a Hartlepool resident.	£0.00

## CHAPEL HIRE AT STRANTON CREMATORIUM

At 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 when staff are in attendance.

**30 minute** – following time allowances:

10 minute service time starting promptly with remaining 20 minutes for crematorium site logistics.	£ 129.00
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**60 minute** – following time allowances:

30 minute service time starting promptly with remaining 30 minutes for crematorium site logistics <b>(THIS SERVICE SLOT MUST BE BOOKED FOR SERVICE PRIOR TO BURIAL)</b>	£ 258.00
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**Penalty charge for chapel hire services that over-run applied at Cemeteries Management discretion to each 10 minutes of delay**

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 unforeseeable delays originating from the funeral directors or party.	£60.00 Per each 10 minutes
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### What is included in the hire of the Chapel

1. Use of chapel and facilities
2. The playing of music of your choice, booked through Obitus.
3. Use of an electric organ (Crematorium Chapel only) – organist not included.
4. An onsite attendant to provide assistance.
5. Hearing Loop.
6. Service Books.

### AUDIO & VISUAL SERVICE

Live webcasting & recording of services is available in the crematorium chapel only (includes VAT)

The live webcast plus access to a recording of the webcast to watch again for a further 28 days	£58.00
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A keepsake recording of the webcast on a DVD / Blu-Ray / USB Memory Stick / Audio CD in a presentation case	£58.00
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Additional keepsake	£32.00
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### DELIVERY OF CREMATED REMAINS

Following a cremation in Hartlepool Borough Council's crematorium the cremated remains can be, by prior arrangement, delivered to an address within the Hartlepool Borough, Monday to Friday (excluding bank holidays) 9.00am to 3.30pm, as long as the applicant is at the delivery point to take collection and sign for them.	£26.00
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**PURCHASE OF A BURIAL PLOT (EXCLUSIVE RIGHT OF BURIAL)**

**Full Size Plot - Coffins and Cremated Remains – 100 Year Period**

	B & C Type Ordinary & Lawn	A Type Ordinary & Lawn
Single & Double Depth Resident	£1535.00	£1933.00
Single Depth (Under 18) Resident	£0.00	£0.00
Single & Double Depth Non Resident	£3070.00	£3866.00
Single Depth (Under 18) Non Resident	N/A	N/A

**Tribute Size Plot – Cremated Remains Only – 50 Year Period – Capacity up to 4 Caskets**

	B & C Type Resident	A Type Resident	B & C Type Non Resident	A Type Non Resident
Single Depth	£956.00	£1220.00	£1912.00	£2440.00
Single Depth Child under 18 years	£0.00	£0.00	N/A	N/A

**Special Size Plot – Cremated Remains Only – 25 Year Period – Capacity up to 3 Caskets**

	B & C Type Resident	A Type Resident	B & C Type Non Resident	A Type Non Resident
Underground Burial	£407.00	£611.00	£814.00	£1222.00
Underground Burial Child under 18 years	£0.00	£0.00	N/A	N/A

**STILLBORN CHILD COMMUNAL BURIAL AREA INTERMENT CHARGE**

Exclusive right of burial cannot be purchased in this area £0.00

**GUIDED BURIAL PLOT SELECTION**

All plot types (included in purchase fees) £0.00

## INTERMENT COSTS

Adult - Resident A & B Type Burial	Single & Double Depth:	£1095.00	Triple Depth: (pre 1 <sup>st</sup> April 2020)	£1255.00
Child - Resident A & B Type Burial	Single Depth:	£0.00	Triple Depth: (pre 1 <sup>st</sup> April 2020)	N/A
Adult - Resident A & B Type Burial	Cremated Remains: (Cremated at Hartlepool Crematorium)	£242.00	Cremated Remains: (Cremated at Another Crematorium)	£484.00
Child - Resident A & B Type Burial	Cremated Remains: (Cremated at Hartlepool Crematorium)	£0.00	Cremated Remains: (Cremated at Another Crematorium)	N/A
Adult – Non Resident A & B Type Burial	Single & Double Depth:	£2190.00	Triple Depth: (pre 1 <sup>st</sup> April 2020)	£2510.00
Child – Non Resident A & B Type Burial	Single & Double Depth:	N/A	Triple Depth: (pre 1 <sup>st</sup> April 2020)	N/A
Adult – Non Resident A & B Type Burial		Cremated Remains: (Cremated at Any Crematorium)		£484.00
Child – Non Resident A & B Type Burial	Cremated Remains: (Cremated at Hartlepool Crematorium)	N/A	Cremated Remains: (Cremated at Another Crematorium)	N/A
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).			£0.00
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.			£0.00

### Interment or Burial – What’s Included

1. Preparation of the grave for interment & provision of grass matting around the grave prior to burial.
2. Turfing of the grave plot following settlement.
3. Maintenance of grass area around the outside grave memorial, as long as the area is clear of memorabilia.

### Interment or Burial – What’s Not Included

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

- Single Depth – only for one full sized coffin to be buried.
- Double Depth – only for two full sized coffins to be buried.
- Triple Depth – only for three full sized coffins to be buried (if purchased before 1<sup>st</sup> April 2020).
- Cremation Casket – buried 46cm (18”) below ground & four can be accommodated in a tribute grave.

## MEMORIALS

Permission to fix memorial of any type on any plot; this is currently included in/part of the purchase of a burial plot / exclusive right of burial charge.	£300.00
Permission to add additional inscriptions to memorials; this currently included in/part of the purchase of a burial plot / exclusive right of burial charge.	£150.00
Safety inspection of memorials by trained staff, (by Governmental regulation)	£0.00

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

Memorial safety inspections will be carried out on a regular basis by qualified staff, if the memorial is found to be unsafe where possible the grave owner / responsible person will be informed and it is then their responsibility to correct the fault, failure to do this could result in injury claims against the owner / responsible person.

### **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.

## MEMORABILIA ITEMS

Polished Wood Casket	£86.00
Additional Ashes Removal Box	£16.00
Metal Rose Memorial Plaque, for 10 years and then can be renewed	£180.00
Multi Bench Plaque, for 10 years and then can be renewed	£267.00
Vase Block Memorial	£533.00
Vase Block Memorial Replacement Tablet	£192.00
Vase Block Memorial Replacement Flower Container	£12.00
Wooden Cross with Plaque	£43.00
Memorial Tree in cemetery, in place life of tree (includes one plaque 11" x 11") Limited amount	£800.00
Memorial Tree Extra Plaque (11" x 11")	£375.00
Memorial Oak Bench, in place for 10 years (includes one plaque) Subject to spaces being available	£1350.00
Memorial Oak Bench Fixing Kit (mandatory of road side benches)	£160.00
Memorial Oak Bench Extra Plaque	£180.00

## BOOK OF REMEMBRANCE

2 Line Entry Inscription – Single (no charge if cremated at Hartlepool Crematorium)	£77.00
5 Line Entry Inscription - Double	£146.00
8 Line Entry Inscription - Treble	£204.00
Badge / Floral Emblem Inscription (including 5 lines)	£280.00
Full Coat of Arms Inscription (including 8 lines)	£345.00
2 Line Entry Memorial Card	£42.00
5 Line Entry Memorial Card	£69.00
8 Line Entry Memorial Card	£85.00
Badge / Floral Emblem Memorial Card (including 5 lines)	£226.00

## FAMILY HISTORY SEARCH FEES

A search for each surname or grave in the 'Registers', kept by the Cemeteries Office	£16.00
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## 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 applications on a case-by-case basis and provide estimates for the administrative and practical exhumation costs potentially associated with the undertaking.

## DEEDS

Preparation of a deed of grant is included in, purchase of a burial plot / exclusive right of burial	£44.00
As above for child under 18 years	£0.00
Entry of the particulars in the 'Register of Purchased Graves' is included in, purchase of a burial plot / exclusive right of burial	£12.00
As above for child under 18 years	£0.00
Transfer of the grant to Exclusive Right of Burial of a grave space to a new name and for the entry of the new particulars in the 'Register of Purchased Graves'	£75.00

### Information on Purchase of a Burial Plot / Exclusive Right of Burial

The purchase of a burial plot / exclusive right of burial means that you have taken ownership of a plot of land within the cemetery of which you will hold the 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 is 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, and therefore is it recommended that the deed holder maintains their plot and items there on in good condition taking out insurance to cover any eventuality.

## PLOT INFORMATION

Ordinary plots with kerb (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, any personalised items must not be 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.

## ADMINISTRATION CHARGES FOR NON-STANDARD INTERMENT / CREMATION ITEMS

Emergency processing of completed interment or cremation paperwork received less than (9:00am) 3 full working days before the planned interment or cremation	£75.00
Cancellation of an accepted interment or cremation booking when no alternative rebooking is made	£235.00
Additional copy of Registrar's or Coroner's Disposal Certificate	£38.00
Certificate of cremation certified extract from any entry in the Cremation Register or extract from the Burial Register	£38.00

## ADDITIONAL SERVICES

Turfing of grave and maintenance for one year (not applicable to lawn plots)	£60.00
Maintenance Only (not applicable to lawn plots)	£60.00
Planting twice yearly with flowers and maintaining (not applicable to lawn plots)	£93.00



RULES, REGULATIONS, DESCRIPTIONS & 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)			O	L	T	SP	BC
1	<b>Plot lease type:</b>	Exclusive Right of Burial renewable after designated period (i) - 100 years; (ii) - 50 years; (iii) - 25 years)	i	i	ii	iii	N/A
2	<b>Burial plot use:</b>	Interment of coffins allowed	✓	✓	*	*	✓
3		Interment of cremated remains allowed	✓	✓	✓	✓	N/A
4	<b>Division A plots:</b>	Exclusive Right of Burial in a division 'A' or Path side burial plot must be purchased prior to the interment.	✓	✓	✓	✓	N/A
5	<b>Surface area:</b>	Rectangular plot, set out in a predetermined format matching existing graves:	✓	✓	✓	✓	N/A
6		9 feet (274.3cm) by 4 feet (121.9cm)	✓	✓	N/A	N/A	N/A
7		7 feet (213.4cm) by 4 feet (121.9cm)	N/A	N/A	✓	N/A	N/A
8		2 feet (61.4cm) by 3 feet (91.4cm)	N/A	N/A	N/A	✓	N/A
9	<b>Erection of Memorials</b>	Where permitted, no memorials can be erected unless the Exclusive Right of Burial has been purchased.	✓	✓	✓	✓	*
10	<b>Memorial stone size and position</b>	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 .	✓	✓	✓	N/A	N/A
11		Gravel/ stoned areas where only an inscribed stone memorial tablet, or an inscribed stone memorial tablet and associated block vase combination are permitted.	N/A	N/A	N/A	✓	N/A
12	<b>Kerbs size and position</b>	Placed at memorial stone end of the grave in line with existing graves max. size measured at outside edges:	✓	✓	✓	✓	N/A
13		7ft (213.4cm) long by 3ft (91.4cm) wide,	✓	N/A	N/A	N/A	N/A
14		2ft 6in (72.6cm) long by 3ft (91.4cm) wide	✓	✓	✓	N/A	N/A
15	<b>Inside kerb area:</b>	Placed down to weed and grass-free low-maintenance surface e.g. concrete and gravel, no shrubs or trees.	✓	✓	✓	N/A	N/A
16	<b>Memorial stone/kerb materials</b>	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).	✓	✓	✓	✓	N/A
17	<b>Approval process - Installation memorial stone/ kerbs:</b>	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.	✓	✓	✓	✓	N/A
18	<b>Qualified installers:</b>	Memorials and kerbs must be installed by qualified installers to the National Association of Memorial Mason's code of working practice.	✓	✓	✓	✓	N/A
19	<b>Identifying grave:</b>	The grave number must be inscribed on one side of the memorial stone or kerb.	✓	✓	✓	✓	N/A
20	<b>Responsibility for Memorials:</b>	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.	✓	✓	✓	✓	N/A

## RULES, REGULATIONS, DESCRIPTIONS & OTHER INFORMATION

### 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.	Will be removed and 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 un-prescribed materials in the decoration of any grave will be the responsibility of the grave owner. Equally any lack of maintenance of graves that results in Any injury, harm or damage is the responsibility of the grave owner.

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 the 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, in a timely manner.

The Cemeteries and Crematorium Office will accept and progress fully compliant application documentation in hard-copy from a person authorised to act in such capacity on behalf of the deceased person, 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 to 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.