



HYNDBURN

an excellent council

ACCRINGTON CEMETERY AND CREMATORIUM

Arranging a Funeral without a Funeral Director BURIAL

It is often assumed, quite wrongly, that funerals can be arranged only with the use of a Funeral Director. Although a Funeral Director will be invited to arrange the majority of funerals, some people prefer to carry out the task themselves, for a wide variety of reasons.

To assist the bereaved, we have set out below the routine to be followed when using our services. It may be that you wish to carry out some of the tasks yourselves with some help from a Funeral Director. Hyndburn Borough Council does not wish to promote any type of arrangement or choice. Please note that the Council does not provide a funeral directing service and cannot collect a body for conveyance to the Crematorium/Cemeteries.

OFFICE LOCATION

Our office is situated on the right hand side as you enter Accrington Cemetery, the address is:

Hyndburn Borough Council
Cemetery Office
Burnley Road
Accrington BB5 6HA

Telephone/Fax: 01254 232 933
Email: cemeteries@hyndburnbc.gov.uk
Website: www.hyndburnbc.gov.uk

BOOKING OF A FUNERAL

Our office is open, Monday to Friday, 8.30 am until 4.30 pm (closed for lunch between 12.00 noon and 1.00 pm)

We look after our three cemeteries, which are:

Accrington Cemetery
Church and Clayton-le-Moors Cemetery (Dill Hall)
Great Harwood Cemetery

Our burial times start at 9.00 am (11.00 am on a Monday or after a bank holiday) and our last service is 3.00 pm (2.15 pm on a Friday) or in the winter months our latest service is 2.15 pm all week. We have no fixed time slots for burial services (unless the chapel is being used) however, we recommend you try and give us at least 1 week's notice.

If you are holding a funeral service in a location before the burial, you will need to co-ordinate the two bookings to ensure the whole funeral runs smoothly.

When making your booking, we will require the following information:

- 1 Name of Cemetery
- 2 Date and Time
- 3 Name of Deceased
- 4 Grave Number – if it is a pre-existing grave
- 5 If a new grave is needed – ie how many the grave is for, and religious section required
- 6 Your name and telephone number

We will require confirmation of the size of the coffin at least 48 hours before the burial. These must be exact sizes and we need the width and length.

Please double confirm the booking time and date with the person taking your booking to ensure that the correct day and time are reserved.

USE OF CREMATORIUM CHAPEL FOR BURIAL

It is possible to use our Crematorium Chapel to hold your funeral service. Our services are booked at 40 minute intervals; it is advised that the service does not exceed 20 minutes for the actual service, leaving the balance of 20 minute for the arrival and exit of the chapel. If you require more time, a double booking can be accepted, but it will incur an extra cost.

The crematorium chapel can seat 80 people with standing room in the annexe and a speaker can be switched on to relay the service to mourners stood outside the building. The lectern has a microphone with a "loop" system for the hard of hearing. There is wheelchair access to the chapel.

The coffin is brought to the chapel at the agreed time and a member of the crematorium staff will be waiting to receive the funeral cortege. He will assist in placing the coffin on the wheeled bier to transport it into the chapel, and will also assist you in placing the coffin on the catafalque where it rests during the service (you will require assistance from another 2 people).

The content of the service is your own personal choice. You can arrange with a minister or priest to take the service, for which a fee will normally be charged. If you have no religious beliefs The British Humanist Association has a national network of men and women known as Celebrants who are trained to conduct funeral ceremonies.

Together you will be able to plan a personal and dignified ceremony. There will be a fee for this service similar to that of a minister. Yourself, family and friends can devise and deliver your own service which is very personal and can be an emotional and moving experience.

Above all, the kind of ceremony you choose must be right and appropriate for the person who has died and for close family. Order of service books are provided in the chapel with the Funeral Services of the Christian Churches in England. If you wish, you can arrange to visit the crematorium to look at it before the day of the funeral by making an appointment at the office.

Music

We have a computerised music system which allows us to play any music of your choice, we request that you supply all details of your choice including artist and song title at least 48 hours before. (Please note: we are unable to provide any music available on YOUTUBE or heard in films).

There is an organ in the chapel which you are welcome to use for no additional fee, but you will need to arrange your own organist. The office will supply you with the name and telephone number of an organist if you do not have a personal contact. The words of 44 funeral hymns appear in the back of the Order of Service book.

ARRANGING THE PAPERWORK

Now that the provisional booking is made, a series of arrangements must be carried out as soon as possible. It is very important to ensure that all the required forms are prepared, which are as follows:

ALL THE REQUIRED FORMS (LISTED BELOW) ARE AVAILABLE FROM THE CEMETERY AND CREMATORIUM OFFICE

Registrar's Certificate

All death occurring in England must be registered by a Registrar of Births, Deaths and Marriages within 5 days (unless the Registrar says this period may be extended). Registration must be made at the Registrar's Office for the registration district in which the death took place.

The Registrar will issue a Registrar Certificate for Cremation or Burial (green form) if a Coroners Certificate (white form for Burial) has not been issued. You should pass the Certificate for Burial (either green or white) to us as soon as possible.

Some Registrars have restricted opening hours and some have an appointment system. You should check with the relevant office and at the same time ask them what documents they require you to take to them, these will include:-

- The medical certificate or cause of death (normally given by the deceased's doctor, or by the hospital in which the death occurred)
- The deceased's Birth Certificate (if available)
- The deceased's Marriage Certificate (if appropriate)
- The deceased's National Health Service medical card, if available

Notice of Interment

This is a Hyndburn Borough Council form and lays out all the details of the deceased and the grave details.

It is imperative that the correct grave details are entered on this form (if it is a pre existing grave).

This form also needs completing by the actual grave owner – if the grave owner has passed away it will need completing by their spouse. If the spouse has also passed away (and is not the deceased to be interred) an indemnity form will need completing at the office by all grave owner's next of kin to ensure there will be no objections to the opening of the grave (please contact us for more clarification).

We will also require the original grave ownership deeds (if lost the form at the reverse of the Notice of Interment will need signing).

All completed forms should be submitted to the cemetery office by 10.00 am two days before the funeral.

This will complete the legal requirements and you must now consider the funeral:

COFFIN

It is essential for a bio degradable coffin to be used for the burial of a deceased person. It is acceptable to use a cardboard or wicker coffin. The Cemetery Office will give you names of suppliers. A standard coffin is made of chipboard with approved veneers. The council does not supply coffins but most funeral directors will supply you with one. **It is essential that we have the exact coffin measurements at least 48 hours before the burial.** The coffin should have the full name of the deceased displayed either on a name plate or a card.

TRANSPORT OF BODY

It is unlikely that you will be able to hire a hearse, but a large estate car or van would be suitable, and possibly certain hatchback cars. You may need to transport the coffin to the hospital mortuary to collect the body. You have a common law right, as executor, to be given the body without the assistance of a funeral director. You should telephone first to arrange a collection time and ascertain what evidence of identity and paperwork the mortuary require and whether or not they will assist you with lifting the body. The body can be retained at home up to the time of the funeral, but you must have a cool room and give consideration to stairs and narrow doorways in relation to moving the coffin. We do not have a mortuary or "waiting" chapel.

THE FUNERAL

You can have the full Funeral Service at the crematorium chapel or you can have the main service in a church and then arrive at the grave side for a short committal service or just have a graveside service.

If using the Crematorium Chapel, after the service you will need to transport the coffin to the grave side. If the grave side is some distance from the chapel or at another cemetery, you will need to transport the coffin in a vehicle (a member of staff will assist you in wheeling the coffin via a Bier to the vehicle). We recommend you contact us to discuss this further.

At the cemetery we will have the grave all prepared including lowering ropes. On arrival you will need to remove the coffin from the vehicle and transport it to the graveside. A member of staff will be on hand to assist you removing the coffin from the vehicle. You will need approximately 6 people to help carry the coffin from the vehicle to the graveside and 4 to help lower into the grave. A member of staff will be on hand to assist with the carrying and lowering.

At the graveside a final committal is said, if desired, either by yourself or a clergy and at this point the coffin is lowered into the grave. Further words can be said and then the funeral party leaves the graveside and cemetery.

Our staff will ensure the grave is closed correctly and any flowers are neatly left on top of the grave.

PAYMENT OF THE BURIAL FEE

A list of cemetery fees is available from the Cemetery Office on request or via our website.

All fees must be paid before the burial takes place. Payment can be made in person at the Cemetery Office.

Alternatively, you may send a cheque by post. Please send it in good time so that it arrives before the day of the funeral. Cheques should be made payable to "Hyndburn Borough Council".

MISCELLEANOUS

- You may wish to provide floral tributes and will need to deal directly with the florist. Of course these are optional and some families wish to donate to a charity in lieu of flowers.
- You may wish to place an obituary notice in your local paper. They may not accept the order over the phone to avoid hoax calls
- A memorial can be erected on the grave after the burial, please contact a Memorial Mason of your choice to arrange this.

A funeral is an opportunity for friends and family to express their grief. Bereavement is a very personal experience.

Please do not hesitate to contact the office if you require any further information or assistance.