



# Bereavement Services



## **Introduction**

Dealing with the loss of a loved one is a very difficult and challenging time. You must inform a number of people and organisations and complete a number of documents by law. If you are a relative or friend of the deceased you can do some of the things yourself. Other things will need to be done by the executor or administrator of the estate.

There are a number of organisations which can offer help and support during this difficult time.

You won't be able to do everything right away, but it is important, as soon as possible to:

- tell the family doctor
- contact a funeral director, if you intend to use one. If the death occurs at home or in a nursing home the funeral director will need to be contacted to move the deceased to a chapel of rest and begin to arrange the funeral.
- check the will for any special requests

## **Registering a death**

When registering a death you must take:

- The medical certificate of the cause of death, signed by a doctor unless the coroner is issuing the paperwork
- If available the deceased's birth certificate, marriage certificate and NHS Medical card.

After the information has been recorded into the death register, the registrar will issue the necessary forms and certificates.

If a post-mortem examination is not being held, the registrar will give you:

- A certificate for Burial or Cremation (called the 'green form') giving permission for the body to be buried or for an application for cremation to be made. If the deceased is to be buried or cremated outside England or Wales the coroner will issue the necessary forms.
- A certificate of Registration of Death (currently form BD8), issued for the Benefits Agency.

In certain circumstances a death may be reported to the coroner and an inquest may need to be held. The coroner's officer will provide more information.

## **Rossendale Council Bereavement Service**

Bereavement services are responsible for managing the burial service in Rossendale.

Staff can offer information and advice on how to make the necessary funeral arrangements that will suit your personal needs.

This information pack has been produced to provide more information on the cemeteries and the services we provide.

### **Opening Hours**

The Bereavement Services office is open between XXX to XXX Monday to Friday. This is the main office for all enquiries relating to cemeteries, ashes plots and memorials

For further information please contact the Bereavement Services Officer on 01706 238601

### **Cemetery opening Hours**

All cemeteries are open daily all year round but please respect residents living nearby or within our cemeteries at the time of your visit.



## **Rossendale Cemeteries**

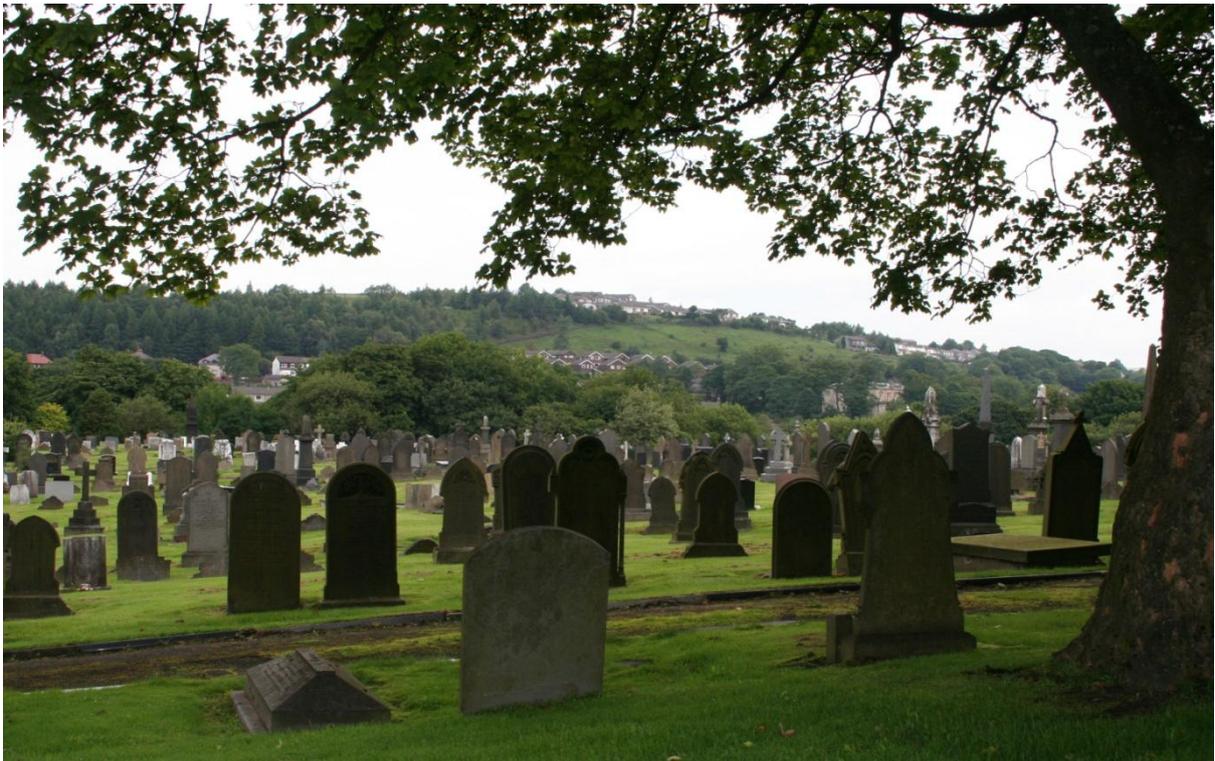
Rossendale Borough Council currently has four cemeteries located at Bacup Whitworth, Rawtenstall and Haslingden.

All have plots available for Catholic, Church of England and non conformist (General) denominations. Both Rawtenstall and Haslingden also have a Muslim section.

Our prime aim is to provide a high quality and dignified burial service for bereaved families of all different religious and cultural backgrounds within the community.

We do not have cremation facilities but this service can be accessed at our neighbouring authorities Hyndburn, Burnley and Rochdale.

## **Bacup Cemetery**



Bacup Cemetery, Brunswick Terrace, Bacup  
Lancashire OL13 0HD

Tel: 01706 238601  
Fax: 01706 873556

Bacup Cemetery opened in April 1862, and to date more than 40,000 interments have been carried out within the 17 acre grounds. Further expansion land is available to the south of the cemetery as and when required.

Bacup is the oldest of the Council's cemeteries. Before the cemetery opened in 1862 most burials took place in churchyards. St Nicholas's at Newchurch being one of the earliest for burials in the Rossendale area.

The public toilets are positioned to the right of the main entrance into the cemetery and there are a 2 water taps within the grounds for use by visitors.

Graves are available for a maximum of 3 interments. Graves can also be purchased for ashes only burial.

Cemetery opening times - The pedestrian gates do not close.

### **Rawtenstall Cemetery**



Burnley Road, Rawtenstall, Lancs  
BB4 8EW

Tel 01706 238601  
Fax 01706 873556

The first burial in Rawtenstall Cemetery took place in January 1877. The cemetery currently holds over 21,000 burials and this site also covers around 17 acres.

A recently renovated chapel sits within the cemetery seating about 40 people and can be hired on payment of a small fee. A centrally placed water tap is available for visitors to use.

The cemetery is located only a short walk from Rawtenstall and caters for Catholic, Church of England, Non Conformist and Muslim burials.

## **Haslingden Cemetery**

*Inset picture*

Grane Road, Haslingden, BB4 4PB

Tel 01706 238601

Fax 01706 873556



Haslingden Cemetery is the smallest of our cemeteries with just under 6 acres in use. The first interment took place here on the 29 April 1902.

It has a small chapel which has recently been redecorated and can accommodate 50 people seated. It also has toilet facilities and a water tap for visitors to use. Graves are available for both coffin and ashes interment.

It caters for Catholic, Consecrated, Non Conformist & Muslim burials.

**Cemetery opening times** -The pedestrian gates do not close.

## **Whitworth Cemetery**

Edward Street, Whitworth, Lancashire  
OL12 8LE

Tel 01706 238601  
Fax 01706 873556

Whitworth Cemetery was opened for burials in 1879. The site caters for Catholic, Consecrated and Non Conformist burials. It also has a refurbished chapel which is available for hire and can seat around 48 people.

The dedicated garden of remembrance offers an alternative site for the burial of cremated remains in addition to the traditional grave.

There are public toilets within the cemetery and visitors also have access to a water tap at the top of the main drive.

Cemetery opening times -The pedestrian gates do not close.

## **Family Research**

Bereavement services receive many requests from people researching their family history.

The cemetery office at Henrietta Street maintains all the statutory burial records for Bacup Rawtenstall, Haslingden and Whitworth Cemeteries.

- Bacup Cemetery – opened in 1862
- Whitworth Cemetery – opened in 1879
- Rawtenstall Cemetery - opened in 1877
- Haslingden Cemetery - opened in 1902

Burials prior to this were often in local churchyards.

The Bereavement Service can conduct searches for you. In order that we can conduct an effective search, the following information should be provided:

- The full name of the deceased
- The approximate month and year that the individual died.

A charge may be made for grave searches and family history research.

If writing, your cheque should be made payable to "Rossendale Borough Council" and sent to the Cemetery Office. We will reply giving as much information as is held.

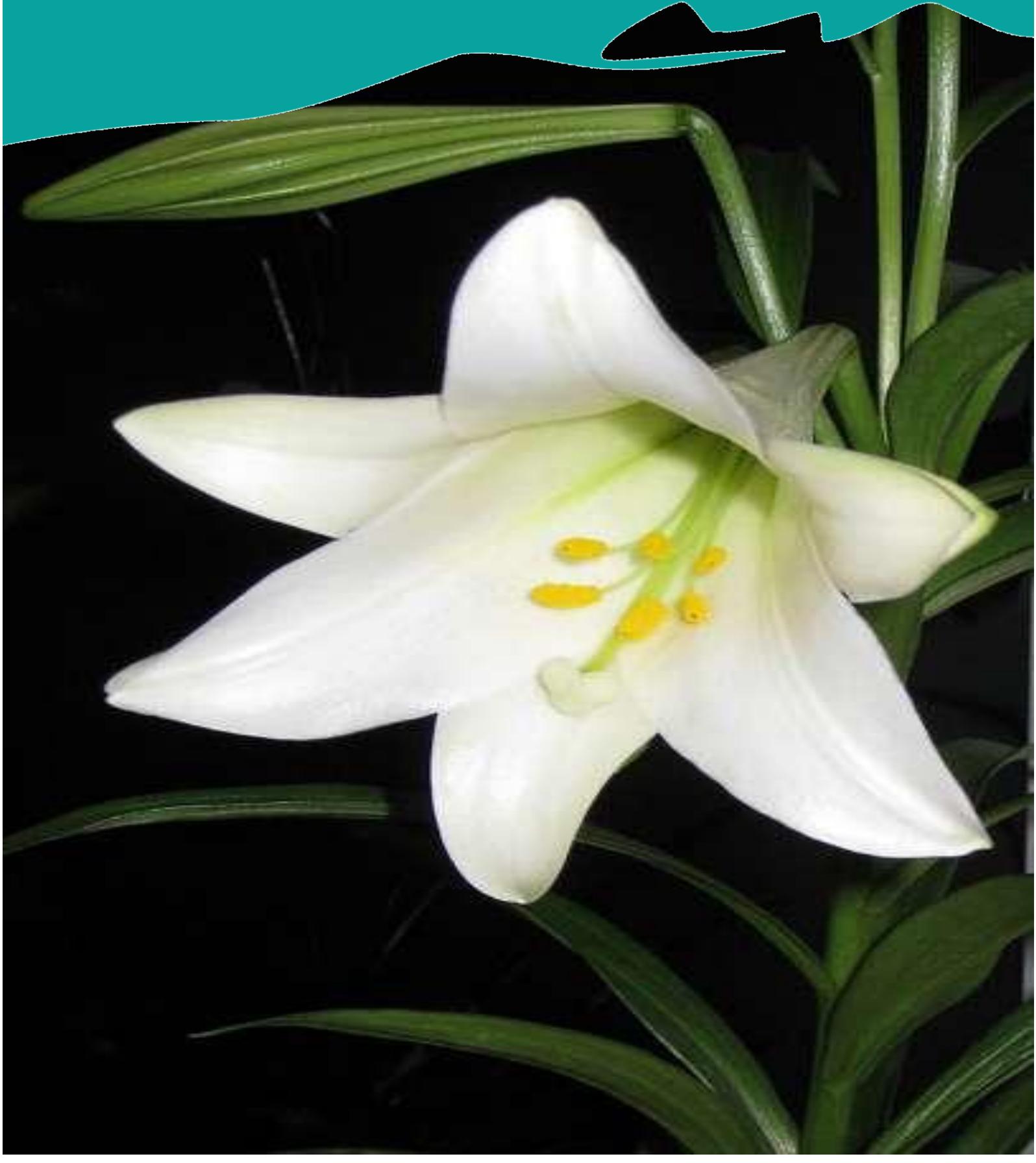
اگر آپ کو ان معلومات کا خلاصہ بڑے حروف میں، آڈیو کیسٹ پر، یا انگریزی کے علاوہ کسی اور زبان میں درکار ہے تو برائے مہربانی ہمیں بتائیں، ہم خوشی آپ کے لئے اس کا انتظام کریں گے۔  
برائے مہربانی 01706217777 پر ٹیلیفون کریں یا پھر کیوئی کیشن سیکشن سے اس پتہ پر رابطہ قائم کریں:

Communications Section, PO Box 74, Bacup, OL13 0WU

آپنی যদি اسب تھور سار سنگھپ بڈ ہر فہر ھاپای، اڈیو کاسیٹے اٹھاوا اینگریجی ھڈا  
انیا کون باھی پتے چان تھلے انگرھ کرے آمادہرکے جانالے آمرا اتانت خشی منے  
تار باہمھ کرے۔

انگرھ کرے 01706 217777 ای ناسارے اٹھاوا کمیونیکیشن سیکشن، ٹاؤن سنٹر  
افیس، ریسٹنٹل بی.بی.8 ۹ ایل.جی.ڈی. ای ٹیکانای یوگا یوگ کرے۔

Burial owners  
Rights and responsibilities



## **Introduction**

This leaflet provides some general information for burial owners about their rights and responsibilities.

Rossendale Council has 4 cemeteries located at Bacup, Whitworth, Rawtenstall and Haslingden.



All have plots available for Catholic, Church of England and non conformist (General) denominations. The cemeteries in Rawtenstall and Haslingden also have a Muslim section.

## **Grave purchase**

When purchasing a grave it is important to remember that what you are actually purchasing is the Exclusive Right of Burial. This means that Rossendale Council is granting you the right to decide who will be buried in a particular grave, it does not transfer ownership of the land itself. This remains with the Council. A deed of grant will be issued to you and this should be kept safe as it is a legal document. It will form part of your estate when you die so it can be bequeathed like anything else. You must produce your deed each time the grave is opened.

## **General information on Graves**

*How many can a grave hold?*

New graves are available for a maximum of 3 interments. In addition ashes may also be placed in the grave even where the grave is full for future coffin burials.

*Can I purchase a grave in advance?*

Yes. A grave space can be purchased and reserved by anyone. Once the grave is purchased the registered grave owner must give their permission to open the grave.

*How long is the grave purchased for?*

Many older graves were purchased in perpetuity. This means that the rights to the grave stay with the family from one generation to next. Under new regulations graves can now only be purchased for a maximum period of 100 years. At Rossendale all new graves are sold on a lease basis for a period of 100 years.

*Do I have to purchase a grave in order to be buried?*

No. As a resident of the borough you may choose to be buried in an unmarked, unpurchased grave. This will mean however, that the grave cannot be marked with a headstone or other type of memorial stating who is buried in the grave. This type of grave will also be used for further unrelated burials.

## **After the Burial**

Around 2 to 3 weeks after the funeral all flowers, wreaths and other items will be removed from the grave this may be sooner if the flowers have perished.

The grave may be topped up with soil and once the ground has settled it is then covered with turf. This process can take many months and is greatly influenced by weather and ground conditions. Newly laid turf may need re-lifting in order to level a grave. Please do not think your grave has been forgotten about the work can take some time to complete.

## **Planting of graves**

### *Illustration of grave*

Graves can be planted with any type of natural plant within an area measuring 45cm from the base of the memorial stone. Plants should be kept tidy and they should not be allowed to grow over or cover other graves and paths. They should not exceed 60 cm in height.

Separate flower holders can be placed on the grave within the area mentioned above. They must be made of metal or glazed earthenware but not glass. These are placed at the owners own risk.

Occasionally the surface of your grave may be used to site a soil box when digging an adjoining grave. This means any plants may have to be lifted as a temporary measure. Every effort will be made to restore the grave to its original condition.

## **Memorials**

### *Illustration of a memorial*

You may place any type of stone memorial on a grave to which you own the Right of Burial providing it meets with our current regulations and the mason employed is a member of BRAMM (British Register of Accredited Memorial Masons). This is a national scheme aimed at raising standards in the fixing of memorials which in turn should lead to safer cemeteries. You can obtain details on their website [www.bramm-uk.org](http://www.bramm-uk.org)

## **Installing a memorial**

After the burial, it will take some time for the soil to settle. We will check the site and add topsoil where necessary, once the ground has settled it is then covered with turf. This usually takes at least 6 months and we recommend that memorials are not erected before this time.

## **Wording on a headstone**

We will allow any words providing they do not cause offence to other visitors. We welcome nicknames as well as 'Mum' and 'Dad'. You may also have ceramic plaques and artwork on memorials in our cemeteries.

## **Responsibility for the memorial**

The grave owner or the person who purchased the memorial is responsible for its safety and good repair. We insist on the National Association of Memorial Masons fixing method for all new memorials.

Where an existing memorial is replaced e.g. after removal for burial or an additional inscription, it must be replaced in accordance National Association of Memorial Masons current Code of Working Practice. This should ensure the memorial is safe for a considerable period.

If a headstone becomes loose or dangerous we will try to contact the owner but occasionally we have to lay flat any memorial that becomes dangerous.

You should consult your mason with regard to any guarantee and also about insuring your memorial.

## **What can be I place the grave?**

### *Illustrations of the different examples of what can be placed on the grave*

We do allow a headstone to be placed by a BRAMM registered mason. We also allow an area of 45cm (18") maximum from the base of the memorial stone where the turf can be removed and suitable plants planted.

Under Health and Safety legislation we must ensure that the Cemetery is a safe place for both our employees and for visitors.

Unfortunately we cannot allow is fencing, railings, kerbs chippings and other such items around a grave.

The reasons for this is that they seriously hamper our grounds maintenance programme and affect are ability to access graves which require opening. It also presents a trip hazard to our workers and other people visiting graves in the same area.

To some, these regulations will sound unreasonable but with a large cemetery and only a limited number of staff our aim during the summer is to keep the grass cut to an acceptable standard, having to work round many obstacles can seriously delay our objectives.

It is against cemetery regulations to mark the grave unless permission has been granted. Unauthorised items may be removed without notice.

### **Visiting the Cemetery**

All cemeteries are open daily all year round but please respect residents living nearby or within our cemeteries at the time of your visit.



## Cemetery Fees and Charges

### Purchase of right of burial in numbered grave space

Grave Space (including numberstone)	£477
Transfer of Grant	£25

### Right to fix a headstone or monument

Headstone	£147
Inscriptions	£19
Vase and plinth	£21

### Interments

Earth Grave	£390
Bricked to Coffin Height	£534
Vault - Construction	£794
Vault - Interments	£371
Stillborn and up to 1 year	£57
Foetus less than 24 weeks term	£24
1 year to 13 years inc.	£207
Interment of Ashes	£71
Scattering of Ashes	£30

### Public Graves

Stillborn	£22
Child up to 1 year	£22

### Miscellaneous Charges

Grave Dressing	£16
Copy of Regulations and Charges	£6

### Grave Planting (per season)

Lawn Type 750 sq m	£47
Double Grave Space	£90
Search Fee	£27
Duplicate Grave Deed	£20

### Additional Whitworth/Haslingden Charges

Use of Chapel	£27
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**Garden of Remembrance (Whitworth)**

Reserving Space	£23
Interment of Ashes	£35
Headstone in above	£42
Supply of Engraved Plaque	£107

**Ashes Garden**

Purchase of ashes chamber (including 1 <sup>st</sup> inscription)	£529
Interment of casket	£71

Please note that these charges are excluding VAT and that residents living outside the borough will be subject to an additional charge.

## **Information on pre-purchasing a Grave**

### Lawn-type Graves

We receive many enquiries from families about whether it is possible to buy graves long before they might be used. In recent years, it has become more acceptable to talk about death and funerals, and as most funeral directors now provide a pre-paid funeral plan, it seems sensible to purchase the grave at the same time.

This can be done by calling into the Cemetery office at Henrietta Street in Bacup, where the staff will be pleased to assist you with any queries which you may wish to discuss. Payment for the grave should be made at this time and grave deeds will then be issued as proof of ownership.

The council operates a lawn-type grave system within the four cemeteries. The height, width and depth of each memorial are restricted and kerbstones and other forms of edging are no longer allowed to be erected upon the grave. We do however allow a small square from the base of the memorial stone, up to 45cm (18") deep, within which to plant small plants. Please ask for a copy of the full regulations.

The grave spaces are leased over a 100 year period, and during that time, the grassed areas will be maintained by the council's grounds maintenance team.

After the initial 100 year lease period has expired, the grave owner may be offered a further lease period for an appropriate fee.

Each grave can usually accommodate up to three coffins plus caskets of cremated remains.

The cemeteries can provide graves in Roman Catholic plots, Church of England ground, Non Conformist, (i.e Baptist, Methodist), Muslim graves and cremated remains graves.

When purchasing a grave it is important to remember that what you are actually purchasing is the Exclusive Right of Burial. This means that Rossendale Council is granting you the right to decide who will be buried in a particular grave, it does not transfer ownership of the land itself.

This remains with the Council.

A grave deed will be issued to you and this should be kept safe as it is a legal document. It will form part of your estate when you die so it can be bequeathed like anything else. You must produce your deed each time the grave is opened.

The exclusive rights of burial may be transferred to someone else providing the grave owner completes the appropriate paperwork, which may be obtained from the cemetery office.

For further information contact For further information please contact the Bereavement Services Officer on 01706 238601

## **Genealogical / Family Research**

Bereavement services receive many requests from people researching their family history.

The cemetery office at Henrietta Street maintains all the statutory burial records for Bacup Rawtenstall, Haslingden and Whitworth Cemeteries.

- Bacup Cemetery – opened in 1862
- Whitworth Cemetery – opened in 1879
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Burials prior to this were often in local churchyards.

The Bereavement Service can conduct searches for you. In order that we can conduct an effective search, the following information should be provided:

- The full name of the deceased
- The approximate month and year that the individual died.

A charge may be made for grave searches and family history research.

If you are requesting the information via letter, your cheque should be made payable to "Rossendale Borough Council" and sent to the Cemetery Office. We will reply giving as much information as is held.

For further information please contact the Bereavement Services Officer on 01706 238601, email XXXXXXXXXXXXX. Postal address Bereavement Services, Operations Team  
Henrietta Street Depot, Bacup, OL13 0AR