

Inverness Crematorium Management Rules

By virtue of the powers contained in Sections 112-118 of the Civic Government (Scotland) Act 1982, the Highland Council (“the Council”) hereby make and enact the following management rules to regulate the use of and the conduct of persons while at Inverness Crematorium.

These management rules shall be read in conjunction with any regulations introduced by Scottish Ministers by virtue of powers contained within the Burial and Cremation (Scotland) Act 2016.

1. Interpretation of Terms

1.1 In these management rules the following words and expressions shall have the following meanings assigned to them:

- a) “Authorised Officer” means a person who is authorised by the Council, either generally or specifically, to act in manners under these rules to act in connection with these Rules.
- b) “Crematorium” means the Inverness Crematorium buildings, associated facility, ground or access road pertaining thereto under the control of the Council.
- c) “Crematorium Attendants” means the person(s) who is employed to carry out cremation duties.
- d) “Crematorium Office” means the Administration Office at Inverness Crematorium, Kilvean Road, Inverness, IV3 8JN
- e) “Ashes” means the cremated remains of a deceased person
- f) “Direct Cremation” is a cremation with no funeral service, or ceremony performed beforehand at the Crematorium, and no attendees. The Ashes will be returned to the family to do with as they wish or can be scattered in garden of remembrance.

2. Cremation arrangements

2.1 Application for cremation must be made to Crematorium Office. The applications for cremations must be received by the Crematorium Office no later than 10am, two working days before the cremation is due to take place.

Weekends and public holidays are not considered to be working days. A statutory Certificate of Registration of Death, Cremation or Still Birth, or any other relevant forms must be provided by the undertaker/agent to the Council before any cremation can take place.

- 2.2 Cremation timings and arrangements must not be made public until confirmed by the Council. All requests must be made in writing. The Council will not be liable for any failure in arrangements for cremation due to circumstances beyond its control.
- 2.3 The Council will publish details of the specific time slots for cremation services and drop off times for Direct Cremations.
- 2.4 Arrangement may be made for Cremation at other times in only in exceptional special circumstances at the discretion of the Council.
- 2.5 Funeral Directors are responsible for ensuring that any coffin brought for Cremation bears the name of the deceased contained therein. If there appears to be any discrepancy regarding the details recorded on the coffin against those in the application for cremation, the Appropriate Officer will refuse the coffin access until he/she is satisfied the correct details are contained thereon.

3. Services

- 3.1 Any Funeral Service at the Crematorium shall be subject in all things to the control of the Crematorium Attendant.
- 3.2 The 45 minutes allocated for each service includes the entrance and exit of all mourners. Late arrival of a cortege may result in a service being postponed until later in the day. All persons attending the funeral shall leave the building immediately after the conclusion of the service.
- 3.3 The Funeral Director must provide sufficient bearers to convey the coffin from the hearse to the catafalque. The coffin must be placed correctly in position on the catafalque. Where the Council is asked to assist, it will not be held responsible for damage to the hearse or coffin howsoever caused.
- 3.4 Funeral Directors must follow any rules published by the Council on suitability of coffins for cremation.

4. Collection of Ashes

- 4.1 Ashes are normally available for collection after 10am on the next working day after the cremation. Weekends and public holidays are not considered to be working days. Ashes will only be released to the person/Funeral Director named on the original application. Any changes as to the identity of the collector must be made in writing by the original applicant or their legal successor/executor of their Will.
- 4.2 If requested by the applicant, the Council will scatter the Ashes in one of its memorial gardens either with or without a ceremony, dependant on the applicant's request.

- 4.3 In the event of Ashes not being collected the Council will follow the statutory requirements of the Cremation (Scotland) Regulations 2019, and any associated guidance, on handling and disposal of Ashes. The Council will take all reasonable steps to contact the original applicant.
- 4.4 Ashes cannot be scattered in any burial ground. Ashes may only be spread in a garden of remembrance with the express permission of the Council.

5. Records

- 5.1 All cremations will be recorded in a Cremation Register, kept at the Crematorium Office. This register will contain information as required by legislation and statutory guidance. Cremation registers will be kept indefinitely. These registers and copies of entries will be supplied to members of the public on request, subject to an administration fee.

6. Remembrance

- 6.1 Memorial wreaths will be removed when they wither or otherwise become unsightly in the opinion of an Authorised Officer. The timing of this may vary according to the season, however they will be left in place for at least 14 days. Families are advised to remove any tribute cards within this time. Christmas wreaths shall generally not be removed for disposal until after the end of January, unless their appearance has substantially declined. The Council does not accept any responsibility or liability for any damage to Memorials, ornamentation or flowers in any burial ground, howsoever caused. All items/Memorials/flowers are left at the owners' risk.
- 6.2 The Wreath Courtyard will be open at all times the Crematorium grounds are open. Flowers may be placed in the courtyard by any person at any time. Glass and pottery items are not permitted, nor are any noise-emitting items (e.g. wind chimes). Prohibited items will be removed immediately without prior notice by the Council and will be stored for 14 days before disposal.

7. General

- 7.1 No dogs, except guide dogs, are permitted in the Crematorium at any time.
- 7.2 The Car park at the crematorium is provided for legitimate crematorium users. The use for overnight parking, camping and motor homing is not permitted. All vehicles on crematoria premises and in car parking facilities must be driven with due care and attention and must not be driven in excess of 10mph. The Council shall not be held responsible for damage to vehicles or other property left at the Crematorium, howsoever caused.

8. Prevention of Nuisance

- 8.1 No person shall
- a) Use any profuse or offensive language or behave in an offensive, disorderly or insulting manner whilst in the Crematorium.

- b) Wilfully or improperly interfere with any other person using the facilities provided by the Council in any Crematorium or behave in such a manner to endanger their own or other persons safety.
- c) Wilfully or carelessly obstruct any employee of the Council in the exercise of their duties or in the execution of any works.
- d) Disobey any proper instructions given by any member of the Crematorium staff to ensure the safety and comfort of all persons using the Crematorium.
- e) Bring into the Crematorium any object or objects that may be considered by any member of the Crematorium staff to be dangerous.
- f) Wilfully or carelessly damage, destroy, remove or improperly soil any article supplied for use by the Council.

9. Contravention of the rules

9.1 The following provisions apply to a contravention by any person of the Management Rules

9.2 An Authorised Officer may:

- a) if he/she has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene a management rule, expel that person;
- b) if he/she has reasonable grounds for believing that a person is about to contravene a management rule, exclude that person; from the land or premises to which the rule applies.

9.3 Any person who has persistently contravened or attempted to contravene the management rules and is in the opinion of the Council likely to contravene or attempt to contravene them again, may be made the subject of an exclusion order in terms of Section 117 of the Civic Government (Scotland) Act 1982.

9.4 Any person who:

- a) on being required to leave the Crematorium by an Authorised Officer who has reasonable ground for believing that the person has contravened or is contravening or is about to contravene any of the foregoing management rules, fails to leave;
 - b) on being informed by an Authorised Officer who has reasonable grounds for believing that the person is about to contravene any management rule applying to any land or premises that he is excluded from the land or premises, enters or attempts to enter the land or premises; or
 - c) is subject to an exclusion order under Section 117 of the Civic Government (Scotland Act) 1982 and enters or attempts to enter the Crematorium to which the exclusion order relates,
- shall be guilty of an offence and liable on summary conviction to a fine not exceeding level 1 of the standard scale of fines.