

Leeds City Council
9th October, 1974

CITY OF LEEDS
RULES AND REGULATIONS
TABLE OF FEES AND CHARGES

Made by the Leeds City Council in exercise of powers conferred on them by the Local Government Act 1972 and the Cremation Acts 1902 and 1952 and all other powers enabling them in that behalf for the management, regulation and control of the Cemeteries and Crematoria provided by them within the said City.

R. A. LEYLAND
Director of Administration
Leeds

OFFICE ARRANGEMENTS

On the 1st April, 1974, the Cemeteries and Crematoria as listed below, all situate within the area of the Leeds City Council, came under the administration of the Estates and Development Department.

Three Divisional Superintendents (based at the three Crematoria) and three Area Superintendents were appointed, and the following Office arrangements apply:

SOUTH DIVISION

Cottingley Hall Cemetery & Crematorium	}	Booking of funerals and all enquiries to: Cottingley Hall Telephone Leeds 716101
Morley Cemetery	}	
Gildersome Cemetery	}	
Holbeck Cemetery	}	
Beeston Cemetery	}	

Area Office

Hunslet Cemetery	}	Booking of funerals and all enquiries to: Hunslet Cemetery Telephone Leeds 705985
Rothwell Haigh Cemetery	}	
Lofthouse Cemetery	}	

Office Hours

Monday and Tuesday	8.30 am – 12.30 pm 1.00 pm – 4.15 pm
Wednesday – Friday	8.30 am – 12.30 pm 1.00 pm – 4.30 pm
Saturday (booking funerals only)	8.30 am – 10.00 am

NORTH WEST DIVISION

Rawdon Crematorium	}	Booking of funerals and all enquiries to: Rawdon Crematorium Telephone Rawdon 2904
Horsforth Cemetery	}	
Guiseley Cemetery	}	
Yeadon Cemetery	}	
Otley Cemetery	}	

Area Office

Armley Cemetery	}	Booking of funerals and all enquiries to: Armley Cemetery Telephone Leeds 638271
Upper and Lower Wortley Cemetery	}	
New Wortley Cemetery	}	
Farnley Cemetery	}	
Pudsey Cemetery	}	

Office Hours

Monday and Tuesday	8.30 am – 12.30 pm 1.00 pm – 4.15 pm
Wednesday – Friday	8.30 am – 12.30 pm 1.00 pm – 4.30 pm
Saturday (booking funerals only)	8.30 am – 10.00 am

NORTH EAST and EAST DIVISION

Lawnswood Cemetery & Crematorium	} Booking of funerals and all enquiries to office: Telephone Leeds 673188 and Leeds 674623
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Office Hours

Monday and Tuesday	8.30 am – 4.15 pm
Wednesday – Friday	8.30 am – 4.30 pm
Saturday (booking funerals only)	8.30 am – 10.00 am

Area Office

Harehills Cemetery	}	Booking of funerals and all enquiries to: Harehills Cemetery Telephone Leeds 493400
Beckett Street (Leeds) Cemetery	}	
Whitkirk Cemetery	}	
Garforth Cemetery	}	

Office Hours

Monday and Tuesday	8.30 am – 12.30 pm 1.00 pm – 4.15 pm
Wednesday – Friday	8.30 am – 12.30 pm 1.00 pm – 4.30 pm
Saturday (booking funerals only)	8.30 am – 10.00 am

CEMETERY & CREMATORIUM GROUNDS – OPENING HOURS

The Grounds of all Cemeteries and Crematoria will be open to the public on every day in the year as follows:

Weekdays (including Saturdays):

August – May	8.00 am – Sunset
June and July	8.00 am – 8.00 pm

Sundays:

November – February	10.00 am – 4.30 pm
March – October	10.00 am – 6.00 pm

Christmas Day:

10.00 am – 4.30 pm

Rules and Regulations

GENERAL

- Fees
1. All fees and charges must be paid to the Superintendent, for which a receipt will be given. The fees and charges for an interment must be paid before the interment takes place and all other fees and charges must be paid before the work or other matter to which they relate is begun or dealt with.
- Hours of Funerals
2. With the exception of Saturday, Sunday, Christmas Day and Bank Holidays, funerals may take place between the hours of 9.00 am and 3.30 pm on weekdays (Monday to Friday). Funerals may not take place on any day which is not a working day, except in the case of interments in the section of Harehills Cemetery reserved for Jewish burial, or under a medical certificate or other exceptional circumstance, and for which an extra charge will be made, in accordance with time and number of staff involved.
- Punctuality of Funerals
3. The time arranged for a funeral is that at which the cortege must be within the Cemetery or Crematorium grounds. The time must be punctually observed and an extra fee will be charged if the cortege does not arrive within fifteen minutes after the time fixed, in accordance with the Scale of Fees and Charges.
- Arrangements for conducting Services
4. Persons may appoint their own minister or clergyman to officiate at the Service, but notice must be given of such intention when making funeral arrangements. If required, a Cemetery or Crematorium Chaplain will conduct the Service, and in cases of emergency the Superintendent may officiate.
- Uncoffined Bodies
5. Under no circumstances will any uncoffined body be allowed within the grounds of a Cemetery or Crematorium.
- Cars and Vehicles
6. Unless a Car Park is situated within the Cemetery and/or Crematorium grounds, a car or other vehicle will only be permitted if in funeral procession (except by special permission of the Superintendent). In all cases the directions of the Superintendent must be complied with, and cars and vehicles must be driven at a reasonable speed and with due care and attention.
- Cycles
7. Cycles must not be ridden within the Cemetery and/or Crematorium grounds, and must be left in the stands or Car Parks where provided.
- Carriage of Materials
8. Vehicles conveying Memorials or goods into the Cemetery and/or Crematorium grounds will be allowed only with the consent of the Superintendent. The person or persons in charge of any such vehicle must comply with the directions of the Superintendent as to the route to be followed within the grounds.

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| Conduct of general public | 9. Walking on lawn areas, grass verges, graves and Memorial kerbs is strictly prohibited. Drunken or disorderly persons, or any person using offensive language may be summarily dealt with. |
| Canvassing or soliciting orders | 10. No one may solicit orders within the Cemetery or Crematorium grounds whether on his own behalf or for any other person. |
| Photography | 11. The sanction of the Superintendent must be obtained before any photographs are taken in the Cemeteries or Crematoria, and will only be given on production of the written authority of the Owner in the case of a grave, vault, memorial or monument. |
| Gratuities not allowed | 12. Members of the Staff are forbidden to receive any gratuity. Any member offending in this respect will be subject to immediate dismissal. |
| Children | 13. Children under 14 years of age will not be admitted unless under the control of a responsible adult person. |
| Dogs | 14. Dogs will be admitted only if on a leash. |
| Wilful Damage | 15. By the provisions of Section 214(3) of the Local Government Act 1972 and the Local Authorities Cemeteries Order 1974, it is enacted that: <ul style="list-style-type: none"> (1) No person shall: <ul style="list-style-type: none"> (a) wilfully create any disturbance in a Cemetery (b) commit any nuisance in a Cemetery (c) wilfully interfere with any burial taking place in Cemetery (d) wilfully interfere with any grave, walled grave or vault, any tombstone or other memorial or any flowers or plants on any such matter (e) play at any game or sport in a Cemetery (2) No person not being an officer or servant of the burial authority or another person so authorised by or on behalf of the burial authority shall enter or remain in a Cemetery at any hour when it is closed to the public. |

Any person who contravenes the above enactments shall be liable on summary conviction to a fine not exceeding £20 and in the case of a continuing offence to a fine not exceeding £5 for each day during which the offence continues after conviction therefor.

CEMETERY

- Information requisite before interment
16. The name, age, late occupation or profession of the deceased, the address at which the deceased last resided, the name and address of the next of kin or executor, and all other necessary information, must be supplied to the Superintendent at the appropriate Office, in writing at the time of giving notice of interment. If such information is given by telephone in the first instance, written confirmation thereof must be produced as soon as possible. The Council does not accept responsibility for any errors or omissions arising out of the transmission of this information.
- Notice of Interment
17. For an interment in a Public or Inscription Grave, twenty-four hours' notice must be given. Two clear days' notice should be given for a Freehold Grave, and three clear days' notice if a Bricked Vault is required.
- Extra charge when notice of interment not give
18. When due notice of interment has not been given in accordance with the previous Regulation, an additional charge will be made according to the nature of the work required.
- Disposal Certificate
19. The Registrar's Certificate, or the Coroner's Order for Burial must be handed to the Superintendent before the interment takes place.
- Interment in Public or Inscription Graves
20. Where a person is not an inhabitant or Parishioner of the Area for which the Council acts as the Burial Authority or where neither of the parents of a stillborn child is such an Inhabitant or Parishioner, the interment shall not take place in a Grave for which no exclusive right of burial has been granted.
- Certificate of Grant to be produced
21. At every opening of a Grave or Vault where an exclusive right of burial has been purchased, either the Grant Certificate of such exclusive right or the written consent of the Owner or his or her legal representative must be placed in the hands of the Superintendent prior to interment taking place.
- Depth of Grave
22. No private grave or vault shall be of a greater depth than nine feet from the surface of the ground, and no body shall be buried in a grave in such a manner that any part of the coffin is less than three feet below the surface of the ground. Each coffin buried in an earthen grave must be covered with stone flags, and following every interment in a Vault the compartment must be completely closed by stone slabs sealed with cement.
- Cemetery Plans
23. Plans of the burial grounds, showing the situation of all graves and vaults, are kept at the Offices of the Superintendents, and may be seen during Office hours without charge.

- Selection of Sites 24. Purchasers of Grave rights may select the site, except on plots where it has been agreed that the allocation of Graves shall be taken in rotation at the discretion of the Superintendent. The position of inscription and public graves will also be determined by the Superintendent.
- Grave marker 25. On each interment (whether the first interment or not) in a private grave or vault, the owner of the exclusive right of burial therein shall, if required by the Burial Authority, pay for a grave marker to be supplied by the Council.
- Avoidance of injury 26. Any person carrying out work of any kind on a grave shall take all such steps as may be necessary to protect the adjoining graves or vaults and the grass, trees, plants, paths, drives and structures of the burial grounds from injury.
- Removal of refuse etc 27. All refuse, soil, plants, weeds and surplus material of any description produced in or resulting from any work done on a grave or vault shall be removed from the burial ground to the satisfaction and under the direction of the Superintendent by the person or persons carrying out the work, or to a place therein appointed for the deposit of such refuse or other material.
- Maintenance of Graves 28. Graves in a part of the Burial Grounds laid out as a Lawn Garden are maintained by the Council and may not be planted by Grave Owners with flowers, plants or shrubs (other than on Sections where this has previously been allowed by the Burial Authority). All other purchased graves and memorials must be maintained at the expense of the Owners, and may be planted with shrubs, plants or flowers subject to the approval of the Superintendent. The Council reserve the right to prune, cut down, dig up or remove any such shrubs, plants and flowers which the owner has failed so to maintain.
- Mounds 29. No grave mounds will be permitted in the Burial Grounds provided that no one shall be required to remove a mound placed there with the approval of the appropriate Burial Authority prior to the 1st December 1974. The Council reserve the right to remove any turfed mound which may become neglected.
- Cut Flowers 30. Cut flowers may be placed only in containers approved by the Council, and the use of bottles and jam jars or other glass vases is strictly prohibited.
- Excavation, and bricking of vaults 31. All graves and vaults are to be excavated by persons appointed by the Council, but all brickwork and masonry work (including concreting cementing and plastering) therefor shall be done by persons appointed on behalf of and at the cost of the person requiring the vault to be made, acting under the control of the Superintendent. A flagstone coffin cover will be supplied and fixed by the Council at the fee prescribed by the Council's table of charges.

GRAVE MEMORIALS

- Applications 32. An application, signed by the Grave-Owner with a drawing of the proposed Memorial showing dimensions and a copy of all inscriptions, must be submitted to the Superintendent and have the approval of the Council, before such Memorial or Inscription can be admitted into a Cemetery.
- Notice to fix and Permit 33. Due notice of at least 24 hours must be given to the Superintendent of intention to fix, and on arrival at the Cemetery the appropriate permit must be provided.
- Erection of Memorial 34. Fixing or erection of Memorials will be allowed on any day, other than Saturdays, Sundays, Christmas Day or Bank Holidays, at a time to be agreed with the Superintendent.
- Fees 35. All fees and charges on Memorials must be paid before such Memorials are erected.
- Quality of Material 36. The whole of the Memorial must be of best quarried material. Free-stone, soft York stone, fireclay, composite materials, wood or metal (with the exception of bronze in special circumstances) will not be permitted to be fixed. Provided that the Superintendent may authorise the use of a temporary wooden memorial **for a period not exceeding six months**, the construction and design of which have been approved by him in writing.
- Restrictions 37. No Memorial on a Lawn Garden Grave shall exceed four feet in height, three feet in width, or one foot eight inches in depth. On other Sections a Memorial must not exceed 6ft. 6in. in height and Flat Stones will not be admitted into a Cemetery unless placed upon a plinth.
- Ban on Kerbs 38. No Kerbstones, or Footstones will be permitted in a Cemetery provided that no-one shall be required to remove any kerbstone placed there with the approval of the appropriate Burial Authority before the 1st December, 1974.
- Foundation for Memorials 39. All memorials must be supported by such brick or other foundation as the Superintendent may deem necessary, and the making of such foundations shall be done to his satisfaction.
- Section and Number 40. The Section and Number of the Grave must be cut plainly upon the rear of the Memorial, at the expense of the person erecting the Memorial.
- Name of Firm 41. The name of the monumental firm supplying or erecting a Memorial may be cut, in small lettering, at the back of the Memorial only, and nowhere else.

- Removal of surplus 42. Monumental Masons must remove, to a place directed by the Superintendent, all surplus earth or debris after fixing a Memorial, leaving everything in a clean and tidy condition.
- Inscriptions 43. The Council reserves the right to object to an inscription which is in their opinion improper or undesirable. Where an inscription has been cut without the prior approval of the Council (in cases where this is required) or to which the Council objects as aforesaid, the Grave Owner shall, on being so ordered by the Council, cause the said inscription to be erased at his own expense and in a proper and workmanlike manner so that the appearance of the Memorial is not impaired.
- Removal of Memorials 44. No Memorial or any part or materials thereof shall be removed from a Cemetery except with the prior written approval of the Council. Any Memorial or any part or materials thereof removed or replaced in the process of opening a grave or vault shall be removed or replaced at the risk of the person requiring the grave or vault to be opened.
- Repairs 45. Owners of Graves and Vaults must keep the memorials erected thereon in good order and repair. Should they fail to do so, the Superintendent may cause all necessary repairs to be effected at the expense of such Grave Owners, and may refuse to permit any such Grave or Vault to be opened until all sums due for such repairs are paid. The Council may take down and remove any Memorial which may have been placed within the Cemetery without the required authority from the Council, or which has become dangerous or unsightly.
- Lawn Garden 46. **Lawn Garden**

Lawn Garden Sections have been designed and laid out in order that a good standard of maintenance may be attained at all times without additional cost to the Grave Owners. The type of Memorial allowed to be fixed must be in accordance with the design agreed by the Council for the particular section on which the Grave is situate. Full particulars may be obtained from the Divisional and Area Cemetery Offices.

47. The Rules and Regulations now in force relating to all the Burial Grounds and Crematoria within the area of the Leeds City Council, are hereby revoked.

The Common Seal of the Leeds City Council was hereunto affixed this ninth day of October, Nineteen hundred and Seventy Four, in the presence of:

JOAN DE CARTERET
Lord Mayer

R. A. LEYLAND
Director of Administration

**LEEDS CITY COUNCIL
DEPARTMENT OF LEISURE SERVICES
CEMETERIES & CREMATORIA SECTION**

SCHEDULE OF CHARGES FROM 1 JANUARY 2006

	2006 £
1 Exclusive Rights of Burial in a Grave or Vault for a period of 50 years	
a. Adult	526.00
b. Child Grave or Cremation Plot (Child Grave – Armley only)	263.00
2 a. Interment in a Grave or Vault where an exclusive right of burial has been granted inclusive of coffin covers not exceeding a depth of 6ft	
Adult	561.00
Child (Up to 7 years)	180.00
b. Additional charge per foot or thereof over 6ft	109.00
c. Set of vault cover slabs	73.00
d. Interment of Adult's Organs in grave	141.00
e. Interment of Child's Organs in grave	55.00
3 Interment in Grave with no exclusive right of burial (Unpurchased)	561.00
4 Interment in an Inscription Grave with no exclusive right of burial (inc inscript)	665.00
5 Interment of cremated remains	141.00
6 Burial in Woodland Grave/Green Burial including tree	1221.00
7 Fee for the Right to Erect a Memorial or Grave Stone	140.00
8 Burial/Cremation Registers search fee	
a. Fee for the right to Add Inscription to existing Head Stone	59.00
9 Burial/Cremation Registers search fee	65.00
10 Cremation fee – inclusive of strewing of cremated remains	
a. Exceeding 16 years	424.00
b. Up to 16 years	122.00
c. Up to 1 year	55.00
d. Stillborn or non viable foetus	19.00
e. Cremation of Adult's organs	55.00
f. Cremation of Child's organs	19.00
g. Medical Reference fee (this will be increased whenever Drs fees increase)	16.50
11 Strewing of cremated remains of a person NOT cremated in Leeds	55.00

12	Use of Chapel for private memorial services	162.00
13	Deposit in a niche in Columbarium	144.00
14	Supply of a Polytainer	11.00
	a Supply of a Metal Urn	22.00

MEMORIALS

15	BOOK OF REMEMBRANCE	
	2 Line Entry	59.00
	5 Line Entry	145.00
	8 Line Entry	204.00
	5 Line Entry + Badge/Floral Emblem	218.00
	8 Line Entry + Badge/Floral Emblem	268.00
16	Remembrance Cards – 2, 5 or 8 Line Entry	45.00
	Remembrance Cards – 5 or 8 Line Entry	125.00
17	Memorial Kerb Plates (Lawnswood)	
	25 years	394.00
	10 years	218.00
18	Memorial Tree – 25 Years	810.00
19	Memorial Rose Tree or Shrub – 10 Years	218.00
20	Memorial Seat – 25 Years	702.00