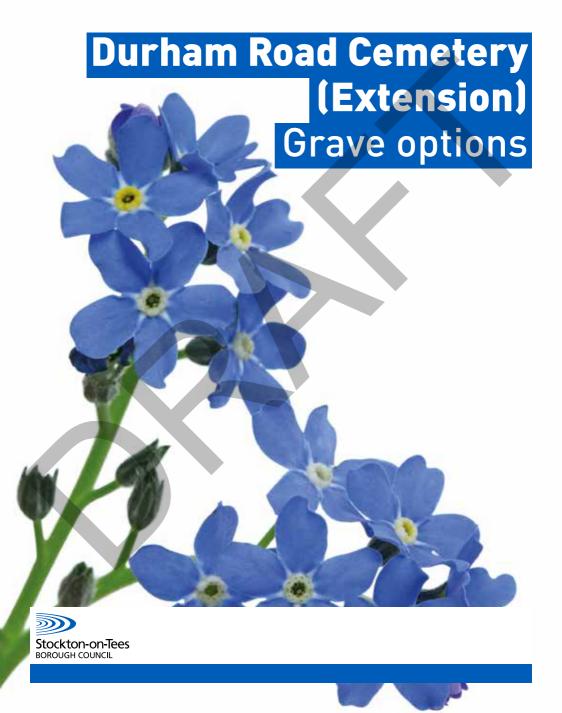
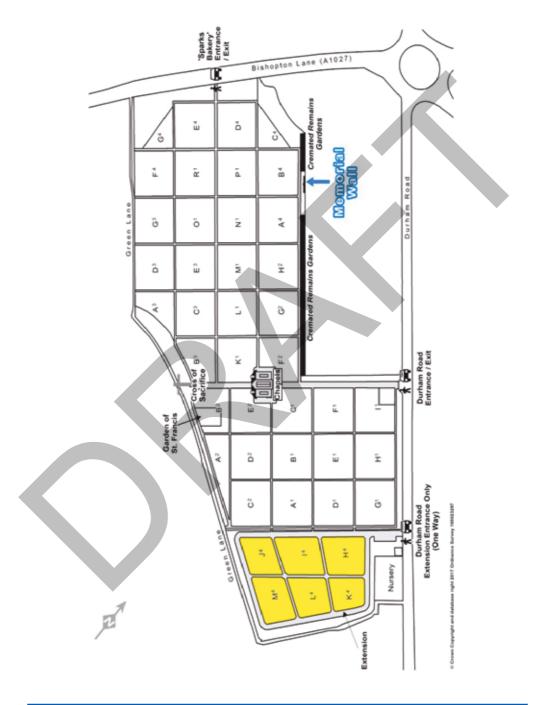
Appendix 3



Durham Road Cemetery Extension



Introduction

Durham Road Cemetery (Extension)

We understand that each family may wish to tend their loved one's grave in their own special way, and we have taken great care to reflect this when planning the new extension to Durham Road Cemetery. The extent of grave personalisation is very much a matter for the individual, and so we are pleased to now offer a range of grave types which will provide families with a greater degree of personalisation choice than previously.

This leaflet explains the grave types that are available in the extension, their layout, and the level of personalisation which may be placed on each of them. In addition, we have tried to anticipate some of the questions you may have about the different options, and to answer them as straightforwardly as possible.

Although the new grave options do permit more extensive personalisation than in other sections of the cemetery, it is nonetheless important that personal items are not placed outside the designated areas. Such items can create significant difficulties in gaining access to neighbouring graves for mourners and coffinbearers, and also for carrying out general grounds maintenance and operational work.

Stockton deserves cemeteries to be proud of. We believe that if we all work together, we can achieve well-maintained and attractive cemeteries which meet the needs of our bereaved families, allow ease of access for all visitors, and assist the work of our burial team.

Grave Options

As a starting point, the size of all full grave spaces within the extension has been increased in order to accommodate correspondingly larger coffins, and also to provide additional space between graves.

The extension is divided into six separate sections, which are highlighted on the map, opposite. Each section contains graves of a particular type, with three distinct types available. Each grave type allows a different level of personalisation, one of which we hope will accommodate your needs. Please see pages 4-8 for full details of the available options.

Pure Lawn Graves



Graves in this section are set out in single rows.

For those families who do not wish to place any personal items at all, and would prefer only a memorial set on a concrete plinth at the head of the grave, there is a section set aside for pure lawn graves.

The whole of the grave space and pathway will be kept turfed and must remain clear, for ease of access.

The placement of kerbs, surrounds or any personal items on the lawn is not permitted. If any such items are placed, then the Cemeteries Superintendent will write to you to request their removal. We will give you some time to do this, however, should the items remain, we will need to remove and store them for you. We will write to you again when the items are ready for you to collect.

This option includes:

- A full size grave measuring approximately 5ft (1.52m) wide x 10ft (3.05m) in length
- A concrete grave heading (which forms part of the total grave space) for the placement of a memorial
- A name plate, positioned at the centre of the 5ft width, on the concrete heading

Graves with a Short Personalisation Area



Graves in this section are set out in single rows.

The area at the head of each grave is enclosed by a collar surround, which clearly sets out the area available for personalisation. The surround is constructed of durable, weatherproof, recycled black plastic, which will require little maintenance. A porous membrane and quantity of polar whitechippings are placed within the surround, ready for you to then place a headstone and any personal items.

The collars are placed side by side, across the width of each grave, to form neat rows.

This option includes:

- A full size grave measuring approximately 5ft (1.52m) wide x 10ft (3.05m) in length
- One black short collar surround, measuring 5ft wide by 3ft in length
- A porous membrane and a quantity of polar white chippings
- A name plate, positioned centrally at the front of the collar

The purchase of this option includes one collar surround only. If, in the future you wish to renew it, Bereavement Services will be pleased to advise on purchase and delivery costs. Our full contact details can be found on page 11.

Graves with a Full Personalisation Area

Graves in this section are set out in back-to-back rows.

This option is designed for those families who prefer a larger designated area in which to place personal items, vases and pots. The appearance is more in keeping with the look of a traditional kerbed grave.



The designated personalisation area is enclosed by a collar surround measuring 5ft wide by 6ft 7 inches in length. The surround is constructed of durable, weatherproof, recycled black plastic, which will require little maintenance.



Following burial, the grave area is fully reinforced at ground level with steel supports, and covered with a hard plastic sheet, before placement of polar white chippings. This will provide immediate access for families, and enable them to quickly place their personal items inside the surround, without having to wait for the grave to settle.





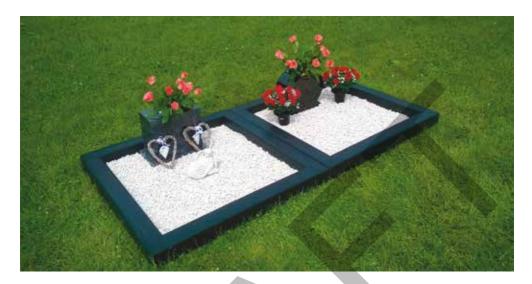
Graves are monitored for sinkage, and will be topped up accordingly. Topping up will require the temporary removal of the collar and any personal items within. Typically, a grave may take some time to fully settle. When the grave has settled, the steel reinforcement supports will be removed by the Cemeteries Team.

This option includes:

- A full size grave measuring approximately 5ft (1.52m) wide x 10ft (3.05m) in length
- One black full collar surround measuring 5ft (1.52m) wide x 6ft 7 inches (2.007m) in length
- · Grave reinforcement system and hard plastic sheet
- A quantity of polar white chippings
- A name plate, positioned at the front of the collar surround

The purchase of this option includes one collar surround only. If, in the future, you wish to renew it, Bereavement Services can advise about purchase and delivery costs. Our full contact details can be found on page 11.

Cremated Remains and Babies' Graves



Each section of the extension has a single row, solely accommodating either cremated remains or babies' graves.

The area at the head of each grave is enclosed by a collar surround, which clearly sets out the area available for personalisation. The surround is constructed of durable, weatherproof, recycled black plastic, which will require little maintenance. A porous membrane and quantity of polar white chippings are placed within the surround, ready for you to place a memorial and any personal items.

The collars are placed side by side, across the width of each grave, to form neat rows.

This option includes:

- A grave space measuring approximately 3ft 3 inches (1m) wide by 4ft (1.22m) in length
- One black collar surround, measuring 3ft 3 inches (1m) square
- A porous membrane and quantity of polar white chippings
- A name plate positioned centrally at the front of the collar surround

The purchase of this option includes one collar surround only. If, in the future, you wish to renew it, Bereavement Services will be pleased to advise on purchase and delivery costs. Our full contact details can be found on page 11.

Questions & Answers

General

Q: Can I choose the location of a grave?

A: Whenever possible, we will do everything we can to accommodate your wishes, but please bear in mind the following:

Each of the grave options must be purchased in a section of the extension which has been set aside for graves of that particular type.

Graves will be prepared for burial on a "next-in-line" basis.

Should you wish to purchase a grave for future use (known as a "solid purchase") then this will usually be the grave next-in-line, adjacent to one of the last graves used for burial.

Pure Lawn Graves

Q: Where can I place floral tributes for special and significant dates?

A: Floral tributes can be placed on the lawned part of the grave, and will only be removed once they have fully faded.

Q: I understand that personal items may not be placed on the lawned area. Can I plant flowers and shrubs on the lawned part of the grave instead?

A: No. This option does not allow for any planting at all, because the section is designed to accommodate pure lawn graves only.

Flowers or shrubs found planted on any part of the lawn will unfortunately need to be removed. The Cemeteries Superintendent will first write to you and request the removal of the plants. We will give you some time to do this, however, should the plants remain, we will need to remove and store them for you. We will write to you again when the plants are ready for you to collect.

Q: Am I allowed to place pots or small personal items on the concrete heading?

A: Yes. The concrete heading is part of the grave, and may be used for the placement of flower vases or a few small items, provided that they do not encroach onto the adjacent grave, or spill onto the lawn area.

If you would like to place more personal items, vases or pots, then you may wish to consider a grave with a personalisation collar, which offers a designated area for this purpose (please see pages 3-8 for more information).

Graves with Personalisation Collars

Q: When will you place the surround, membrane and chippings?

A: As soon as possible following the burial, typically within one week.

Q: Can I use different coloured chippings?

A: We have chosen white chippings to provide a neutral backdrop to the personal items which families choose to place. However, you may replace these chippings with ones of your preferred colour, at your own expense.

Q: Where can I get the same chippings to top up or replace the ones originally placed?

A: Bereavement Services can advise about replacement or top-up, and the relevant fee. You can find all our contact details on page 11.

Q: Can I plant flowers and shrubs in the personalisation area and/or around the outside of the surround?

A: No. All flowers, plants and shrubs, regardless of size, should be in vases or containers, and placed within the designated personalisation area, on top of the chippings.

Flowers or shrubs found planted on any part of the grave must unfortunately be removed. The Cemeteries Superintendent will first write to you and request removal, and we will give you some time to do this. However, should the plants remain, we will need to remove and store them for you. We will write to you again when the plants are ready for you to collect.

We understand that, in the case of graves with a short personalisation area, or cremated remains graves, larger floral tributes to mark special dates or anniversaries may need to be placed outside the collar, and will only be removed once they have fully faded.

Q: If I have a lot of personal items, can I stand them on the collar surround and/or outside it?

A: No. The only permitted area for items is within the surround. If items are found to be outside the designated area, then the Cemeteries Superintendent will write to you, and request that you replace them in the personalisation area. We will give you some time to do this, however, should the items remain outside the surround, we will need to remove and store them for you. We will write to you again when the items are ready for you to collect.

The short surround will only accommodate a small number of items. If you feel that you, or your family members and friends would each like to place more personal items, then you may wish to consider the full collar, which offers a larger designated area (please see pages 6 to 7 for more information).

Q: How do you prepare the grave for a second or third burial?

A: The personalization collars are constructed with an easily removable front-piece. Once you have removed your personal items, the Cemetery Team will remove the front-piece and chippings to allow access to the grave and prepare for burial. The front-piece and chippings will then be replaced.

If we have not answered all the questions you may have about the grave options in this leaflet, please do not hesitate to get in touch with Bereavement Services who will be happy to help and assist further.

Bereavement Services (All Enquiries)

Visiting: Registration & Bereavement Services

The Register Office

Nightingale House, Balaclava Street

Stockton-on-Tees TS18 2AL (No appointment is necessary)

Telephone: 01642 527341 or 527342

Email: bereavement.services@stockton.gov.uk

Updating Your Details ... Please help us to contact you

There may be times when we need to contact a grave owner. Please remember to update Bereavement Services should you move to a new address. It would also be helpful if you could provide us with any additional contact telephone numbers.

If you would like this information in any other language or format for example large print or audio please contact 'Bereavement Services' 01642 527341/42

إذا كنت ترغب الحصول على هذه المعلومات بلغات أو بأشكال أخرى على سبيل المثال بالطبعة الكبيرة|أو بالشريط المسجل فالرجاء الإتصال 'بدايفرستي تيم' Bereavement Services' على هاتف رقم 'Bereavement Services'

ARABIC

اگر شما این اطلاعات را به زبان یا شکل دیگری مثلا چاپ بزرگ یا بصورت صدا میخواهید لطفا با تیم دایورسیتی (گوناگونی) ۱۹۵۵ و ۱۵۵۷ کا شما ره Bereavement به تماس شوید (Services) دادیورسیتی (گوناگونی) ۴۸۵۵ (۱۹۵۵ کا شما ده ایمان ا

Si vous souhaitez obtenir ces informations dans d'autres langues ou sous un autre format, par exemple, en gros caractères / version audio, veuillez contacter l'équipe 'Bereavement Services' au n° 01642 527341/42

FRENCH

ئەگەر حەزت لىن يە ئەم زانياريە بەدەسىت بكەوپت بە زمانەكانى تر يان بە شىۆويەكى تر بۇ نمونە چاپى گەورە/يان بەتىپى تۆماركراو تكايە پەيوەندى بكە بە 'تىمى دايقىرسىتى' Bereavement Services' لە سەر ژمارەي تەلەڧۈن \Bereavement Services'

Kurdish

欲要這份資訊的其它語言版或其它版式例如大字體印刷/錄音帶,請 致電 'Bereavement 接治 '多元化隊' 01642 527341/42

CHINESE

ਜੇ ਤੁਸੀਂ ਇਹ ਜਾਣਕਾਰੀ ਕਿਸੇ ਹੋਰ ਬਣਤਰ ਜਾਂ ਬੋੱਲੀ ਵਿੱਚ, ਵੱਡੀ ਛਪਾਈ ਵਿੱਚ ਜਾਂ ਟੇਪ/ਸੀ ਡੀ 'ਤੇ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ^{'Bereavement} Services' ਨੂੰ 01642 527341/42 ਨੰਬਰ ਉੱਤੇ ਫ਼ੋਨ ਕਰੋ।

Punjabi

اگرآپان معلومات کوکسی بھی اور زبان یا انداز ، مثلاً بڑے برنٹ/آؤیوٹیپ وغیرہ میں حاصل کرنا چاہیں ، تو ڈوائیؤرٹی ٹیم' Bereavement Services' کواس نمبر برفون تیجئے 'Bereavement Services'

URDU