



Craven Bereavement Services

compassion & respect for all



Bereavement Guide

Supporting you through this difficult time



Contents

Introduction	3
First Steps	4
Arranging the Funeral	5
Funeral Options	6 - 9
Skipton Crematorium	6
Skipton and Ingleton Cemetery	8
Remembering Your Loved One	10 - 11
Useful Contacts	12





Introduction

Craven District Council's Bereavement Services provides a caring, sensitive and professional service to bereaved families and their loved ones, offering support and advice regarding all aspects relating to funerals and memorials. The Council is a member of the Charter for the Bereaved, which is recognised as the hallmark of good service. The Charter sends out a distinct signal that the business is committed to offering a high standard of care, setting out what customers may reasonably expect from the cemeteries and crematorium.

When someone close to us dies, the feelings of shock, sadness, loss and bewilderment can take over our lives. It is also a time when there are so many things to be done, just when we feel least able to do them.

Craven Bereavement Services has produced this guide to help you through this difficult time. It provides guidance and support which will help you to access information you will need, not only from Craven Bereavement Services, but also from elsewhere to help you through your bereavement. It provides information you are likely to need following bereavement and provides you with helpful advice on planning a funeral.

We aim to provide a sympathetic, helpful and considerate service to help you make the necessary decisions and arrangements when someone dies. It is important to us that you have the clearest information and guidance to make sure that the arrangements you make are the ones that are best for you, your family and friends.

First Steps

What you must do when someone dies

You will need to inform a number of people and organisations and complete certain documents needed by law. If you are a relative or friend you can do some of these things yourself. Others will need to be done by the executor or administrator of the estate.

- **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.
- **Begin arrangements for the funeral** - you should check the Will for any special requests or information on what choices have been made.
- **Register the death at the Register Office.** You'll find details of how to do this in the section on "Registering a Death."
- **If relevant, complete the reverse of the white BD8 form** (given when you register the death) and send to the local Job Centre Plus or Benefits Agency.
- **Contact the executor as soon as possible** to enable him/her to start the process of obtaining probate if necessary (probate is the legal process whereby a Will is 'proved' in a court and accepted as a valid public document). The executor is usually named in the Will.
- **If there is no Will**, decide who will apply to sort out the deceased's affairs and contact the Probate Registry to apply for 'letters of administration' if necessary. Letters of Administration are granted by a Surrogate Court or Probate Registry to appoint an appropriate person to deal with the deceased's estate.

Documents you will need in the first few days following the death

You'll need to gather together the following documents relating to the deceased as soon as possible to enable you to register the death and to start funeral arrangements:

- **Medical certificate of cause of death**, signed by a Doctor unless the Coroner is involved and there has been a Coroner's post mortem
- **Birth Certificate**
- **Marriage/civil partnership certificates**
- **NHS Number/NHS Medical Card**
- **Organ donor card** (if appropriate)

It is not necessary to have these documents but you will need to provide information contained within them, e.g. date and place of deceased's birth, spouse/civil partner's full name, etc.

Registering the death

A death must be registered within five days from when it occurred. This period can be extended in exceptional circumstances and/or if the Coroner is involved. The registration must take place in the district where the death occurred.

If it is difficult for you to get to the appropriate Register Office, you may visit your local office and declare the necessary information. In this case the Registration by Declaration may result in a delay in the issue of the document needed for the funeral arrangements.

Registering the death will take about half an hour.

Arranging the Funeral

The funeral can usually only take place after the death is registered.

Most people use the services of Funeral Directors who will guide you through the options that are available for the funeral. Find one that belongs to one of the professional associations, such as the National Association of Funeral Directors (NAFD) or the Society of Allied and Independent Funeral Directors (SAIF).

Alternatively, you can arrange a funeral without the help of a Funeral Director and Craven Bereavement Services or the Natural Death Centre can offer help and guidance.

There are a number of funeral options available which include:

- **Church service followed by burial**
- **Crematorium chapel service followed by burial or cremation**
- **Church service followed by crematorium chapel service followed by burial or cremation**
- **No service i.e. coffin brought to crematorium for cremation with no mourners in attendance**





Funeral Options

Craven Bereavement Services can help you will all of your funeral requirements.

Funeral Services

Funeral services can be held at Skipton Crematorium for both cremations and burials as an alternative to a church service or as well as.

The Crematorium chapel provides a peaceful setting where you can hold a funeral service of your choice. The chapel can seat up to 60 people, with room for a further 40 people standing.

There is a waiting room which is located in the opposite Book of Remembrance Chapel, which is also the location of the public and disabled conveniences for visitors. Parking is available within the cemetery grounds.

Skipton Crematorium is on Carleton Road, Skipton, BD23 3BT and can be approached from either the A59 via Carleton or from the A629 via Skipton.

Funeral services are at timed intervals which allow time for the actual service (30 minutes) and time for mourners to enter and exit the chapel. However, if families feel they would like more time then it is advisable to book an additional service time at a reduced fee.

Times for services can be found on the Craven Bereavement Services website.



Funeral Options (cont.)

We will do everything we can to ensure that we cater for your individual needs, ensuring you have the service that you wish for. Some of the things that you may want to consider are:

Music

The Chapel has an organ, which can be utilised by your own organ player. Music can be ordered on line via the funeral director or If you are arranging the funeral service yourself we can order on your behalf. There is a hard of hearing loop facility in the chapel.

Service books are provided. These contain a selection of traditional hymns. Alternatively you can select your own hymns to accompany the service.

Audio Visual Presentations

We are improving our facilities to also enable visual presentations to be incorporated into the service before, during or after.



Options for Mourners Who Are Unable To Attend The Service

You can arrange for the service to be viewed via a Web Cam, which is then available for up to 31 days after the service. DVDs of the service can also be arranged.

Cremations

The crematorium opened in 1952 and has an excellent reputation throughout the Craven area and beyond.

If you would like to visit the crematorium so that our staff can take you through what will happen, we can arrange this for you.

After the cremation flowers can be left for your loved one. The floral display area is adjacent to the chapel and flowers will normally be left on display for five days.

Cremated remains can be collected by the funeral director or the applicant, (the person who made the funeral arrangements; please bring along photo ID as proof of your identity) or we can arrange for them to be delivered to an address in the British Isles.

If you wish to keep the remains, we can provide a casket for them to be kept in. If you would like for the remains to be buried or strewn at one of our cemeteries, we have a number of options available and details can be provided.

Burials

The Bereavement Services staff will prepare the grave for the burial and if you are having a service, a burial attendant will ensure the service takes place with dignity and respect. Following the burial, when the mourners have left, the grave will be back filled and reinstated with turf or grass seed, depending on the season. Any floral tributes will be placed on the grave and will be removed after five days. The grave will be checked at this point and again six months following the burial.



Cemeteries

Craven District Council has two cemeteries, providing a range of burial and memorial options. Each cemetery has a unique character and they are both tranquil and peaceful places for you to visit.

Both Waltonwrays in Skipton and Ingleton Cemetery are open to visitors from dawn till dusk throughout the year.

Waltonwrays Cemetery, Skipton

Waltonwrays Cemetery is a Victorian cemetery, dating back to 1877 and covers just less than ten acres. It is located on the same site as Skipton Crematorium and the Book of Remembrance Chapel.

Ingleton Cemetery

Ingleton Cemetery is a Victorian cemetery and covers just over 0.6 acres, **located on Clapham Old Road, Ingleton, LA6 3JA.**

The entrance is located on Clapham Old Road, which is on the outskirts of Ingleton. Unfortunately there are no public conveniences at this site, the nearest being located in the main village car park.

This cemetery has very limited parking facilities so if you are travelling by car, it is advisable to park in the Ingleton village car park. The car park is located approximately 0.7 miles from the cemetery; around a 15 minute walk away. Please note there is no footpath on the last 0.2 miles to the cemetery.

Graves

When a grave is bought the owner purchases the Exclusive Rights of Burial. The grave owner has the right to bury their loved ones in that grave, however the land is still owned by the Council. The exclusive right of burial in a grave can be purchased for a period of 30, 60 and 90 years. At the end of the period, the exclusive right may be renewed; otherwise the rights transfer back to the Council. The registered grave owner will receive a Deed of Grant for the grave. This is a legal document and should be kept in a safe place.

Funeral Options (cont.)

The transfer of the Deed to a new owner can be undertaken at any time; however, this will incur a cost. Please contact us for full advice on the process and legal requirements for the transfer of grave ownership.

Some examples of when transfer of ownership will be required are:

- **When the registered owner decides to assign the grave to someone else**
- **When an application is made for a burial in the grave but the registered owner is previously deceased**
- **When an application to place a memorial/additional inscription on the grave is made but the registered owner is previously deceased**
- **If the registered owner has recently died. By transferring ownership, future arrangements can more easily be made by a living registered owner**

Up to three burials can be accommodated in each grave (subject to ground conditions), providing that this is requested at the time of the first burial. All new graves are dug for a minimum of two. Once a grave has no room for further full coffin burials, it is possible for up to eight sets of cremated remains to be buried in it, thereby extending the life of the grave for future generations. Cremated remains may also be buried in various grave options (available for purchase) and can include from two to four sets of cremated remains. Half graves are specifically for the burial of four sets of cremated remains or an infant.

The grave will be maintained as part of the general maintenance of the cemetery and we can also offer additional options for grave maintenance. Please contact us for further information.

Memorial Headstones

If you would like a memorial headstone to be placed on your grave, we have a list of approved memorial masons that can work with you. These masons have agreed to fit memorials in line with the latest guidance and to a high standard. They are also required to provide a minimum guarantee for all works carried out.

The memorial mason will complete the necessary application to seek permission for the construction of the memorial or kerb surround at our cemeteries.

Grave Planting and the Preparation of Graves

We can offer a grave planting scheme for summer and winter bedding or alternatively we can prepare your grave for planting so that you can maintain it yourself. Please contact us for more information on this scheme.



Remembering Your Loved One



We know how important it can be to have a place where you can go and remember your loved one.

In addition to graves and headstones, we also have a wide range of other memorials available at Waltonwrays Cemetery, some of which we are hoping to offer at Ingleton Cemetery in the future.

Further information can be found in our Memorials Brochure or you can also call us to discuss this further. We can arrange for you to visit our offices at Waltonwrays Cemetery in Skipton so we can show you the options that we have.

When you are ready to discuss your thoughts and choices, please contact us and we can go through the next steps with you.

In the meantime, here are some options that you may wish to consider:

Outdoor Memorial Schemes

There are a number of options for strewing or the burial of cremated remains in our memorial gardens and these can be commemorated in different ways including:

Bronze Plaques

These are available in two sizes depending on your choice of inscription and can be placed in selected areas where remains have been strewn.

Four Seasons Memorials

These are placed around the wall edge of the seasonal garden. The bronze plaque, which is fixed onto a Yorkshire stone vase, bears an inscription of your choice. If you would like, a flower vase can also be incorporated.

Moorlands Vaults

As an alternative to a traditional earth grave, we can provide above ground cremated niches. These are located on the lawn section in front of the shrub bed and up to two sets of cremated remains can be placed in each niche.

Waltonwrays Memorial Path

This is a new scheme where you can choose a slate paving stone to be engraved and laid in the form of a path in the grounds of the cemetery. This has been inspired by the beautiful path in the Wordsworth Daffodil Garden in Grasmere.

Remembering Your Loved One (cont.)

Indoor Memorial Schemes

All of our indoor memorial schemes are located in the Book of Remembrance Chapel, which is opened every day of the year. These include:

The Book of Remembrance

The Book of Remembrance allows you to commemorate an anniversary of your choice such as date of death, a birthday, wedding anniversary or any other date that has a special meaning, by having a personal inscription in the book.

The books are hand-bound, made from the finest vellum and provide a permanent memorial to those cremated or buried. There are two volumes of the book, each covering 6 months.

If you are unable to visit the chapel you can also view the Book of Remembrance on line by going to

www.remembrance-books.com/Skipton

Memorial cards and deluxe booklets can also be ordered as a cherished keepsake to give to family and friends.



The Tree of Life

Leaves are engraved with the name of families' loved ones and adorned on this beautiful memorial scheme.

The Walton Gallery

The memorial scheme consists of plaques carved with an inscription to provide a permanent memory and place of remembrance.

Seasonal Memorials

From time to time we provide seasonal memorial options such as a Christmas Wreath service at Waltonwrays Cemetery. Details can be found on our website.

We also continue with our tradition to have a Christmas tree in the Book of Remembrance Chapel for you to add on your own Christmas messages. Please feel free to come along and add a personal message to your loved one.

Memorial Safety Testing and Grounds Maintenance. Please see our web site for further information.

Useful Contacts

Skipton Register Office

1 Belle Vue Square
Broughton Road
Skipton
North Yorkshire
BD23 1FJ
T: 01609 780780
E: registrars.skipton@northyorks.gov.uk

Citizens Advice Bureau

St Andrews Church Hall
Newmarket Street
Skipton
BD23 2JE
T: 01756 790225

Cruse Bereavement Care

1D Royal Oak Yard
Raikes Road
Skipton
BD23 1NP
T: 01756 796004

Provides a nationwide service of bereavement counselling, advice and information

The National Association of Widows

T: 0845 8382261
www.nawidows.org.uk

The Compassionate Friends

T: 0345 1203785
www.tcf.org.uk
Gives support to parents whose son or daughter has died

WAY Widowed & Young

T: 0870 0113450
www.wayfoundation.org.uk
Proving support to young bereaved adults

The Samaritans

T: 0116123
www.samaritans.org.uk

SANDS

T: 020 7436 5881
www.uk-sands.org.uk
Stillbirth and neonatal death charity



Craven Bereavement Services

compassion & respect for all



The Chapel Office
Skipton Crematorium
Carleton Road
Skipton
North Yorkshire
BD23 3BT

Opening Hours:
9.00am - 4.30pm Monday to Friday

T: 01756 796118
E: BereavementServices@cravencd.gov.uk