



Newcastle-under-Lyme Borough Council  
Scattering of Ashes Policy

Bereavement Services  
2024

## **1. Introduction**

The aim of this policy is to provide a respectful and clear procedure that will facilitate the scattering of human ashes in the designated scattering areas at Newcastle Crematorium and Keele Cemetery. The scattering of ashes will not be permitted outside of these two locations.

The Cremation Regulations 2008 (last amended 2022) state that a cremation authority 'must dispose of the ashes in accordance with the applicant's instructions for ashes'; this information must be completed on the Application for Cremation form and confirmed on the Information Regarding Disposal form.

If this disposal information changes then a new Information Regarding Disposal form signed by the Applicant is required as a formal change of instruction to the crematorium; this should be submitted as soon as possible so that the correct arrangements can be made.

## **2. General**

The person who completed the Application for Cremation form is the rightful person to apply for and arrange the scattering of the ashes.

The option of scattering the ashes at either Keele Cemetery or Newcastle Crematorium will be included within the cremation fee. Cremated remains from elsewhere can be scattered but there will be a fee for this service.

The area for scattering the ashes will be agreed and confirmed in advance.

The designated scattering areas are natural areas of meadowland and wildflowers; this enhances the environment, supports a range of wildlife and reduces the environmental impact of burial.

The longer grass reduces the visibility of cremated remains in the area which helps to make the process less upsetting and confronting for those in attendance.

The grass cutting regime of the areas will be based on conservation principles with grass cuttings being left to enrich the soil.

Loose flowers may be left in the scattering areas but no plastic wrapping or other memorial items are allowed. Anything left will be removed and disposed of without notice.

Memorial options surrounding the scattering areas are available; these include remembrance benches, vases and plaques. Additional information regarding memorials is available from the crematorium or cemetery office.

## **3. Scattering of Ashes**

The scattering of ashes is available Monday to Friday between the hours of 10am and 3pm.

An appointment for a scattering must be booked in over the phone with the cemetery or crematorium office, depending on the site required. The booking should be made by a Funeral Director or the Applicant for cremation.

If the Applicant is not attending the scattering then a signed letter confirming that they have no objection to the scattering taking place in their absence will be required prior to the scattering taking place.

If a Funeral Director, officiant or celebrant is to attend then this will be arranged by the Applicant.

A member of Bereavement Services staff will attend every scattering of ashes.

The ashes will be transferred into the scattering urn prior to the appointment; if family are bringing ashes with them on the day then these will be transferred into the urn at the crematorium or cemetery office before the scattering takes place. Extra time will need to be allocated for this.

Care will be taken to scatter the ashes evenly over the scattering area, taking into consideration the weather, the direction of the wind and the proximity of those in attendance.

A scattering urn will be used to gently distribute the ashes. Ashes will be strewn from the urn by bending down as low as possible, sliding the lid back and moving the urn from side to side while stepping backwards until the urn is completely empty. A family member can strew the ashes if they wish; if not a member of Bereavement Services will complete the scattering.

Loose flowers may be left on the ground after a scattering has taken place but no plastic wrapping or other memorial items are allowed. Anything else left will be removed and disposed of without notice.

If the scattering option chosen is a non-witness scattering then this will be carried out following the non-attend cremated remains burials procedure; this allows a period of at least one calendar month in case a change of instruction is received.

The option of scattering the ashes at either Keele Cemetery or Newcastle Crematorium will be included in the cremation fee. If the cremation has taken place elsewhere then the 'Application for the burial or scattering of cremated remains where the cremation took place elsewhere' form will need to be completed, the cremation certificate will need to be provided and there will be a fee for the service.

#### **4. Records**

A record of the scattering of ashes will be recorded against the cremation record; detailing date, time and location.

If the cremation took place elsewhere the scattering of ashes will be recorded separately.

As areas change and develop over time it is recommended that family also keep a record of where the ashes were scattered for future reference. Photographs of the areas are allowed.