

**BURIAL AUTHORITY - HARTSHILL PARISH COUNCIL – NOTICE OF INTERMENT**

This notice is confirmation of your telephone booking and should reach the **Cemetery Manager** at **Hartshill Community Centre, Church Road, Hartshill, CV10 0LY not later than 9.00 a.m. at least 3 clear working days prior** to any interment, in every case exclusive of Saturday, Sunday, Statutory and Public Holidays.

The Authority cannot be responsible for any loss, delay or expenses unless instruction has been given in writing and received by the Cemetery Manager. **If this notice is not received at least 3 clear working days prior to the interment it will be deemed that you do not wish to proceed with your booking.**

Date of Interment	
Time of Interment	

**All sections of this notice must be completed in BLOCK CAPITALS and be fully and accurately stated**

Full name of deceased	
Address of private residence	
Address where death occurred	
Date of death	
Male/Female	
Age	
Occupation	
Marital status	
Religious Denomination	
Church & Officiating Minister	

**Type of Grave**

New grave space	Yes / No	Purchase of new cremation plot and interment of casket	Yes / No
Depth of grave	Single / Double	Interment of cremated remains casket in existing grave space or cremation plot	Yes / No
Re-open	Yes / No		

Construction of coffin / casket – which must be bio-degradable / wood / willow / cardboard <i>(delete as necessary)</i>	
<b>Size of coffin or casket</b> Must be an <b>exact size</b> and given in feet and inches:	
Details of re-open grave	
Grave no:	Name of last person interred:
Year of last interment:	

GDPR (Data Protection Act May 2018) Article 6 (1) (a) (b) and (e) Processing is necessary for compliance with a legal obligation. The information you provide, personal information such as name, address, email address, telephone phone number or organisation will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

## BURIAL AUTHORITY - HARTSHILL PARISH COUNCIL

### **Precis of Cemetery Rules & Regulations in force**

*(A full copy of the Burial Authorities Rules & Regulation is available on application)*

I clearly understand that the **GRAVE SPACE** or **CREMATION PLOT**, new or re-opened is in a **LAWN SECTION** of the Cemetery to which the following special conditions apply;

Memorials are restricted to Headstones or Vases only

The whole of the grave/plot space will be seeded and laid flat and mown by cemetery staff

Edging stones, chippings or slate are not permitted on or around the grave or cremation plot

Trellis, lattice or fencing of any type is not permitted on or around the grave or cremation plot

Plastic windmills, wind chimes, glass items and solar lighting on graves or cremation plots is not permitted

The Authority reserves the right to remove any of the above items or flowers at any time if they become unsightly or their positioning interferes with any other grave space or grounds maintenance

No memorial will be permitted on any grave without the consent of the Council; a Memorial Application Form must be submitted to the Cemetery Manager for approval by the Authority before any memorial is fixed in the cemetery.

### **Purchase of Exclusive Right of Burial**

**To be completed when a new grave space or cremation plot is being purchased**

I apply to purchase the Exclusive Right of Burial for the GRAVE SPACE or CREMATION PLOT which the deceased named below is to be interred. I have read the Burial Authorities Regulations in force with regard to the management and control of Hartshill Cemetery and hereby agree to comply with them. I understand that my rights will exist for a period of 100 years

Mr/Mrs/Miss/Other *(Full name)*

Address *(Including post code)*

Being the applicant for the interment of the late:

*(Deceased full name)*

Relationship to the deceased

Telephone number:

Signed:

Date:

Print full name:

Name of Funeral Director

Address of Funeral Director

Telephone no:

GDPR (Data Protection Act May 2018) Article 6 (1) (a) (b) and (e) Processing is necessary for compliance with a legal obligation. The information you provide, personal information such as name, address, email address, telephone phone number or organisation will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

BURIAL AUTHORITY - HARTSHILL PARISH COUNCIL

**Opening of grave spaces and cremation plots – This section must be completed by all persons making an application for a burial where the ground is required to be re-opened, as validation of ownership**

Notice of Indemnity

Mr/Mrs/Miss/Other (*Full name*)

Address (*Including post code*)

Being the applicant for the interment of the late:

*(Deceased full name)*

Relationship to the deceased

Telephone number:

Signed:

Date:

Print full name:

I am, (*Delete as applicable*)

(i) the person to whom the exclusive right of burial in the under mentioned grave has been granted

(ii) the Executor or Executrix

(iii) the nearest surviving relative

I HEREBY AUTHORISE and request you allow grave number:

In Hartshill Cemetery to be opened for the burial of (*full name and postal address of deceased*)

I attach a copy of the Exclusive Right of Burial YES / NO or

I agree to indemnify you against all liability in respect of the grave being opened and the Interment being made under this authority.

Signature:

Date:

***N.B: No grave shall be re-opened without prior production of the Grant or this signed Form of Indemnity***

**For office use only**

**Fees due to the Council:**

**Grave no:                      Register of Burials:**

GDPR (Data Protection Act May 2018) Article 6 (1) (a) (b) and (e) Processing is necessary for compliance with a legal obligation. The information you provide, personal information such as name, address, email address, telephone number or organisation will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.