

NOTICE OF INTERMENT

Cemeteries and Crematoria



Important – this form must be received by the cemetery within the following time scales (this does not include the day of booking or the day of interment):

New graves – 4 clear working days before interment
Other graves – 2 clear working days before interment

To _____ Cemetery

Day and date booked _____ Time _____

Chapel Straight to grave

Details of the deceased

Full name of deceased _____

Sex _____ Age _____ Occupation _____ Marital status _____

Home address including postcode _____

Date of death _____

Place of death (if different from above) _____

Details of the grave

Grave/plot number _____

Type of grave/plot (new, reopen, forfeit, common, walled, vault) _____

Depth (single, double, baby, cremated remains) _____

Exact external size of coffin or casket including handles (please do not add anything on):

Length _____ Width _____ Head _____ Foot _____ Type of handles _____

Name and address of purchaser of grave/plot _____

Memorial removed (for a reopened grave/plot) Turfing of grave required

For office use only: Burial no _____ Deed no _____

Receipt no _____ Amount paid _____

Details of the service

Organist Denomination _____ Minister _____

Special requests/instructions _____

Wesley Music Wesley music in service order (full details as specified on the Wesley library):

1 Music _____ Artist _____

2 Music _____ Artist _____

3 Music _____ Artist _____

4 Music _____ Artist _____

Name and address of Funeral Director _____

_____ Telephone number _____

Instructions for Funeral Directors

1. Responsibility

The Funeral Director shall observe the regulations of the Cemetery Authority. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the graveside and/or chapel catafalque. When the coffin is in the grave the responsibility of the Funeral Director towards it ceases and that of the Cemetery Authority begins.

2. Notice of interment

The Funeral Director must observe the Cemetery Authority's regulations regarding the length of notice to be given for an interment and the times of the interment, as agreed, must be strictly adhered to. All statutory and non-statutory forms and certificates, as required by the Cemetery Authority, must reach the cemetery office by the specified time.

3. Grave deed owner

The council can only authorise the opening of a purchased grave with the permission of the owner or for burial of the owner. In all cases ownership must be transferred to someone who can prove that they are entitled to receive the ownership rights. Whilst the council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before booking the service.

4. Coffin sizes

Before we can dig the grave the cemetery office must be advised of the exact external size of the coffin or casket including handles (please do not add anything on) to ensure the grave is the correct size. The council cannot be held responsible if this information is later found to be incorrect. Grave digging and backfilling of the grave will be carried out by the council's staff.

5. Coffin sizes in excess of 750mm (29.5")

In the case of new graves where coffins are in excess of 750mm (29.5") wide the charge will be one and a half normal interment fee and double the exclusive right of burial fee. In the case of reopen graves where coffins are in excess of 750mm (29.5") wide the charge will be one and a half normal interment fee and subject to the availability of widening the existing grave.

6. Construction of the coffin

The coffin / casket should be constructed of biodegradable materials and display the full name of the deceased. Burial without a coffin is not permitted.

7. Correct identity

No coffin or casket shall be accepted at the cemetery unless it bears adequate particulars of the identity of the deceased person contained inside.

8. Legal requirements

A Registrar's Certificate or Coroner's Order for burial **must be brought with the coffin** and passed to a member of the cemetery staff on the day of the funeral before a burial can proceed. The burial cannot proceed if the certificate has been forgotten.

9. Lowering the coffin into the grave

The grave will be prepared and dressed by the council's staff. Webs are provided to enable the bearers to carefully lower it into the grave. The webs are then removed and after the mourners have left the graveside the grave will be backfilled and made tidy.

DECLARATION

I confirm that I have read and followed the above.

Signed by Funeral Director: _____ Date: _____

on behalf of _____

Information for applicants

Change of address

Please notify the cemetery office in writing of any change of address.

Cremated remains

Cremated remains can be scattered on a grave or interred in a grave/plot with the deedholders permission and the approval of the cemetery.

Deed ownership

For new graves/plots the applicant applying for the interment will become the owner of the burial rights and the deed will be issued in their name. For reopen graves if the registered owner of the grave has passed away then a letter will be forwarded after the funeral to the applicant with instructions on how to transfer the deed ownership.

Floral tributes for a grave

On the day of the funeral immediately after the mourners have left the graveside the grave is backfilled and made tidy. Flowers, floral tributes and wreaths may then be placed on the grave. Please note that Plymouth City Council cannot accept responsibility for floral tributes left at the cemetery either before, during or after a funeral service.

Memorials on a grave/plot

You cannot place memorials such as headstones, kerbs, vases or crosses without the deedholders permission and the approval of the cemetery. Additional items such as glass, pottery, wind chimes, flags, windmills, lighting, balloons, fencing, chippings or gravel are **not** permitted and will be removed. For a grave it is recommended to wait at least six months after the interment to allow the ground sufficient time to settle so that the memorial will be secure.

What happens to the grave after the funeral

On the day of the funeral immediately after the mourners have left the graveside the grave is backfilled leaving a mound of earth and made tidy. When the ground has settled the top of the grave will be levelled, soiled and turfed (please note that this will take up to six months and is subject to weather conditions). New graves - the cemetery will place a temporary wooden cross. The grass is cut on a rota maintenance programme at all four cemeteries and the five closed churchyards which Plymouth City Council are responsible for. Each grave is maintained by the family and therefore families are welcome to keep their graves neat and tidy. The council will maintain the pathways and surrounding lawn areas.

Freedom of Information Act 2000

Please note that under the Freedom of Information Act 2000 information relating to funeral arrangements may be disclosed to third parties.

Data Protection Act

All personal information will be held and treated in confidence in accordance with the Data Protection Act 1998. It will only be used for the purpose of providing this service and will not be shared with any other council department or third party organisation.

DECLARATION

I confirm that I have read the above.

Full name of applicant _____

Signature _____

Date _____