

Notice of Interment

Please complete in full, sign & return (with the relevant fee);

FOR OFFICE USE ONLY

Row Number:

Grave Number:

EROB Reference:

Epitaph Reference:

Payment Reference:

Payment Receipt Date:

ALL BOXES TO BE COMPLETED IN BLOCK CAPITALS

All paperwork must be received by the Parish Council Office 48 working hours prior to the requested interment

Date of interment:	/	/	Time of Interment:	AM/PM
Name of Deceased (in full):				
Maiden Name (if applicable):				
Permanent residence of Deceased (incl. postcode):				
Place of Death (if different from above):				
Age (at death):			Occupation (if any):	
Date of Birth:	/	/	Date of Death:	/ /
Please complete relevant box:				
Plot Type:	Single	Double	Memorial to be removed:	Yes / No
Burial	<input type="checkbox"/>	<input type="checkbox"/>	If yes, date to be removed:	/ /
Ashes	<input type="checkbox"/>	<input type="checkbox"/>	If yes, Stonemason Details:	
Funeral Director:			Registrar Details:	
Funeral Director's Contact:			Officiating Minister:	

Existing - Exclusive Right of Burial

This Form **MUST** be signed by ALL the Holders of the Right of Burial in BLOCK CAPITALS.

Where Exclusive Right of Burial has been previously purchased, a copy(s) for each Grant Holder of this Right of Burial **MUST** be attached to the Notice of Interment form. In the case of lost or mislaid documents for previously purchased plots, a Statutory Declaration must be provided.

The Witness should be a neutral third party with no financial or other interest in the agreement. Witnesses cannot be family members.

I/we have been advised by the Funeral Director of the Cemetery Terms which I/We understand and agree to comply with.

I/we hereby consent to the above interment taking place in the grave space number.

Name of Grantee/Successor in Title (in full):			
Relationship to deceased:			
Address (incl. postcode):			
Email:		Telephone:	
Signed:			
<small>Applicant is over 18 years</small>			
Witness Name (in full):			
Witness Signature:			

Name of Grantee/Successor in Title (in full):			
Relationship to deceased:			
Address (incl. postcode):			
Email:		Telephone:	
Signed:			
<small>Applicant is over 18 years</small>			
Witness Name (in full):			
Witness Signature:			

New - Exclusive Right of Burial

This Form **MUST** be completed and signed by ALL the proposed holders of the Right of Burial in BLOCK CAPITALS.

Application for Exclusive Right of Burial MUST be attached to the Notice of Interment form.

I/we have been advised by the Funeral Director of the Cemetery Terms which I/We understand and agree to comply with.

I/we hereby consent to the above interment taking place in the grave space number.

Name of Holder of Exclusive Right of Burial (in full):			
Relationship to deceased:			
Address (incl. postcode):			
Email:		Telephone:	
Signed:			
<small>Applicant is over 18 years</small>			

Name of Holder of Exclusive Right of Burial (in full):			
Relationship to deceased:			
Address (incl. postcode):			
Email:		Telephone:	
Signed:			
<small>Applicant is over 18 years</small>			

Please turn over for additional signature space and FAQs

For details of how we use and process your data and our Privacy Notice, please refer to our website: www.uffculmeparishcouncil.gov.uk

Frequently Asked Questions with Purchasing a Burial Plot

Q. What does the Interment fee pay for?

A. The interment fee covers the administration for organising the booking of the interment and the maintenance of statutory registers and records following the interment.

Q. How many interments can my burial plot accommodate?

A. Unless otherwise stated at the time of booking the interment, all new burial plots shall be excavated at double depth, subject to the casket or coffin size; the Parish Council will provide you with further details pertaining to the available burial plot.

Q. What entitlements do I have when I purchase a grave or cremated remains?

A. The purchase of a grave or cremated remains plot means you purchase the right to bury (inter) and attain the right to install a memorial stone on the plot for a period not exceeding 75 years. The right is known as the Exclusive Right of Burial.

Q. Do I need to purchase a grave or cremated remains plot?

A. All graves and cremated remains plots need to be purchased before any interment can take place. This will be purchased at the time of booking an interment (burial). The purchase fee covers the administration for processing the purchase, the cost for maintaining burial plot for the period of time purchased and the use of the burial plot for the period of time purchased.

Q. What is an Exclusive Right of Burial (EROB)?

A. An Exclusive Right of Burial is the right to use the plot for the period of time stated in the terms which are in place at the time of your purchase. The terms at your time of purchase supersede any previous terms in place.

Q. How long is an Exclusive Right of Burial valid for?

A. The purchase of an Exclusive Right of Burial is valid for the period of time as stated in the current terms at the time of your purchase; currently this is for 75 years.

Q. Do I own the land of my grave or cremated remains plot?

A. When you purchase the Exclusive Right of Burial you do not own the land. You are only purchasing the rights to use your burial plot, which is currently for 75 years, from the time of your purchase. Your Deed of Grant clarifies your date of purchase and date of expiry.

Q. What is a Deed of Grant?

A. A Deed of Grant is the legal document which records the purchase of the Exclusive Right of Burial, lists the Holder(s), the burial plot details and the length of tenure with expiry date. The Deed is proof of your rights to the plot and should be kept safe for future proof needs. All of the Grant Holders must agree to all future interments.

Q. How many people (Holders) can be listed on the Deed of Grant?

A. We recommend up to three people attain the Exclusive Right of Burial; all Holders must agree to give consent for future interments and memorial applications on the purchased plot. All holders need to be aged 18 years or over.

Q. When do I receive my Deed of Grant?

A. Your Deed of Grant is issued after the first interment. Please keep the Deed of Grant in a safe place as re-issuing a mislaid or lost Deed of Grant will incur an administration fee.

Q. When can I install a memorial stone?

A. With graves and cremated remains, you can apply for the Right to Install a memorial stone as soon as you receive your Deed of Grant. The grant needs to be presented to your registered stonemason as proof of your right to instruct your memorial requirements and confirmation from Uffculme Parish Council is required, prior to installation. For all new graves we advise families to wait one year for the ground to settle before installing a new memorial stone.

Q. Can I install a memorial stone myself?

A. All memorial stones, which includes kerbing, must only be installed by a registered stonemason, and must be installed in accordance with current BRAMM and NAMM standards.

Q. What else can I place on my cremated remains or burial plot?

A. Floral memorabilia, such as vases (not glass) can be placed on graves and cremated remains plots, but must remain within the integral space of the burial plot. This is to ensure the grassed area can be maintained. All unauthorised memorabilia (see the terms for clarification) may be removed and placed in a safe place for collection.

Q. If I have any concerns or questions who do I speak to?

A. Your funeral director or stonemason may be able to provide you with an answer to your questions; they do hold copies of our Cemetery Terms. Alternatively, please call or email the Parish Council who will be able to advise you accordingly. The Parish Clerk can be contacted on 01884 693023 or by email clerk@uffculmeparishcouncil.gov.uk or please visit our web pages at www.uffculmeparishcouncil.gov.uk for further information.

Cemetery Terms and Fees

Cemetery Fees

Fees and Charges for the cemetery will be determined by the Council annually and will take effect from 1 April each year.

Purchase of Exclusive Right of Burial:

Resident fees apply to:

- A current resident of Uffculme Parish Council
- A non-resident purchasing an Exclusive Right of Burial on behalf of a resident of Uffculme Parish Council
- A previous resident who has relocated due to dependent living needs
- A previous resident who has relocated due to independent living needs but lived in the Parish for at least 10 years prior to relocation

Non-resident fees apply to:

- A non-resident of Uffculme Parish Council
- A previous resident who has relocated due to independent living needs and lived in the Parish for less than 10 years prior to relocation

Interment Fees:

Resident fees apply to:

- A current resident of Uffculme Parish Council
- A previous resident who has relocated due to dependent living needs
- A previous resident who has relocated due to independent living needs but lived in the Parish for at least 10 years prior to relocation
- An Exclusive Right of Burial which was purchased during time as a resident

Non-resident fees apply to:

- A non-resident of Uffculme Parish Council
- A previous resident who has relocated due to independent living needs and lived in the Parish for less than 10 years prior to relocation

Under exceptional circumstances, the Council reserves the right to implement Resident fees to non-residents. All decisions will be final and are at the discretion of the Council.

Proof of residency is required to support Resident Fee claims and need to be submitted with all requests. In cases where proof of residency is unattainable, Non-resident fees will be incurred.

Fees and Charges are payable in advance. The Council do not currently provide a payment plan service.

Completion and submission of a Notice of Interment form is mandatory with all interments within the Cemetery.

Unauthorised interment of ashes is not permitted. Prior to the interment of any ashes, permission from the Parish Council should first be sought by completion and submission of a Notice of Interment form.

All fees and charges must be paid at the time of application, prior to the interment taking place, in accordance with the scale of fees. All payments should be made to Uffculme Parish Council.

The Council reserves the Right to charge a fee for cancelled or postponed Interments.

At the time of booking there will be no fees payable for interments under 18 years as it is the responsibility of the Council to reclaim these fees under the Children's Funeral Fund. This fund is resourced by Central Government.

2023 Fees

	<u>Resident</u>	<u>Non-resident</u>
For the interment of an Adult Coffin	£300	£600
For the interment of Cremated Remains	£250	£500
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Exclusive Right of Burial	£450	£900
Exclusive Right of Burial – Cremated Remains	£350	£700
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Right to Place Gravestone or Memorial	£150	£300
Additional Inscription	£50	£100

Cemetery Terms and Fees

Cemetery Terms

All burial and cremated remains interments are committed and registered to the requirements as laid out in *The Local Authorities' Cemeteries Order 1977*.

1. Hours of Interment

Interments may only take place in accordance with these Terms, subject to availability and between the hours of 10am and 4pm.

Hours of Interment are subject to change and are at the discretion of the Parish Council.

By prior arrangement and subject to availability, interments may take place on Saturdays; however, additional charges will be incurred.

No burials may take place on Sundays, Public/Bank Holidays or any other day the Council Offices are closed. In exceptional circumstances, such as in the event that immediate interment is requested on the certification of a Coroner or registered Medical Practitioner, interments may take place during these periods at the discretion of the Parish Council. Additional charges will be incurred.

2. Booking an Interment

A provisional telephone or email booking must be made through the Council Office prior to the submission of any formal papers and / or payment of fees, to ensure the requested date and time is available.

To secure Interment bookings, the Council's Notice of Interment form must be completed in full and signed by all the Owners or the Applicant(s) of the Exclusive Right of Burial. Completed forms, together with Certificates for Interment and payment, need to be received by the Council Office at least 2 working days prior to the Interment date.

In all cases the Grantee(s) or Successor(s) must sign the declaration on the Notice of Interment form to agree to comply with these terms.

No paperwork is to be handed to the Parish Council on the day of Interment.

The Council advises families to contact a chosen Funeral Director before proceeding with all family organised burial and cremated remains interments; all booking requirements apply. All family organised interments are subject to approval from the Parish Council.

A separate Notice of Interment form is needed for each interment.

2.1 Certificates for Interment

The relevant certificate from the Registrar of Births and Deaths, or the Coroner or Crematorium, must accompany the Notice of Interment. No interment, including family organised interments, will take place unless the Certificate for disposal is produced at least 2 working days prior to the Interment date.

If an interment is to take place in a burial or cremated remains plot for which the Exclusive Right of Burial has been purchased the Deed of Grant for the Exclusive Right of Burial must be produced as proof of Ownership. If this is mislaid, a Statutory Declaration for a Lost Document needs to be completed whereby instructing the reissue of a lost Deed of Grant.

When the Owner of the Exclusive Right of Burial is deceased, the Executor(s) or next of kin should arrange for the Ownership to be transferred to the entitled legal Owner(s). Further advice and assistance may be obtained by contacting the Council Office.

3. Excavation of Interment Plots

All burial plots shall be prepared and completed by persons nominated by the Council.

All burial and cremated remains plots are excavated to the requirements as laid out in *Part 1 of Schedule 2 to The Local Authorities' Cemeteries Order 1977*.

3.1 Burial plots

All new burial plots for persons above 17 years of age shall be prepared at double depth, subject to the ground conditions at the time of interment, allowing for two burials to take place in each grave space

All new burial plots when the first interment is for a child (a person 17 years and under) shall be dug to a depth as requested by the Family and the Family's future requirements. Double depth interments are subject to the ground conditions at the time of interment.

With single depth graves, the top of the coffin will be at a depth of no less than 3 feet (900 mm) below the level of the ground adjoining the grave.

Where a burial has taken place, the grave shall be entirely backfilled and made tidy on the day of the interment and existing turf reinstated. The turf shall not be removed, except for additional interments, exhumations, or the placing of authorised memorials. Removal of turf, for reasons other than previously stated, will entitle the Council to take proceedings to recuperate the cost of replacing the said turf.

3.2 Cremated Remains Plots

Unless otherwise stated at the time of booking the interment, all new cremated remains plots shall be excavated at double depth, subject to the casket size, allowing for two cremated remains interments.

3.3 Re-opening of Interment Plots

Graves may be re-opened for further interments, subject to space availability. Reopened graves will be prepared at single depth. No person shall disturb any human remains or remove any soil that may be contaminated. After the Interment has been committed to the ground, it shall not be removed or otherwise disturbed except for lawful exhumation, by License and / or Faculty, or by the Order of a Coroner. This includes disturbing the earth / turf following the interment of ashes.

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4. Burial Plot Ownership and Burial Rights

The Exclusive Right of Burial entitles the registered Owner(s):

To be interred in the burial or cremated remains plot, subject to space availability
To determine who is to be interred within the said burial or cremated remains plot, subject to space availability and
To apply for the Right to erect a memorial on the burial or cremated remains plot, in accordance with these terms.

Purchasing the Exclusive Right of Burial, however, does not extend to possession of the land; this remains in the Ownership of the Council.

Uffculme Parish Council reserves the Right to allocate the provision of space within its Cemetery.

The Exclusive Right of Burial must be purchased at the time of the Notice of Interment, subject to space availability.

The Exclusive Right of Burial does not specify the number of interments that can be accommodated within the burial or cremated remains plot; this will be dependent upon the depth of the first interment, the size of coffin / casket interred in the plot, and the ground conditions at the time of excavation.

The Council recommends a maximum of three people hold the Rights to the Exclusive Right of Burial; please note all Holders must agree to give consent for future interments and memorial applications on the purchased plot.

Once the Exclusive Right of Burial has been purchased, a Deed of Grant will be issued to all elected Owners of the burial or cremated remains plot. The Deed of Grant is proof of Ownership and must be produced with all prospective interments and memorial applications.

When the Exclusive Right of Burial tenure has lapsed, the Ownership reverts to the Council.

5. Memorials and Memorabilia

A Memorial Application to erect or amend an existing memorial must be made prior to installation.

Memorial Applications must be submitted with the appropriate fee and include a copy of the Deed of Grant of the Exclusive Right of Burial.

Memorial Applications for burial plots can be submitted any time after interment. The Council, however, recommends a period of deferment for one year to allow for adequate ground settlement.

The Owners of the Exclusive Right of Burial are responsible to ensure memorial installations are safe from settlement, and to ensure the elected registered stonemason will guarantee remedial works.

The Council reserves the Right to exclude any memorial that would in any way disfigure the Cemetery or which is considered inappropriate in design. It also reserves the Right to refuse any inscription which it considers may cause offence. The Parish Council's decision is final.

It is the responsibility of the Owner(s) of the Exclusive Right of Burial to submit a Memorial Application with any proposed amendments to existing memorials

5.1 Memorials

5.1.1 Burial plots

The memorial headstone must not exceed 1250mm in height, 610mm in width and 380mm in depth. Memorials falling outside these measurements will not be approved or permitted to be installed.

The shape of the memorial headstone should be of traditional Ogee in design. Any memorial outside of this will be approved only at the full discretion of the Parish Council. The Council decision is final.

Flower vases (not exceeding 500mm in height) must be an integral part of the memorial or, if removable, must be placed within the boundary of the burial plot.

Memorials falling outside these measurements will not be approved or permitted to be installed.

Any other edging or boarders are not permitted on burial plots without prior consent.

5.1.2 Cremated Remains Plots

The memorial headstone must not exceed 1250mm in height, 610mm in width and 380mm in depth. Memorials falling outside these measurements will not be approved or permitted to be installed.

The shape of the memorial headstone should be of traditional Ogee in design. Any memorial outside of this will be approved only at the full discretion of the Parish Council. The Council decision is final.

Flower vases (not exceeding 500mm in height) must be an integral part of the memorial or, if removable, must be placed within the boundary of the burial plot.

A flat memorial stone must not exceed 550mm in height, 550mm in width and 100mm in depth and must be fixed.

Memorials falling outside these measurements will not be approved or permitted to be installed.

Any other edging or boarders are not permitted on burial plots without prior consent.

5.1.3 Memorial Inspection and Rights of the Parish Council

Statutory Inspections and testing of memorials will be periodically carried out by the Parish Council or its Contractors, in line with the recommendations stated in *Article 16.1 of The Local Authorities' Cemeteries Order 1977*.

5.2 Memorabilia

5.2.1 Permitted Memorabilia

Flower vases (excluding glass and ceramic) which are not integral to the memorial headstone are permitted but must be placed within the integral space of the burial plot.

5.2.2 Seasonal Memorabilia

Seasonal memorabilia which are not integral to the memorial are permitted and must be placed at the head end within the integral space of the plot.

Disposal of spent seasonal memorabilia is principally the responsibility of the Owner(s) of the Exclusive Right of Burial; after a maximum period of 2 months the Parish Council will remove and dispose of spent memorabilia as part of routine maintenance work.

5.2.3 Unauthorised Memorabilia

Unauthorised memorabilia are items which are not explicitly stated under the Permitted Memorabilia section (See 5.2.1). The classification of unauthorised memorabilia is at the discretion of the Parish Council whose decision is final.

Memorabilia items which could potentially cause harm, offence or are a safety concern to cemetery visitors and cemetery representatives are not permitted and will be removed immediately. This list is not exhaustive; the key, unsafe items include:

Glass vases, wind chimes, naked flames, solar lights, lanterns and wire fencing.

No flowers or plants are permitted to be planted either side of the burial or cremated remains plot, known as access space.

No edging stones or ornamental fencing of any type is permitted on any grave.

5.2.4 Memorabilia Responsibility

It is the responsibility of the Owner(s) of the Exclusive Right of Burial to ensure any permitted memorabilia within the said burial or cremated remains plot are maintained to a safe standard and kept in a secure condition.

It is the responsibility of the Owner(s) of the Exclusive Right of Burial to ensure any memorabilia floral tributes are removed and placed in the designated bins provided once spent.

5.2.5 Removal of Unauthorised Memorabilia

All memorabilia items which could potentially cause harm, offence or are a safety concern to Cemetery visitors and Cemetery representatives will be removed immediately, labelled and stored for 6 months. The Parish Council will contact the Holder(s) of the Exclusive Right of Burial to invite collection of the unauthorised memorabilia if details are held. After 6 months of storage, the unauthorised items will be disposed of.

5.3 Maintenance

It is the responsibility of the Owner(s) of the Exclusive Right of Burial to ensure their memorials and plots are in a safe condition and maintained, to the satisfaction of the Parish Council. Any maintenance or repairs that are required will be at the expense of the Owner(s) of the Exclusive Right of Burial.

If the Owner(s) of the Exclusive Right of Burial cannot be contacted, the Council reserves the Right to make safe or remove any memorial that is allowed to fall into disrepair or become unsightly or dangerous. The Council will seek reimbursement from the Owner(s) or the successor(s) in title for the whole of the costs of these works. Should a memorial fail the Council's Statutory Inspection, it is the responsibility of the Owner(s) to organise repairs and to meet the full costs of those repairs.

Uffculme Parish Council will maintain common areas of the Cemetery. The maintenance of the individual graves is the responsibility of the Owner(s) of the Exclusive Right of Burial, including but not limited to, grass cutting and ensuring the overall appearance of the grave is in keeping with the rest of the cemetery.

Cemetery maintenance operations, which includes grass cutting, landscape planting management, the upkeep of flower beds and borders and any other routine cemetery grounds work, will be carried out by the Council and their Contractors, at a frequency determined by the Council and subject to weather conditions.