

# BISHOP'S STORTFORD TOWN COUNCIL - NOTICE OF INTERMENT (NEW GRAVE)

*This form is to be used only for interments where graves is to be newly purchased. This notice is to be delivered to The Town Council, The Old Monastery, Windhill, Bishop's Stortford, CM23 2ND not later than three clear working days before the funeral. The Council reserve the right to cancel or postpone an interment unless this form is received at least three clear working days in advance.*



## A. The Deceased

1. Full Name of Deceased

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2. Address and Postcode at time of death

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*If the deceased is a minor, give address of parent. If the address is in Bishop's Stortford go to question 5*

3. The Deceased (tick ONE):

lived in Bishops Stortford for at least 5 years in the last 20 years

Go to question 4

lived in Bishops Stortford for less than 5 years in the last 20 years

Go to question 5

4. Address(s) and date(s) of residence in past 20 years (use continuation sheet if necessary)

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5. Address at which death occurred

6. Date of Death

7. Age at date of death

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## B. The Applicant and Exclusive Right of Burial

8. Full Name of Applicant

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9. Address and Postcode

10. Telephone Number

11. Relationship to deceased

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12. Full name of person in whose name the exclusive right of burial is to be made out

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13. Address and Postcode of owner of ERB

14. Telephone Number

15. Relationship to deceased

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### C. The Interment

16. The Exclusive Right of Burial (ERB) is for (tick ONE):

Burial (50 years)  *go to question 17*

Ashes (50 years)  *go to question 19*

17. The new grave for burial is:

Double (7' deep)

18. The new grave for burial should be located in

New Cemetery, Lawned area

Old Cemetery, Lawned area

Old Cemetery, Kerbed area

*go to question 23*

19. The new grave for cremated remains should be located in:

New Cemetery, Tablet area

New Cemetery, Headstone area

Old Cemetery, Headstone area

20. Name and Address of Cremation Authority

21. Date and number of certificate

22. Date of Cremation

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23. I enclose

A death certificate  *Go to section D*

A burial order or Coroners certificate  *Go to section D*

### D. Container or Coffin Details in Centimetres or Inches

24. Length

25. Width

26. Height

27. Coffin or Container type

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*Exact dimensions please*

### E. The Funeral Service

28. Date of Funeral

29. Time at Graveside

30. Name of Minister

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31. I require:

Use of the chapel  Time:

Amplified music

Other  *Please specify in notes below*

32. Notes

## The Funeral Director

33. Name and contact person

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34. Address and Postcode

35. Telephone Number

36. Signature

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### F. Important Information

New Interments will normally take place in the next available space. In the new cemetery this may be in a former War Grave where the remains were exhumed and repatriated over 50 years ago. All plots in the Old Cemetery are Heritage plots, please see Cemetery brochure for details.

The Council may use the information on this form to process the request for funeral services. It may check some of the information with other sources within the council, other councils and government departments. Information will not be passed to third parties except where this is necessary to process the application. During the course of processing or storage, information may reside or pass through electronic systems outside the EU.

### G. Date and Signature (Applicant)

I confirm that the above details are correct  <b>I confirm I have received a copy of the Cemetery and Memorial Gardens Regulations, currently in force, and I agree to abide by these regulations.</b>  I confirm that I understand and accept the important information above	37. Signature
	38. Date

### H. For BSTC Office Use Only

Date received:	
Grave No:	
Death / Cremation / Burial / Coroners Certificate	Cemetery & Memorial Garden Burial Regulations Issued

<b>RECEIPT</b>	
Name of Deceased	
Interment Fee	
Grant of Exclusive Right of Burial Fee	
Use of Chapel Fee	
Other Fee (Specify) -	
<b>Signed on behalf of BSTC</b>	<b>Total</b>

Payment may be made by agreed Account, BACs transfer. Sort Code: 30 90 84 (Lloyds) Account No: 00105598, by cheque made payable to BSTC or by cash. The Town Council is unable to accept Credit Cards.