

BISHOP'S STORTFORD TOWN COUNCIL - NOTICE OF INTERMENT IN EXISTING GRAVE

This form is to be for interments in existing graves (ie graves which have been pre-purchased or graves to be re-opened). No booking or provisional booking of an interment is valid until this form has been received, fully completed and if necessary accompanied by additional information required. The Town Council reserve the right to cancel or postpone an interment unless this form is received fully completed and with all necessary supporting documentation at least three clear working days in advance.

A. The Deceased

1. Full Name of Deceased

2. Address and Postcode at time of death

*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)

5. Address at which death occurred

6. Date of Death

7. Age at date of death

<input type="text"/>	<input type="text"/>	<input type="text"/>
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B. The Applicant

8. Full Name of Applicant

9. Address and Postcode

10. Telephone Number

11. Relationship to deceased

<input type="text"/>	<input type="text"/>	<input type="text"/>
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C. The Exclusive Right of Burial

Unless the grave is owned by the deceased, the legal owner of the ERB must be established and he/she must authorise the interment **before** it can be carried out. The following questions are designed to establish ownership.

12. About the Deed of Exclusive Right of Burial (tick ONE)

The Owner is the Deceased (Deed not required)

I enclose a copy

I do not have the deed and request a copy

13. Person named on ERB

D. Existing Grave

16. Grave Number

17. Names of person(s) interred in grave (list all)

18. Date of Burial

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Availability of Space

19. I have confirmed with BSTC that space is available in the existing grave:

Yes

No Please make enquiries

20. Name of person at BSTC to whom you spoke

21. Date of
Conversation

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E. Proof of Entitlement (existing grave)

22. The name on the ERB is (tick ONE)

The applicant *Go to section G*

The deceased *Go to section G*

Neither of the above *See note below*

I don't know *See note below*

If you have answered 'none of the above' or 'I don't know' to question 20 we regret that the interment cannot proceed until ownership has been established and the owner has given consent. This is a matter of law and outside the control of the Council. It is the responsibility of the person arranging the funeral to establish that they have the authority to request an interment in their chosen location. Bishop's Stortford Town Council will provide advice and guidance on these matters on request. Please read the Guidance Notes and complete a Supplementary Information Sheet or consult the Cemetery Administrator or the Chief Executive Officer of Bishop's Stortford Town Council before proceeding further.

23. I enclose a Supplementary information form and supporting detail demonstrating authority to proceed with the interment

Yes Go to section G

No See note above before proceeding

F. Conditions to proceed

The following sections are to be completed only after it has been confirmed that space is available in the existing grave and that permission has been given for the interment by the person authorised to do so (generally the registered owner of the ERB unless the deceased is the owner in which case no further permission is required.). By making a booking for an interment, whether provisional or confirmed, the Funeral Director and the applicant confirm that both of these conditions have been met.

G. The Interment

24. The Interment is:

of a coffin @ 7' deep *Go to question 23*

of cremated remains *Go to question 25*

of a coffin @ 5' deep *Go to question 23*

25. I enclose

A death certificate *Go to question 27*

A burial order *Go to question 27*

26. Name and Address of Cremation Authority

27. Date and number
of certificate

28. Date of Cremation

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H. Container or Coffin details in centimetres or inches

29. Length

30. Width

31. Height

30. Coffin or Container type

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Exact size

I. The Funeral Service

31.Date of Funeral

32.Time at Graveside

31.Name of Minister

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32.I require

Use of the chapel

Time:

Amplified music

Other

Please specify in notes below

33. Notes

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J. The Funeral Director

34.Name and contact person

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35.Address and Postcode

36.Telephone Number

37.Signature

		<p>I confirm that, to the best of my knowledge, the above details are correct and that the conditions set out in the notes in section G above have been met.</p>
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K. Signature of Applicant

<p>I confirm that the above details are correct and that the conditions set out in the notes in section G above have been met.</p> <p>I further confirm I have received a copy of the Cemetery and Memorial Gardens Regulations, currently in force, and I agree to abide by these regulations.</p> <p>The Council may use the information I have provided to process my 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.</p>	<p>38.Signature</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p>39.Date</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>
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For BSTC Use Only

Date received	Registered Owner is the Deceased
Purchased Grave (Existing)	Deed of Grant Received & Matched
Certified Death or Burial / Cremation Certificate	Records Matched at Cemetery
Registered Owner Authority Received	Cem & Mem Garden Burial Regulations Issued

RECEIPT	
1. Interment Fee	
2. Grant of Exclusive Right of Burial	
5. Search Fee for Grant Exclusive Right of Burial	
6. Other Fee (Specify) -	
Signed on behalf of BSTC	Total

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.

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