

CHELTENHAM CEMETERY
INSTRUCTIONS FOR INTERMENTIT IS ESSENTIAL THIS FULLY COMPLETED FORM IS DELIVERED TO THE BEREAVEMENT OFFICE BY
8:30am TWO WORKING DAYS PRIOR TO THE SERVICE TIME.Cheltenham Bereavement Services
Bouncers Lane
Cheltenham
Gloucestershire GL52 5JT
Telephone: 01242 244245
Email: cemetery@cheltenham.gov.uk**updated April 2021**

FUNERAL SERVICE

Day Date Time Double Time ☐ 80 mins max

DETAILS OF THE DECEASED

Full Name	<input type="text"/>		
Address	<input type="text"/>		
Age:	Date of death:	IF RELEVANT, location of ashes and cremation number	

SERVICE DETAILS AND REQUIREMENTS

Oak <input type="checkbox"/>	Willow <input type="checkbox"/>	Sunrise <input type="checkbox"/>	Classic <input type="checkbox"/>	Direct to graveside <input type="checkbox"/>	Speaker on in the Waiting Room? <input type="checkbox"/> NB: porch speakers only used on the rare occasion of an overspill from chapel & waiting room	Crem to supply Service Books? <input type="checkbox"/>	Crem to display the Cross? <input type="checkbox"/>	Crem to supply Collection Plate? <input type="checkbox"/>	Service Sheets? <input type="checkbox"/>
*Obit <input type="checkbox"/> *Organ <input type="checkbox"/> No Music Required <input type="checkbox"/>					*Ordered via Obitus: Webcast <input type="checkbox"/> Single Photo <input type="checkbox"/> Slideshow <input type="checkbox"/> Prof Tribute <input type="checkbox"/> Family Supplied Checking <input type="checkbox"/> Physical Copy <input type="checkbox"/>		TWO SCREENS WITHIN THE CHAPELS ONLY: <input type="checkbox"/> ✓ here if you do NOT wish to have name displayed on the two screens		
Name of Officiant <input type="text"/>				Name of Organist <input type="text"/>		*Funeral Director to arrange organist & Obitus			

COFFIN / ASHES CASKET DETAILS

★ Size	Length: <input type="text"/>	Width: <input type="text"/>	OUTSIDE MEASUREMENTS ONLY EXCLUDING HANDLES	Type	eg: Standard, American, Cardboard, Willow, etc
★MAXIMUM COFFIN SIZE width = 26"/66cm length = 6'6"/78"/198cm Coffins larger than this will incur additional costs★ New Graves for oversized coffins may require the purchase of two graves and may have to be allocated by the burial authority. For graves purchased in reserve or a re-open, the Burial Authority will endeavour to honour the burial of an oversized coffin however there will be a surcharge added to the usual interment fee. Restrictions may dictate that the interment is not possible in the desired grave, therefore alternative arrangements will be required and there will be additional charges.					

INTERMENT LOCATION

GRAVE

Section: Number:

NEW GRAVE <input type="checkbox"/>	GRAVE PREVIOUSLY PURCHASED IN RESERVE <input type="checkbox"/>	PLEASE TICK THE RELEVANT BOX				Family to choose grave? <input type="checkbox"/>
Lawn Garden <input type="checkbox"/>	Traditional <input type="checkbox"/>	Heritage <input type="checkbox"/>	Child <input type="checkbox"/>	Ashes <input type="checkbox"/>	Cemetery to allocate? <input type="checkbox"/>	
PLEASE TICK THE RELEVANT BOX					Name of grave owner IF purchased in reserve:	
Depth of Grave: single <input type="checkbox"/> double <input type="checkbox"/> ashes <input type="checkbox"/>						

RE-OPENING A PREVIOUSLY PURCHASED GRAVE ☐

Name of last interment:	Date of last interment:
Name of grave owner:	Is there a Memorial? YES / NO
	Memorial removed? YES / NO

UNPURCHASED GRAVE ☐

Burial will be in a Heritage grave and the Authority will allocate

The Applicant must complete and sign the section relevant to their choice, overleaf.

Funeral Director	Telephone Number
Address	

Please see notes overleaf

FEES TOTAL DUE: £

Purchase Rights 50 / 75 / 99 years	£	Chapel Fee/Additional Slot [+ overrun fee?]	£
Interment Fee single / double / ashes	£	Use of Organ	£
Other	£	For our regular users, Obitus products will be charged the following month	

BURIAL OVERSEEN AND RELEVANT
CERTIFICATION VERIFIED BY:FINAL BEREAVEMENT OFFICE
CHECK COMPLETED

Form received on:	Checked by:
Cheque number:	
Order/Receipt number:	

INTERMENT NUMBER

B

Please **tick** and complete **one** of the following options:

☐

PURCHASE A NEW GRAVE

I would like the burial to take place in a new grave and will purchase the exclusive rights of burial.

I have been given the opportunity to discuss the selection of the type of grave I want and it's position, with the staff at the Cemetery.

☐

REGISTERED GRAVE OWNER'S AUTHORITY TO OPEN A GRAVE

I/We the undersigned, being the Registered Grave Owner hereby give authority that the interment can take place in the following grave:

nb: all surviving owners must sign not just the applicant

Section:

Number:

☐

FORM OF INDEMNITY

To be completed when the interment is of the Registered Grave Owner and is therefore requested by a person other than the Registered Grave Owner.

☐

UNPURCHASED GRAVE

I would like the interment to take place in an unpurchased grave. I understand that if I have not purchased the Exclusive Rights of Burial & to Erect a Memorial to the grave the Burial Authority have the right to inter other unrelated people in the grave and that previous interment(s) may have already taken place. I also understand that I will not be able to place any memorials on the grave including headstones, vases, kerbs, etc.

If the original Grave Deed is available, please send to the Bereavement Office so the Deed can be updated and endorsed as appropriate.

GRAVE OWNERS/APPLICANT DECLARATION

after completing *one* of the above please sign and date, including the required contact details

IMPORTANT: I have read and can confirm that the instructions contained within this document are correct.

By signing this document you undertake to indemnify Cheltenham Borough Council against any cost or claim they may sustain as a result of this grave being opened.

Please note, for purchased graves it is recommended that any headstone is not erected before 11 months after the burial to allow for the ground to settle.

VIDEO RECORDING & WEBCASTING AT OUR CHAPELS:

All services are video recorded and may be webcast by request. Recordings are deleted automatically after 28 days. Mourners should be advised that services will be recorded/webcast. You will find a plan located at the entrance to the chapel to indicate where mourners can sit and exit without being recorded.

DATA PROTECTION: Cheltenham Borough Council will use the information provided on this form for completion of statutory records relating to this interment and to provide you with regulations, information regarding exclusive rights ownership and opening hours. The burial authority may issue to any person a copy of, or an extract from, the statutory register, as appropriate. You have the right to see the information held about you and to have any inaccuracies corrected. We do not send out circulars.

nb: all surviving owners must complete and sign this form before the burial can take place

Full name and address of Registered Grave Owner/Applicant	signature
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