

CHELTENHAM CEMETERY

INSTRUCTIONS FOR INTERMENT

IT 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

FUNERAL SERVICE

Day <input style="width: 80%;" type="text"/>	Date <input style="width: 80%;" type="text"/>	Time <input style="width: 80%;" type="text"/>
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DETAILS OF THE DECEASED

Full Name	<input style="width: 85%;" type="text"/>
Address	<input style="width: 85%;" type="text"/>
Age:	<input style="width: 80%;" type="text"/>
Date of Death:	<input style="width: 80%;" type="text"/>

SERVICE DETAILS AND REQUIREMENTS

Oak Chapel	<input type="checkbox"/>	Willow Chapel	<input type="checkbox"/>	Sunrise Willow	<input type="checkbox"/>	Direct to Graveside	<input type="checkbox"/>	Cemetery to supply Service Books?	<input type="checkbox"/>	Cemetery to supply Collection Plate?	<input type="checkbox"/>	Service Sheets?	<input type="checkbox"/>
MUSIC REQUIREMENTS: *Obiturn <input type="checkbox"/> *Organ <input type="checkbox"/> No Music Required <input type="checkbox"/>													
<i>Specific notes regarding Obiturn, ie: fading out:</i> <input style="width: 80%;" type="text"/>													
Name of Officiant	<input style="width: 80%;" type="text"/>	Name of Organist	<input style="width: 80%;" type="text"/>	* Funeral Director to arrange organist									

COFFIN / ASHES CASKET DETAILS

Size	Length:	Width:	Type	eg: Standard, American, Cardboard, Willow, etc	Special Features or Instructions:
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MAXIMUM COFFIN SIZE: width = 32" /81cm length = 6'11" / 83" /210cm New Graves for coffins greater than these dimensions will require the purchase of two graves; an additional surcharge will also be payable should the coffin be over 36" wide, 7'2" long. The Burial Authority will endeavour to honour burials of oversized coffins in graves already purchased in reserve or when re-opening a previously purchased grave.

INTERMENT LOCATION

GRAVE Section: Number:

NEW GRAVE <input type="checkbox"/>	GRAVE PREVIOUSLY PURCHASED IN RESERVE <input type="checkbox"/>	Family to choose grave? <input type="checkbox"/>
← PLEASE TICK THE RELEVANT BOX →		
Lawn Garden <input type="checkbox"/>	Traditional K6 <input type="checkbox"/>	Heritage <input type="checkbox"/>
	Child's <input type="checkbox"/>	Ashes <input type="checkbox"/>
← PLEASE TICK THE RELEVANT BOX →		Cemetery to allocate? <input type="checkbox"/>
Depth of Grave: single <input type="checkbox"/> double <input type="checkbox"/> ashes <input type="checkbox"/>		Name of grave owner IF purchased in reserve: <input style="width: 80%;" type="text"/>

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 [+ overrun fee?]	Transfer of Rights
Interment Fee single / double / ashes	Live Webcast	Live Webcast + 28 day + downloadable
Physical Copy of Webcast	Additional Copies of Webcast	Family Supplied Video Checking Tribute
Simple Slideshow Visual Tribute 1-25 Photos	Simple Slideshow Visual Tribute 26-50	Professional Photo Visual Tribute 1-25 Photos
Professional Photo Visual Tribute 26-50 Photos	Additional Copies of Tributes	Use of Organ

FINAL BEREAVEMENT OFFICE CHECK COMPLETED date & initial

BURIAL OVERSEEN AND RELEVANT CERTIFICATION VERIFIED BY:

Form received:	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

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:

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.

APPLICANT'S 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.

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 information relating to this interment, memorialisation regulations and exclusive rights ownership. You have the right to see the information held about you and to have any inaccuracies corrected. Your personal information is not shared with any other organisations, but if you are the registered grave owner your details will be available to individuals requesting details from the statutory register. We do not send out circulars.

SIGNED _____

DATE _____

Full Name of applicant

Address

Post Code

Email Address

Telephone Number