

CHARLTON KINGS 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 Date Time

DETAILS OF THE DECEASED

Full Name
Address
Age: Date of Death:

SERVICE DETAILS AND REQUIREMENTS

Oak Chapel Willow Chapel Sunrise Willow Direct to Graveside Cemetery to supply Service Books? Cemetery to supply Collection Plate? Service Sheets?
MUSIC REQUIREMENTS:
*Obiturn *Organ No Music Required Specific notes regarding Obiturn, ie: fading out:
Name of Officiant Name of Organist *Funeral Director to arrange organist

COFFIN / ASHES CASKET DETAILS

Size Length: Width: Type eg: Standard, American, Cardboard, Willow, etc Special Features or Instructions:
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 Block: Number:

NEW GRAVE ASHES GRAVE PREVIOUSLY PURCHASED IN RESERVE PLEASE TICK THE RELEVANT BOXES
FULL BURIAL PLOTS ARE ALLOCATED BY CEMETERY
Traditional Depth of Grave: single double
ASHES PLOTS ONLY CAN BE SELECTED BY FAMILY
Ashes Family to select Ashes grave? Name of grave owner IF purchased in reserve (Ashes grave only):

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

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

Notes:

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:

Block:

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.

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	<input type="text"/>	
Address	<input type="text"/>	
	<input type="text"/>	Post Code
Email Address	<input type="text"/>	
Telephone Number	<input type="text"/>	