

**CHELTENHAM OR CHARLTON KINGS CEMETERY**  
**ORDER FORM TO PURCHASE THE EXCLUSIVE RIGHTS OF BURIAL & TO ERECT A MEMORIAL**

Please ensure you read the Cemetery Regulations as they form part of this agreement. Signing the Order Form gives rise to an agreement between you and us that incorporates these Cemetery Regulations. A copy of the Cemetery Regulations will be given to all applicants.

The Exclusive Rights of Burial & to Erect a Memorial entitles the owner(s) to determine who is buried in the grave and whether a memorial can be erected, during the period stated on the grave deed. Written permission is required by all owners prior to and where space is available for full burials, the interment or scattering of cremated remains, place an inscribed memorial or additional inscription to be added to the memorial. Rights are assigned only to those persons who have fully completed and signed this form. A single grave deed will be issued and should be kept in a safe place as duplicate deeds are not issued. As an owner you have a right to be buried in the grave, dependent on available space within the grave. For joint ownership, the Rights automatically transfer to the remaining owners until the last surviving owner, regardless of any requests stated in Wills/probate.

<b>FULL BURIAL</b> <input type="checkbox"/> <b>CREMATED REMAINS</b> <sup>1</sup> <input type="checkbox"/> <small><sup>1</sup> not available at Charlton Kings</small>	<b>CHELTENHAM</b> <input type="checkbox"/> <b>CHARLTON KINGS</b> <input type="checkbox"/>	<b>75 YEARS</b> <sup>2</sup> <input type="checkbox"/> <b>100 YEARS</b> <sup>2</sup> <input type="checkbox"/> <small><sup>2</sup> there will be additional fees for the interment and memorial permit</small>
<b>IMMEDIATE USE IN RESERVE</b> <sup>3</sup> <input type="checkbox"/> <input type="checkbox"/>	<b>Maximum one reservation</b>	
<b>TRADITIONAL LAWN GARDEN</b> <sup>4</sup> <input type="checkbox"/> <input type="checkbox"/>	<b>CHILD</b> <sup>4</sup> <input type="checkbox"/> <b>ASHES</b> <sup>4</sup> <input type="checkbox"/>	<b>HERITAGE</b> <sup>4</sup> <input type="checkbox"/> <small><sup>4</sup> not available at Charlton Kings</small>

GRAVE	Section Block		Number	
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For immediate use, please state the name of the deceased and interment date

**VERY IMPORTANT GRAVE INFORMATION**

On occasion, to maintain staff safety and ensure service delivery, the authority reserves the right to alter the position of graves, purchased in reserve, prior to the initial interment taking place. This could be due to unstable, non-cohesive, ground conditions becoming unworkable during periods of adverse weather. A standard grave plot will accept a coffin/casket of up to 30" wide and 88" length including handles and cannot be of a swing-out variety. Therefore, interments within existing or pre-purchased plots cannot exceed 30" x 88". However, we can accommodate larger coffins but multiple plots would need to be purchased in this instance and specified by the bereavement office. The sometimes necessary reselection is done to ensure the service does not breach The Local Authority Cemetery Order 1977 (LACO 77), and the Charter For The Bereaved (Institute of Cemetery & Crematorium Management), while carrying out the grave digging process, and to ensure staff welfare is maintained at all times. The grave owner(s) will be made aware of any alterations made and offered options with regards the reselection process. Every effort will be made to accommodate the wishes of the grave owner(s).

Grave owners should be made aware that, on occasion, spoil from neighbouring excavations may be placed upon their grave, to facilitate the grave digging process. This is unavoidable and essential. Every effort will be made to ensure that disruption to any grave is kept to a minimum. Any objects placed on a grave are done so at the owners own risk, and the authority accepts no liability for loss of items. The authority recommends that the grave owner(s) takes out insurance on Cemetery approved grave memorials. Insurance information can be found by contacting approved memorial masons. The authority will investigate any damage caused to memorials, but if the cause of damage cannot be ascertained, and blame apportioned, the authority will not cover any repair costs to said memorial.

**Please return the fully completed form to:**  
The Registrar, Cheltenham Cemetery Office, Bouncers Lane, Cheltenham Gloucestershire GL52 5JT

Fee for Exclusive Right of Burial only £ \_\_\_\_\_ \*additional fees will apply Lease Expiry Date.....

Receipt Number.....dated..... Cheque Number.....

Recorded in Grave Book by..... Computer by..... Plan Marked by..... **Deed of Grant Number**.....

**Payment:** Either by debit/credit card, cheque made payable to Cheltenham Borough Council, BACS or by cash in person

**Full Name of Applicant maximum of four owners**

block capitals please

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**Full Postal Address**

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**Telephone Number**

**Email**

.....

Signature of Purchaser

Dated.....20.....

**Full Name of Applicant maximum of four owners**

block capitals please

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**Full Postal Address**

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**Telephone Number**

**Email**

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Signature of Purchaser

Dated.....20.....

**Full Name of Applicant maximum of four owners**

block capitals please

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**Full Postal Address**

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**Telephone Number**

**Email**

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Signature of Purchaser

Dated.....20.....

**Full Name of Applicant maximum of four owners**

block capitals please

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**Full Postal Address**

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**Telephone Number**

**Email**

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Signature of Purchaser

Dated.....20.....