Application for interment in an NEW GRAVE/PLOT in Stoke Cemetery

**This notice along with the appropriate original certificate (registrars/cremation/coroners) is to be delivered to the Bereavement Service Office, Guildford Crematorium at least two full working days prior to any interment. Failure to do this may result in the burial being rescheduled.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Name and address of Funeral Director** |  | | | | | |
| **Date & time of burial** |  | | | | | |
| **Full name of deceased** |  | | | | | |
| **Address of deceased**  N.B if resident outside Guildford Borough, non-resident fees will apply |  | | | | | |
| **Full address where death occurred** |  | | | | | |
| **Date of death** |  | **Sex**  (please circle) | | | Male/Female | |
| **Age** (if less than 1 month give date of birth) |  | **Martial Status** | | |  | |
| **Is Cemetery chapel required?**  (please circle) | **YES/NO** | | **Coffin or casket?** (please circle) | | | |
| **Attendance**  **(please tick as required)** | I wish to be present at the burial  I do not wish to be present at the burial | | | | | |
| **Size of coffin/casket**  **(required in writing, 2 working days prior to burial)** | .................................................... **(exact measurements) The**  **plot cannot be prepared without these measurements)** | | | | | |
| **Religious Denomination** |  | | | **Occupation** | |  |
| **Details of plot required**  (please circle) | Garden of Remembrance Children’s Section  Burial of cremated remains Memorial Vault | | | | | |
| **Depth of grave required (**please circle) | Single Double | | | | | |

# IMPORTANT NOTICE: Purchase of Exclusive Right of Burial New Grave.

The grave owner is buying the exclusive right of burial in the specified grave for a period of 30 years. Memorials location in lawn sections are restricted to headstones only. When possible, the grave area will be topped up periodically as required and grassed over when the ground has finally settled. Memorials cannot be placed at the gravesite until at least 12 months after the last full burial. Planting is permitted at the head of the grave.

I have read, understood and agree will abide by the above statement and abridged cemetery regulations.

# Signed …………………………………………… Date ………………………………….

**THE APPROPRIATE SECTION(S) OVERLEAF MUST BE COMPLETED BY THE APPLICANT(S)**

|  |  |  |
| --- | --- | --- |
| **Application for Ownership**  I/ We desire to purchase the Right of Burial in the grave in which the aforementioned deceased is to be interred. I have read the Council’s regulations in force with regard to the management and control of this  cemetery and hereby agree to comply with them. I/We understand that my rights will exist for a period of 30 years. | | |
| Mr/Mrs/Miss/Ms/Other (full name) | | |
| Address (including postcode)………………………………………………………………………………...  ……………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………… Email address ……………………………………………………………………………………………………. | | |
| Relationship to the deceased | Telephone number: | |
| Signed | | Date |
| **Application for Ownership – Joint owner**  I/ We desire to purchase the Right of Burial in the grave in which the aforementioned deceased is to be interred. I have read the Council’s regulations in force with regard to the management and control of this cemetery and hereby agree to comply with them. I/We understand that my rights will exist for a period of 30  years. | | |
| Mr/Mrs/Miss/Ms/Other (full name) | | |
| Address (including postcode)………………………………………………………………………………...  ……………………………………………………………………………………………………………………..  ………………………………………………………………………………………………………………………  ……………………………………………………………………………………………………………………… Email address ……………………………………………………………………………………………………. | | |
| Relationship to the deceased | Telephone number: | |
| Signed | | Date |

DATA RETENTION: under the burial regulations, we are required to keep your information in perpetuity. We will contact you (where relevant) to give further information or updates in accordance with our legal responsibilities under data protection legislation we may share your personal information with other council services for the purposes of fraud prevention. Your data will not be passed on to any third party organisations unless we have a legal obligation to do so. Please indicate if you wish to receive information on any events please tick the box 

**Information for Title Deed Holders.**

This information is correct at the time of issue, please be aware that cemetery rules and capacity may change, and the burial authority has the right to change the information below without notice.

Title deeds for new plots at stoke cemetery are for 30 years. It is possible to renew the grave title deeds in 5- year blocks should you wish to extend this.

There are no new graves available at the mount cemetery only previously purchased graves that maybe reopened for burial.

If you are applying for a transfer of rights of an older grave at the cemetery the deeds are valid for 99 years after the date of the sale of the original deed.

As a title deed owner you own the rights to the grave i.e to inter deceased within the grave and to apply for a memorial to be erected on the grave space. You do not own the land within or around which the grave sits, this remains the property of the local authority as the landowner. This is the same with all cemeteries.

if you are a grave owner (title deed holder) then your signature is required before any persons may be buried in the grave (only another grave owner may go in without permission).

Your signature is also required for any memorial to be installed on the grave or for any works to be completed on a memorial.

We obtain permission from grave owners by means of a memorial permit which your memorial mason would help you complete. There is a fee for this, the fees and charges are set annually and change every April.

No memorial maybe placed on a grave where a deceased has been buried for a period of less than twelve months as the ground needs to settle following interment.

When selecting a memorial, either for a new memorial or to carry out work on an existing memorial, please ensure you enlist a memorial mason who is on the council’s memorial registration scheme. If you wish to use a mason that is not on our scheme, then the mason will need to apply in order for us to be able to issue the memorial permit. The scheme is free to memorial masons.

This scheme ensures that memorial masons who work in the cemetery have appropriate insurance and fix memorials to required standards therefore safeguarding yourselves and all visitors to the cemetery.

Memorial masons should offer a guarantee of safe fixing and a guarantee on their memorial. It is useful for you to have this in writing as the owner of the deeds you have responsibility for the safety of the memorial.

The council will undertake period testing of memorials within the cemetery (a legal requirement) and if there is a problem with the safety of the memorial, we will contact you directly.

It is important that you read the enclosed copy of the abridged cemetery regulations in order that you understand the main regulations governing use of the cemetery. A full copy of the regulations can be found on our website.

If you have any queries please do not hesitate to contact the bereavement office on 01483 444711 email [crematorium@guildford.gov.uk](mailto:crematorium@guildford.gov.uk).