Request For Interment

The Authority for Burial, issued by the Registrar of Deaths or the Coroner, must be in the Parish Council's possession before an interment can take place. An invoice will be raised for payment, please follow the instructions on this to pay via BACS. All paperwork (in electronic form) must be delivered to Cropwell Butler Parish Council via email to clerk@cropwellbutler-pc.gov.uk at least two working days prior to the day of the funeral. Only the legal grave owner or those representing their estate may sign official paperwork regarding the grave. Transfer of ownerships must be completed prior to any burials or memorial work.

1. Particulars of person to be buried	
Full name	
Late address	
If former Parish resident then address	
Years' resident	
Age	
Occupation (if a minor then name and address of parents)	
Date of death	
Place where death occurred	
2. Date of interment	
3. Time fixed for service	
4. Place where service is to be held	
5. Hour of day at which funeral will arrive at cemetery	
6. Officiating Minister's name	
7. Undertakers name and address	
8. Size of coffin or if Ashes interment	
9. Is the interment to take place in a grave of exclusive right of burial which is already purchased?	Yes / No

If the answer to 9. is Yes, the Deed of Grant of exclusive right of burial should be provided for inspection and the following should be furnished *(If the owner is the deceased, a transfer of ownership to next of kin will need to take place)*	
Plot number	
Signature of the present owner agreeing to the internment	
Address of present owner	
Contact number	
If the answer to 9. is No then provide the following information for the purchase of the Exclusive Right of Burial	
Full name of purchaser	
Address of purchaser	
How long at this address	
Occupation of purchaser	
Contact number	
Email address	
10. Certificate for Burial No	
I hereby certify that the above particulars are correct and that the rules for the cemetery will be followed.	
Signature of applicant	
Print Name	
Address of Applicant	
Date of signature	

The gathering and subsequent processing of the personal data supplied by you in this form, is in accordance with the terms of our registration under the Data Protection Act 1998.
These details will be kept indefinitely in the archives under the cemetery orders and cremations regulations.

I confirm that all sections of this form have been fully completed and that the details are correct to the best of my knowledge ☐

Please enjoy our cemetery and follow these simple rules

These rules are to maintain a peaceful atmosphere in the lawn cemetery and to allow the cemetery team to maintain it properly.

Dogs MUST be kept on a lead at all times.

Respect other cemetery users by not making unnecessary noise.

On the day of a funeral, flowers and wreaths may be placed on the plot but they should be removed after seven days.

Removable ornaments and decorations are permitted at the head of the grave for 13 months, these must stay within 12 inches of the memorial area. After this time and once the memorial is in place, all items MUST be removed for graves to be maintained to lawn cemetery standard. Any items found on graves after 13 months has passed, will be removed.

Any memorials, monuments, stones, tablets or vases placed on plots should be approved by the Parish Council.

The Parish Council reserves the right to remove any items from plots that may be offensive or inappropriate.

If a plot is untidy or uncared for, or where it is difficult to mow between graves, especially in the lawn cemetery section, the Parish Council reserves the right to grass over a plot and to remove any items left there.

No artificial grass, trees or shrubs may be planted on the plots. This is to prevent damage by the roots.

No homemade kerbstones or surrounds on plots.

No balloons.

Any memorials, monuments, stones, tablets or vases placed on plots are at the owner's risk and the Parish Council is not liable for any loss, damage or breakage.