

Guildford Crematorium

Application for Interment

Deceased Details

Full name of deceased:

Address:

Age at death: Sex: Male/Female Date of death:

Religion: Marital status:

Occupation: Private record: Yes/No

Place of death:

Service Details

Date: Time: Funeral Director:

Chapel required: Yes No Time at chapel: Attendance: I wish to be present I do not wish to be present

Casket type: Coffin Casket Other: Exact measurements: Height F INC Length F INC Width F INC

Plot Details – please circle as required

Cemetery:

Plot number: (If known) Depth of grave required: Cremated Remains Full Body Single Full Body Double

Type of plot required: Full body burial Burial of cremated remains Children's Sections Cremated Remains in Memorial Vault

Interment type: Cremated remains in new grave plot Full body burial in new grave plot Children's grave Cremated remains in existing Garden of Remembrance plot Cremated remains in existing grave plot Full body burial in existing grave plot Memorial Vault

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 purpose of fraud prevention. Your data will not be passed on to any third-party organisations unless we have a legal obligation to do so.

Do you wish to receive information on any events such as our Christmas & memorial services? Yes No

Please complete one of the following sections:

Application for sole ownership of EROB (Exclusive right of burial)

I/we desire to purchase the right of burial in the grave 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 the information for Title Deed Holders/Memorial Owners and I hereby agree to comply with them. I/we understand that my rights will exist for a period of **30 years**.

Full name:

Address:

Contact number:

Email:

Signed:

Relationship to deceased:

Date:

Joint Owner (if applicable)

Full name:

Address:

Contact number:

Email:

Signed:

Relationship to deceased:

Date:

Re-opening of purchased grave – Grave owner(s) declaration

I hereby authorise Grave to be opened for this interment

Full name:

Address:

Contact number:

Email:

Signed:

Relationship to deceased:

Date:

Full name:

Address:

Contact number:

Email:

Signed:

Relationship to deceased:

Date:

Guildford Crematorium

Information for Title Deed Holders/Memorial Owners

Please retain this copy

This information is correct of 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 (the right to inter) 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 may be reopened for burial.

As a title deed owner, you own the rights to the grave i.e. to inter deceased within the grave or 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 as this remains the property of the local authority as the landowner. This is standard across all cemeteries.

As a title deed owner, your signature is required before any persons may be buried in the grave and only another grave owner may be interred without permission. Your signature is also required for any memorials to be installed on the grave or for any works to be completed on a memorial. This is completed through applying for a memorial permit which requires the signatures of all the grave owners. 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, and the fees and charges are set annually and change every April.

No memorial may be 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 councils memorial mason registration scheme, If you wish to use a mason that is not 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 mason. 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 must offer a guarantee of safe fixing and guarantee on their memorial, and you must have this in writing as the as the owner of the deeds as you have the legal responsibility for the safety of the memorial including any works to keep the memorial safe.

The council undertake period testing, and it is legally required that we have a rolling programme of testing memorials within the cemetery and if there is a problem with safety of the memorial, we will contact you directly. It is possible that if a memorial is tested as high risk, we may have to undertake make safe works and this can include laying the memorial flat.

It is important that you read 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 enquiries, please do not hesitate to contact the Bereavement Office on 01483 444711 or email crematorium@guildford.gov.uk.