**INTERMENT FORM**

Personal details:

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| --- | --- |
| Full name of deceased. |  |
| Address of deceased.  (and parent’s name, if deceased was a minor) |  |
| Date of death. |  |
| Age of deceased. |  |
| Occupation of deceased. Or former occupation if retired. |  |
| Place where death occurred. |  |
| What connection does the deceased have with Chiseldon Parish. (if they did not live within it) |  |
| Name, address and telephone number of next of kin. \*\* |  |
| Undertaker. |  |

Interment details:

|  |  |
| --- | --- |
| Interment date. |  |
| Arrival time at cemetery. |  |
| Grave or cremation plot. |  |
| Depth of plot dug. *This must be recorded in our records. The grave digger can supply this information. Please see our cemetery regulations for the permitted depth of graves.* |  |
| Butts Road Cemetery or Sir Henry Calley Memorial Garden (and plot number). |  |
| Name and contact details of officiating minister. |  |
| Name and contact details of grave digger |  |
| Do mourners wish to carry the casket/coffin? *Details to be provided and the council will approve any involvement.* |  |
| Do mourners wish to back-fill the grave? *Details to be provided and the council will approve any*  *involvement. This is subject to the undertaker/grave digger also being in agreement.* |  |
| Form from Registrar or Births and Deaths or Crematorium Certificate included?  *The Council require this form a minimum of 2 working days prior to interment.* |  |
| Dimensions of coffin or casket. Please specify if an “American Casket” is to be used as we may not be able to accommodate them in our cemeteries. |  |
| Please indicate if a “natural” coffin or casket made from wicker, cardboard or other non-wooden materials is to be used. Please provide details. Please note that above ground mausoleums are not permitted. |  |

Signature of applicant who **must** be the named owner of the deed of grant of exclusive right of burial:

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Signature & name ………………………………………………………………… Date……………………….

*Please deliver this form to the Clerk, Chiseldon Parish Council, The Old Chapel,*

*Butts Road, Chiseldon, Wilts, SN4 0NW, or scan and email to clerk@chiseldon-pc.gov.uk at least two working days before the interment.*

*\*\* By providing this data you are confirming that Chiseldon Parish Council may hold this data and use it to contact you with regards to any issues with the plot noted above for as long as the plot is maintained by Chiseldon Parish Council.* ***Please tick below & sign to confirm you acknowledge this.***

*We will only use this data for the purpose of contacting you about the plot noted above and we will not share this data without your permission.*

*Signed:………………………………………………………………*

*Name:…………………………………………………………………… Date:………………………………*

Please note that when choosing a memorial mason for any memorial stone within Chiseldon Parish Council cemeteries, the council will only allow work from masons who are registered with BRAMM and follow British Standard BS8415.

Please check your mason is compatible with our regulations before instructing them to begin work on any memorial stone.

Please ask for our Memorial Permit form which requires our approval before a stone can be placed upon any plot.

The living owner of the “deed of exclusive right of burial” is the only person who can approve changes/additions/placement of a memorial stone on a plot. (Subject to the Councils approval). If the deed owner is unknown or has passed away, please contact us for the relevant forms to transfer the deed to a new owner.

Please ensure that your grave digger is working to appropriate H&S Standards with regards to opening the burial plot, with regards to shoring up the sides. In the event of an obstruction from tree root, or concern over ground water levels, all digging should stop and the council should be informed.

**FOR INTERNAL USE:**

|  |  |
| --- | --- |
| Burial form from Registrar of Births and Deaths or Crematorium Form received a minimum of 2 days before interment. Details confirmed as matching the interment. | Yes/No  Yes/No |
| In the unlikely event of the above form not being received by the day of the interment, has the Funeral Director signed form 18 to indemnify the Parish Council? | Yes/No. (If No, the interment must not proceed.) |
| Risk assessment carried out (if required)for mourners carrying the coffin/casket? Details of approval to be fixed to this document. | Yes/No/NA |
| Risk assessment carried out (if required) for mourners to back-fill the plot. Details of approval to be fixed to this document. | Yes/No/NA |
| Form from Registrar or Births and Deaths Section C returned to Registrar? | Yes/No |
| Cemetery map & list updated online. | Yes/No |
| Consent of “Deed of Exclusive Right of Burial” owner received for interment? | Yes/No (add name) |
| Burial register updated (Green book) | Yes/No |
| Cemetery Regulations sent to family? | Yes/No |
| For new plot purchases – Has the register of grants been updated? | Yes/No |
| Contractor notified to suspend work for date/time of interment? | Yes/No |
| ACTION FOR WHEN MEMORIAL STONE PLACED. Has the stone been checked once in place to ensure it meets memorial requirements? | Yes/No  Add date. |

Updated Nov 2022