**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. \*\* |  |
| Funeral Director details. |  |

Interment details:

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| --- | --- |
| 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 |  |
| Has the grave digger confirmed to the funeral director or family that graves will be shored up by at least 50% when dug, and graves left open prior to the interment will be secured by a locked cover.  (Burial interments only)  Note – this is a requirement for Chiseldon Parish Council that this is carried out. We will not allow grave diggers to proceed without this assurance. |  |
| 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 and providing a suitable risk assessment.* |  |
| Form from Registrar or Births and Deaths or Crematorium Certificate included?  *The Council require the original 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. |  |
| IMPORTANT. Has the Parish Council confirmed the location for the plot with photos and measurements. Interment not to proceed without this information. This information MUST be passed on to the person responsible for digging the plot prior to work commencing. |  |
| Any discrepancies should be raised immediately with council staff before the interment. |  |

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.

Please note that as the cemetery owner, Chiseldon Parish Council has Health and Safety responsibilities as part of the H&S at Work Act 1974. We must ensure all interments are safe before giving permission for them to proceed. This may include risk assessments where required.

This will include the insistence that all graves are shored up by at least 50% once digging begins.

Any graves dug prior to an interment and left unattended, are required to have a locked cover in place until the interment.

We will not permit a grave digger to carry out their work until this is confirmed.

Please note that for any burial interment there are legal requirements the council must follow as part of the Burials Act 1857, Section 25. Our Cemetery Regulations will provide these details. Please ask for a copy from council staff.

It should be ensured enough notice is given to the Parish Council for the preferred date for the interment. Plot measurements and photos will normally be carried out on a Monday and results reported back as soon as possible afterwards. No interment can take place until this information has been forwarded by council staff.

**FOR INTERNAL OFFICE USE:**

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| --- | --- |
| 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 |
| Grave digging form left outside Chapel office for grave digger by staff member.  Completed form left after interment. | Yes/No  Yes/No. Note any actions to be taken from this. |
| Grave digger has confirmed that the grave will be shored up by at least 50% when dug, and any unattended open graves will have a locked cover placed on them. | Yes/No/NA |
| Form from Registrar or Births and Deaths Section C returned to Registrar? | Yes/No |
| Has the PC sent the funeral director or family the photos and measurements for the interment site. | Yes/No |
| Cemetery map & list updated online. | Yes/No  Checked that work completed YES/NO |
| Consent of “Deed of Exclusive Right of Burial” owner received for interment? | Yes/No (add name) |
| For new plots, has the “Grant of Exclusive Right of Burial been posted to the deed holder. | Yes/No (add name and date) |
| Burial register updated (Green book) | Yes/No |
| For new plot purchases and subsequent interments – Has the register of grants been updated? | Yes/No |
| Contractor notified to suspend work for date/time of interment? | Yes/No |
| Once the interment has taken place has the site been checked by council staff to ensure the interment was in the location specified prior to the interment and photos taken. | 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 March 25