

Interment Form

This notice should be received, together with the proper fee, to the Cemetery Office at the above address **at least four days** previous to any interment; or, if in a vault or brick grave, then **seven clear days**; exclusive of Saturday, Sunday, Christmas Day, Good Friday or other Public Holiday.

Notice of interment in _____ cemetery Plot _____ Grave _____

Date and time at cemetery – burial details

Day _____ Date _____ Time _____

Full burial: New for one New for two Re-open **Cremated remains:** new Re-open

Exact outside dimensions of coffin / casket _____

Exact outside dimensions of ashes casket or urn _____

Use of cemetery chapel Yes / no **(Addlestone cemetery only)** Brick vault Yes / no

Details of person to be interred

Full names of deceased (**block capitals**)

Mr Ms Miss Mrs

Permanent address of deceased

Please note, treble fees may apply for non-residents

Address where death occurred

Date of death

Age

If minor, give details of parent or guardian

Denomination of grave site

Church of England consecrated Un-consecrated (**please tick**)

Plot and grave details

If a re-open please state

Full names of owner _____

Full names of person last interred _____

Date of last interment _____

Funeral Director details

Name and address of Funeral Director _____

Telephone number _____

NB: One of the declarations on the reverse of this form must be completed

New purchased grave

I wish to purchase the Exclusive Right of Burial in a grave space, of which details appear in Part 1 of this form and request that the Deeds of Grant be made to: _____

State Title, full Christian Name(s) and Surname (**block capitals**)

of _____

Full postal address

I acknowledge I am aware that no form of memorial, other than that prescribed under the Council's Regulations will be allowed to be placed on the purchased grave.

Re-opening of purchased grave

I, the undersigned being the _____ (state if Owner, Executor of Owner or relationship to Owner) exercising the Exclusive Rights of Burial in Grave No _____ hereby authorise its opening for the purpose of the interment of the deceased (or the cremated remains of the deceased) named in Part 1 hereof.

I hereby undertake to hold the **Runnymede Borough Council** their servants and agents harmless and indemnified against all actions proceeding claims and demands, costs, damages and expenses, which may be brought against them or which they may pay sustain or incur by reason of the said grave having been re-opened under this Authority.

Signed _____

Full name (**block capitals**) _____

Address _____

Witness to the signature of the above named _____

Note: Where the person to be buried is the deceased Owner, no further interment in the work on the grave will be allowed until the necessary steps have been taken to register a new owner.

The grant of exclusive right of burial must be submitted with this authorisation

Un-purchased public grave

I hereby give instructions for the interment of the deceased (or the cremated remains of the deceased) named in Part 1 hereof in an unpurchased, public or common grave, in which bodies of other (unrelated) persons are, may, or will be interred.

I clearly understand that I hereby acquire no private burial rights relating to this type of grave and that **no form of memorial monument or inscribed vase will be permitted to be placed upon the grave.**

Signature of relative or other person requesting burial _____

Full name (**block capitals**) _____

Address _____

Date _____

If you need help reading this document please contact Denise Morley on 01932 425610 who will try to provide a reading service, a large print version or another format.