

Notice of Interment - Cremated Remains

This notice must be completed and received by the Cemetery Office by **12 noon on the day preceding at least five clear working days** before the agreed interment date (or seven working days for a bricked grave) along with the certificate for burial.

Please also, if possible, email this form to the Cemetery Office as soon as the initial booking has been made.



Details of the Deceased

Full name (Mr/Mrs/Miss/Ms)

Address of the deceased

Postcode

Place of death

Date of death

Age

If a minor, details of Parents or Guardians

☐ Resident

☐ Non-resident

Grave owner:

☐ Yes

☐ No

Details of Interment

Cemetery

☐ Ashford

☐ Stanwell

☐ Staines

☐ Sunbury

Day and date of burial

Time

Use of Chapel

☐ Yes

☐ No (Chapels at Ashford and Staines Cemeteries Only)

Special Requirements

☐ Family to back fill grave

☐ Large attendance expected

☐ Other

If other, please describe

Details of plot

☐ New plot

☐ GOR

☐ Earthen Plot

Proposed number of interment:

☐ 1

☐ 2

Plot details if known:

☐ Re-open

☐ GOR

☐ Earthen Plot*

Row/
Section

No.

* Burial of cremated remains in an existing Earthen Plot are at the discretion of the Cemetery Office and bookings will not be agreed until a site inspection has been undertaken by Council Officers.

Container type

☐ Crematorium container

☐ Casket

☐ Urn

☐ Scatter tube

☐ Other

Actual size in inches:

Length

Width

Height

Funeral Director or Arranger's details

Name

Address

Phone

Date

Grave Ownership

Name of Deceased

Please tick statement that apply to your circumstances.

☐ **1. Authorisation to re-open and inter a grave***

The owner must sign below to authorise the opening and interment in this grave.

Name of the last
person interred:

☐ **2. Application for burial***

Where the deceased is the grave owner, only a signature of the applicant for the burial is required. The ownership of the Exclusive Right of Burial must be transferred to erect a memorial or arrange further burials.

State relationship to the grave
owner

☐ **3. Application for ownership of the grave.**

For new graves, one person may be registered as the owner. The deed to the grave will be issued to the person listed on the application.

Resident of Spelthorne Borough Council: ☐ Yes ☐ No

☐ **4. Application for burial in a public/unpurchased grave****

The next of kin or person arranging the burial must sign the declaration below.

*I authorise the opening of grave/plot no _____ and I hereby undertake to indemnify Spelthorne Borough Council, their Employees and Agents against any claim or costs they may sustain as a result of the opening of this Grave.

** I clearly understand that the interment is to take place in a public or unpurchased grave, in which other people are, or will be, buried and it is not desired to purchase a private grave for this interment. I also confirm and accept that I will not acquire any burial right to this grave and that I will not be entitled to erect a memorial on this grave.

Owner/Applicant

Full name (Mr/Mrs/Miss/Ms)

Home Address _____

_____ Postcode _____

Telephone _____

Email _____

Signature
(Registered Owner)

Date

Witness

Witness (Print Full Name)

Witness Full Address _____

_____ Postcode _____

Witness Signature

Date

Excl. Right Fee		Inter. Fee		Chapel Fee		Assign Fee	
Burial No.		Purchase No.		Grant No.		TOTAL	