

MEDWAY BEREAVEMENT SERVICES - APPLICATION FOR INTERMENT

FOR OFFICE USE ONLY

FEES				ADMINISTRATION			
EROB	£			BURIAL No			
SELECTION FEE	£			DATABASE			
INTERMENT FEE [Coffin/Casket/body]	£			BURIAL REGISTER			
CHAPEL / OTHER	£			DEED			
TOTAL	£			GRAVE REFERENCE			
MEDWAY RESIDENT	YES	NO		MAP MARKED			
ACCOUNT	YES	NO		BURIAL CARD MK'D			
DATE PAID				ST. DEC, DEEDS RT'D			
RECEIPT NUMBER:				RTE			
COMMENTS				Burial Diary	Alphabetical		
				White Board	Grave Reg		
				Deed Reg	Cem Plan		
				Historical Forms			

APPLICATION FOR INTERMENT

To provide the best possible service we do ask for all application forms to be received no later than 9:00 am THREE working days before the funeral is due to take place. By agreement we may accept application forms later, provided that we have accepted the booking and that the application is received completed in FULL, which MUST also include the Certificate of Disposal or Coroners Certificate. Further charges may be applied for late notice. To avoid confusion and duplication we will only take instruction from the funeral director through their office. The Council shall not be responsible for any error or fault arising from inaccurate or incomplete information and ALL alterations MUST be received in writing (fax or e-mail included).

Medway Bereavement Services will endeavour to provide a date and time that meets the requirements of the funeral applicant; however this may not always be possible due to other commitments. Please respect the Council's commitment to providing a prompt and respectful funeral service to the whole community.

Parts A, D and E must be completed, and, either Part B or Part C must be completed dependant upon whether the grave is being re-opened / pre-purchased or is newly purchased. Please print clearly unless stated otherwise.

Part A: Interment Details										
Day and Date of interment							Time			
Full name and last address of deceased (Double fees apply to non-Medway residents – details are overleaf)	Post code:						Age			
							Sex	M	F	
Place of death					Date of death					
Religious denomination					Minister					
Marital Status			Occupation							
Service	Straight to Grave (service elsewhere)				Cemetery Chapel		Grave side service			
Cemetery	Chatham		Gillingham		Rochester		Strood			
Title, Full Name, and address of Applicant	Post code:						Tel:		Relationship to deceased:	
Coffin		Casket		Cremated remains		Special instructions:				
Exact coffin or casket size	Width at head end									
	Width at shoulder									
	Width at foot end									
	Length									
Is a child's grave required				YES	NO					
If Cremated Remains, is the grave to be re-used at a later date for a FULL BURIAL				YES	NO	Bar handles	YES	NO		
Unless informed otherwise existing graves are dug to the next available depth and new graves are dug to 6' (1800mm). Where there is a preference please indicate.							8'	6'	4'6"	

If the grave has been already purchased and is either being used for the first time or is being re-opened for a further interment – go to Part B, **OR**, if this is a request to purchase a new grave – go to Part C, **OR** if the interment is in an un-purchased grave – go to Part D (where Parts B and C are left blank it will be assumed that an un-purchased grave is required).

Part B: REQUEST TO (RE) OPEN PURCHASED GRAVE (all graves will be dug to the next available depth)

Grave location: Section and reference			Deed Ref:	
Grave Deed attached	YES	NO	Name of last Person interred	

Declaration of Registered Owner (Unless the person being interred is the owner of the grave, this MUST be the person named on the Grave Deed. If this person cannot be found, the grave MUST be transferred to a person demonstrating legal entitlement. Persons in possession of the deeds, but not named on the deeds, may not necessarily be the Registered Owner. Where the Registered Owner cannot be found, an application will have to be made to the council for the Grave Deed to be re-registered before proceeding with any funeral. Contact Medway Bereavement Services if there is any doubt).

I [Print Name] _____, am the registered owner, **or**, (if this is an owners burial), I am the registered owners representative, and I consent to this grave being opened for the purpose of interring the above named person, **and**, arrangements are in place for the prompt removal of any memorialisation that may be on the grave.

ADDRESS:

SIGNED:

DATE:

NOW GO TO PART D

Part C: NEW GRAVE – Application to purchase Exclusive Rights Of Burial

All New Graves will be dug to a depth of 6' (allowing for two interments) unless instructed otherwise. Information about grave ownership and cemetery regulations is available upon request.

Titles and full names(s), and address of purchaser(s) if different to Applicant for the Funeral	Post Code:	Telephone:
---	------------	------------

Declaration of purchaser(s)

I understand that the Grave for which I am purchasing the Exclusive Right of Burial is subject to certain conditions and that I do not have any other rights over the grave save for the specific rights of burial and that no memorial shall be fixed without written permission from the Medway Council.

I require burial rights for a period of	30 Years	50 Years	99 Years	Type	Adult	Child
And either (A) please select the grave for me, or						
(B) I will wish to select a grave location (subject to availability and an additional charge)						

Signed _____

Date: _____

NOW GO TO PART D

Part D: Declaration

Medway Council have produced information leaflets giving advice on the cemetery regulations, grave purchase and burial, and copies of these and of our Cemetery Regulations are available upon request from Medway Bereavement Services. It is recommended that you fully understand the implications of our rules and regulations before completing these forms. In signing this application you are also agreeing to comply with the Cemetery Regulations at all times.

Double fees are applied where the person being buried is not a 'resident' of Medway. A 'resident' must have lived or have paid Council Tax in Medway at the time of their death; or paid Council Tax in Medway within 5 years of the date of death: or had paid Council Tax in Medway but had been moved to a care home outside of Medway by the Council; or the deceased had purchased the Exclusive Rights to the grave as a qualifying resident, or the deceased is the spouse of the person who purchased the Exclusive Rights as a qualifying resident. Please note that there are some addresses in Medway that may suggest that the property is in Medway but the council tax is paid to another local authority: this can cause confusion. The responsibility for proving residency is with the applicant and should be established prior to the funeral.

I have read and agree with the contents of this application form and agree to abide with the cemetery regulations:

Signed _____

Date: _____

Part E: Name and contact details of Funeral Director or Family arranger

Changes to our privacy policy

The new GDPR law is designed to ensure you have a better understanding of what data we process, how we got it, what we do with it and who we share it with as well as your right regarding your data. We have therefore amended our Privacy Notice, which can be found at the following link:
http://www.medway.gov.uk/info/200146/about_the_website/467/how_we_use_your_data/1