

PADSTOW TOWN COUNCIL



PADSTOW CEMETERY Notice of Interment

This notice (along with the relevant certificate or order for burial) must be **received** by Padstow Town Council no less than **two clear working days before the pre-arranged day of interment**. Paperwork is acceptable in the first instance by email to: enquiries@padstow-tc.gov.uk. Original paperwork to be delivered prior to the funeral taking place.

Please ensure all pages are completed in full. **Unanswered fields** may result in the form being returned and the **delay of an interment**. Sections highlighted **yellow** are to be completed by the grave owner or applicant for the burial.

Section 1: Person to be buried

Name In Full (Mr/Mrs/Miss/Ms) _____

Home address at time of death _____

_____ Postcode _____

Date of death _____ Age _____

Resident **Non-resident** [see Cemetery Fees for definition]

Grave Owner Yes No

Section 2: Details of interment

Type of interment Interment of a body Interment of cremated remains

Day and date of interment _____

Type of service Graveside Church

Time of service _____ If different, time of arrival to cemetery _____

Officiant Minister attending grave Family only

Name of Minister if applicable _____

Funeral Director _____

Address _____

Telephone _____

Name of deceased: _____ Grave No: _____

Section 3: Details of Grave

Type of grave

a. New full size grave b. New cremation plot

c. Purchased grave Date of purchase _____
Grave Number of purchased grave _____
Is purchased grave full size or cremation plot _____

d. Reopen Date of last interment _____
Name of last person interred _____
Grave number _____ Date of purchase _____

Depth of grave Double depth Single depth
[NB: All cremation plots will be dug double depth, no single option]

Details of coffin or casket Length _____ Width _____ Height _____

Section 4: Grave ownership (tick one)

<input type="checkbox"/>	a. Authorisation to open and inter a grave Where there is more than one owner, all owners must enter their details and sign to authorise the opening of and interment in the said grave.
<input type="checkbox"/>	b. Application for owner's interment Where the deceased is the/a grave owner, only the applicant for the burial is required to enter their details and sign.
<input type="checkbox"/>	c. Application for ownership of the grave For new graves, more than one owner may be registered as the owner(s). The original deed to the grave will be sent to the person listed as owner 1.

Owner/applicant 1 (please use BLOCK CAPITALS) Owners must include full name including any middle names.

Name (Mr/Mrs/Miss/Ms) _____

Address _____

_____ Postcode _____

Telephone _____

Email _____

Signed _____ Date _____

I confirm that I have read part 1 of the appended Interment Information Sheet

Name of deceased: _____

Grave No: _____

Section 4: Grave ownership continued [if applicable]**Owner/applicant 2 (please use BLOCK CAPITALS) Owners must include full name including any middle names.**

Name (Mr/Mrs/Miss/Ms) _____

Address _____

_____ Postcode _____

Telephone _____

Email _____

Signed _____ Date _____

 I confirm that I have read part 1 of the appended Interment Information Sheet**[Office use only]**

Checklist	Fees [<input type="checkbox"/> Res <input type="checkbox"/> Non Res]
Sexton / MT instructed _____	Purchase of EROB £
Relevant certificate or order for burial received _____	Interment £
EROB issued / transferred / confirmed _____	Excavation £
EROB deed number _____	Saturday Surcharge £
RoB / RoG / RoPG and Index books updated _____	Sun/BH Surcharge £
Computer records and maps updated _____	TOTAL £
If interment of owner, transfer log updated _____	Receipt No or Date of BACS

Privacy Statement: Personal data will only be used for the purpose of complying with the Council's legal obligations in respect of burials and memorials. To view Padstow Town Council's General Privacy Notice please visit www.padstow-tc.gov.uk or contact the Padstow Town Council Offices for a copy.

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PADSTOW CEMETERY Interment Information Sheet

Part 1: Information for Grave Owners and Burial Applicants

Exclusive Right of Burial (EROB)

For new graves/plots the applicant(s) applying for the interment will become the owner of the EROB and the deed will be registered in their name(s). Where there is more than one applicant the deed will be issued by post to the person listed on the notice as owner 1. The EROB is granted for a period of 99 years. For reopen graves, if the registered owner of the grave has passed away, a letter will be forwarded after the funeral to the applicant with instructions on how to transfer the deed of ownership.

Cremated remains

Cremated remains can be interred in either a cremation plot or full size plot for burial subject to the relevant fees. There is no facility to "scatter" cremated remains in Padstow Cemetery.

Floral tributes for a grave

On the day of the funeral immediately after the mourners have left the graveside the grave is backfilled and made tidy. Flowers, floral tributes and wreaths may then be placed on the grave. Please note that Padstow Town Council cannot accept responsibility for floral tributes left at the cemetery either before, during or after a funeral service. The Council reserves the right to remove any such flowers, floral tributes or wreaths which have deteriorated or become unsightly in accordance with cemetery regulation 53.

Monuments/Memorials on a grave/plot

You cannot place monuments or memorials such as headstones, cremation tablets, vases or crosses without the Exclusive Right of Burial owner's permission and the approval of Padstow Town Council. Additional items such as glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic or other material are **not** permitted and will be removed in accordance with cemetery regulation 51. For full size graves, a monument cannot be placed/replaced until 6 months after the burial to allow the ground to settle. Temporary wooden crosses are permitted during this time. For cremation plots, tablets can be placed immediately subject to approval. For all other conditions covering monuments and memorials including maximum sizes, permissible styles and materials, please refer to the full Padstow Town Council Cemetery Regulations.

After the funeral

On the day of the funeral, immediately after the mourners have left the graveside, the grave is backfilled leaving a mound of earth and made tidy. When the ground has settled the top of the grave will be levelled, soiled and seeded (please note that this will take up to 6 months and it is subject to weather conditions). Grass cutting in Padstow Cemetery is carried out by the Town Council, at a frequency determined by weather conditions and by the Council. It is the responsibility of the grave owner to keep the grave space in a tidy condition. Therefore, families are welcome to maintain their graves with the permission of the Exclusive Right of Burial owner and in accordance with the Cemetery Regulations. The Council will maintain the pathways and surrounding lawn areas.

Padstow Town Council Cemetery Regulations

To view a copy of the Padstow Town Council Cemetery Regulations please visit <https://padstow-tc.gov.uk/your-council/council-services/> or contact the Council offices using the contact details below.

Freedom of Information Act 2000

Please note that under the Freedom of Information Act 2000 information relating to funeral arrangements may be disclosed to third parties.

Privacy Notice

To view Padstow Town Council's General Privacy Notice please visit www.padstow-tc.gov.uk

Part 2: Information for Funeral Directors

Responsibility

The Funeral Director shall observe the Padstow Town Council Cemetery Regulations available to view on the Council's website at <https://padstow-tc.gov.uk/your-council/council-services/> or by requesting a copy from the Council offices. The Funeral Director is responsible for the provision of sufficient bearers to convey the coffin from the hearse to the graveside. When the coffin is in the grave the responsibility of the Funeral Director towards it ceases and that of Padstow Town Council begins.

Notice of interment

The Funeral Director must observe the Padstow Town Council Cemetery Regulations regarding the length of notice to be given for an interment and the times of the interment, as agreed, must be strictly adhered to. All statutory and non-statutory forms and certificates, as required by the Council must reach the Council offices by the specified time **before** the funeral can take place.

Exclusive Right of Burial (EROB) owner

The Council can only authorise the opening of a purchased grave with the permission of the owner or for the interment of the owner. In all cases ownership must be transferred to someone who can prove that they are entitled to receive the ownership rights. Whilst the Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral director to have clarified this matter before booking the interment.

Grave Excavation

Grave excavation and backfilling will be arranged by the Council. Before this can be arranged the office must be advised of the exact external size of the coffin or casket including handles (please do not add anything on) to ensure the grave is the correct size. The Council cannot be held responsible if this information is later found to be incorrect.

Fees and Payment

Fees are payable in advance to Padstow Town Council by BACS to sort code 30 98 98, account number 00620229, address: Lloyds Bank, Wadebridge. Alternatively, cheques made payable to Padstow Town Council can be sent to the Council offices at the address below. Fees for cemetery services are determined by the Council annually, taking effect from 1 April each year. A full list of fees and charges are available to view on the Council's website or by contacting the Council offices. For non-Residents of Padstow Parish some fees and charges are treble. A resident will be defined as i) any person who has resided in the Parish of Padstow for not less than one year immediately prior to death; ii) anyone who, at any time, has lived in the Parish of Padstow for at least five years; and iii) patients in hospitals or institutions normally resident in the Parish of Padstow. The Council reserves the right to request proof of residential status.

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PADSTOW TOWN COUNCIL

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Padstow
Cornwall, PL28 8DA
Tel: 01841 532296

Email: enquiries@padstow-tc.gov.uk

Website: www.padstow-tc.gov.uk