

Notice of Interment Oakham Cemetery

ALL BOXES TO BE COMPLETED IN BLOCK CAPITALS PART COMPLETED FORM WILL BE RETURNED

Name of deceased (in full)	
Permanent residence of deceased	
Profession	Age
Date of death	Place of death
If a stillborn or a minor state names and residence of parents	

Date of interment	Time of interment
Name of person officiating	
Interment to be in (tick appropriate section)	New Roman Catholic Section <input type="checkbox"/> Lawn Church of England Section <input type="checkbox"/> New Garden of Remembrance Section <input type="checkbox"/> Old Roman Catholic Section <input type="checkbox"/> Old Church of England Section <input type="checkbox"/> Old Garden of Remembrance <input type="checkbox"/>
Particulars of Grave/Plot	New <input type="checkbox"/> Re-open* <input type="checkbox"/> Purchased* <input type="checkbox"/> Reserved* <input type="checkbox"/> * Row No. Grave/Plot No. Date of last interment (if any) Name of last person interred Grave depth Single/Double* (*if previously purchased/reserved) N.B. All new graves are single depth
Memorial to be removed	Yes <input type="checkbox"/> Date to be removed No <input type="checkbox"/> Name of Stonemason
Actual coffin/casket size including handles. Outside lid cover. For coffin measurements go to page 5.	Actual length Actual width Actual depth (Measurements in inches) Under or over measurement is the responsibility of the Funeral Director or Family arranged Interments

Name of applicant for this interment (in full)	
Address	
Tel:	email:
Relationship to Deceased	
Signature of applicant	

This Form MUST be signed by ALL the Holders of the Right of Burial where previously granted.

A copy(s) for each Grant Holder of this Right of Burial **MUST** be attached to the application form (or if lost or mislaid a Statutory Declaration must be provided. Yes No Please tick

The Witness should be a neutral third party with no financial or other interest in the agreement. Witnesses cannot be family members.

I/We hereby consent to the above interment taking place in the grave space Row No. Grave No.

I/We have been advised by the Funeral Director of the Cemetery Regulations which I/We understand and agree to comply with.

Grantee/Successor in Title (block capitals full name)	
Relationship to deceased	email: Tel:
Address	
Signed <input type="checkbox"/> Tick box 18 years or over	Witness (print and sign) and date

Grantee/Successor in Title (block capitals full name)	
Relationship to deceased	email: Tel:
Address	
Signed <input type="checkbox"/> Tick box 18 years or over	Witness (print and sign) and date

Grantee/Successor in Title (block capitals full name)	
Relationship to deceased	email: Tel:
Address	
Signed <input type="checkbox"/> Tick box 18 years or over	Witness (print and sign) and date

Exclusive Right of Burial to be purchased If new grave is to be purchased, details of new owner to be completed below.	
Name of new holder (in full)	
Address	
email:	Tel:
Relationship to deceased	
Signature of new holder	

Exclusive Right of Burial/Reservation of adjacent Grave/ Plot to be purchased (delete as appropriate)	
Name of new holder (in full)	
Address	
email:	Tel:
Signature of new holder	

Guidance notes for Funeral Directors on charges for Residents and Non Residents
The information below MUST be given to the applicant BEFORE the interment is confirmed

To qualify for Resident Purchase of Exclusive Right of Burial

- (a) The Purchaser must be a resident of the County **or**;
- (b) The Purchaser must be the nearest surviving relative (next of kin) of the deceased and the deceased was a resident of Rutland.

To qualify for Resident Burial Fees

- (a) The deceased must be resident in Rutland at the date of death **or**
- (b) The deceased was the owner of the Exclusive Right of Burial and was resident in Rutland at the time of purchase

or

- (c) Where the deceased was previously a resident of Rutland and has been in residential care outside the County (whether in institutional care or to be cared for by relatives) for a period not exceeding 5 years.

The fees payable for the grant of exclusive burial rights and the interment fees shall be doubled where the deceased is not a resident in the County of Rutland as defined above.

Proof of residency such as a council tax or utility bill is required to support resident fees claims and needs to be submitted with all Application requests. In cases where proof of residency is unattainable, a Statutory Declaration for proof of residency must be completed; otherwise non-resident fees will be incurred.

A copy of the current fees and charges is available from the Cemeteries Service website www.rutland.gov.uk.

For ease of maintenance on lawned sections **no kerbsets, fences, grave surrounds will be permitted.**

I have been advised and understood the current Council's burial fees and grave guidance notes.

Signature of applicant

Funeral Director	
Name	
Address	
Tel: _____ email: _____	
Burial Certificate attached <input type="checkbox"/>	Cremated Remains Certificate attached <input type="checkbox"/>
Registrars Certificate (Green) <input type="checkbox"/>	Coroners Order (White) <input type="checkbox"/>
Absence Declaration (Form G) <input type="checkbox"/>	Stillborn Certificate (White) <input type="checkbox"/>

All paperwork must be received by the Cemetery Office **at least 5 clear working days** prior to the requested interment date.

All arrangements for interments are subject to the Cemetery Regulations and Burial Fees made by the Burial Authority, copies of which are available from the Cemetery Office or on the Council's website.

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR) we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to dataprotection@rutland.gov.uk or by writing to us at **Data Protection, Catmose House, Oakham, Rutland. LE156HP**

Your information will be used so that we can administer burials at Oakham Cemetery and maintain accurate records of the Grant of Exclusive Right of Burial or the Reservation of a plot in Oakham Cemetery.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

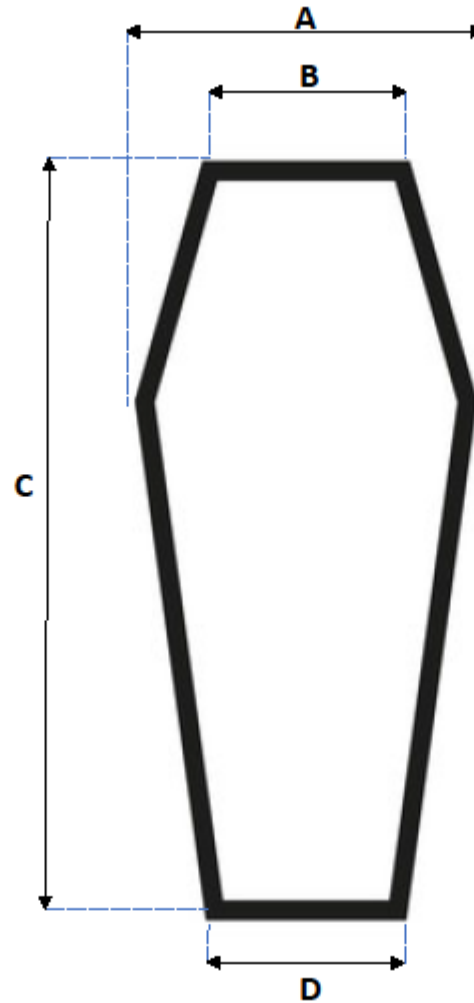
We will keep your data for 99 years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.



A	Width of coffin at widest pointinches
B	Width of coffin at the topinches
C	Length of coffininches
D	Width of coffin at the bottominches
E	Depth of coffininches

Important: include handles in measurements

