

## 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	
Type of interment	Burial <input type="checkbox"/> Cremated Remains <input type="checkbox"/> Child <input type="checkbox"/>
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
Special requirements (*Please state under any additional Information)	Any cultural requirements* <input type="checkbox"/> Family to backfill grave <input type="checkbox"/> Large attendance expected (over 50 attendees) <input type="checkbox"/> Other * <input type="checkbox"/>
Memorial to be removed	Yes <input type="checkbox"/> <b>Date to be removed</b> No <input type="checkbox"/>
<b>N.B. It is the grave owner(s) responsibility to remove any memorial before the burial, without doing so the burial will not be able to take place</b>	Name of Stonemason
Actual coffin/casket size <b>including handles</b> . Outside lid cover.	Actual length      Actual width      Actual depth (Measurements in inches) <b>Under or over measurement is the responsibility of the Funeral Director or Family arranged Interments</b>

Any additional information:
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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 <b>full name</b> )	
Relationship to deceased	email:                                      Tel:
Address	
Signed	Witness (print and sign) and date
<input type="checkbox"/> Tick box 18 years or over	

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

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

<b>Exclusive Right of Burial to be purchased*</b>	
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	

**\*For plots within the Garden of Remembrance the Exclusive Right of Burial will be issued in the name of the applicant or the second person who is to be interred in the plot, where the name and address is supplied above.**

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**

**Burial Fees**

Any person in permanent residence within Rutland at the time of death may be buried in Oakham cemetery at the basic rate determined in the Authority’s fees and charges applicable at the time.

Any person not in permanent residence within the County at the time of death may be buried in Oakham cemetery at the basic fees determined in the Authority’s fees and charges multiplied by 2, this is the Non-resident fee.

This non-resident fee will apply where a grave is being opened for the first time and the deceased was not resident in Rutland and did not meet any of the exemption requirements from that fee (Note: burial includes cremated remains).

Exemptions are:

- 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 deceased died whilst away from home serving with HM Armed Forces.

Note: “Existing Grave” means a grave currently containing a coffin or cremated remains. It does not refer to a reserved grave space.

**Exclusive Right of Burial**

To purchase the exclusive right of burial at the basic rate determined in the Authority’s fees and charges applicable at the time the purchaser must be in permanent residence within the County **or** the nearest surviving relative of the deceased and the deceased was in permanent residence within Rutland.

Any person not in permanent residence within the County may purchase an exclusive right of burial in Oakham Cemetery at the basic fees determined in the Authority’s fees and charges multiplied by 2, this is the Non-resident fee.

Note: Details of the person for whom an exclusive right of burial is being purchased in advance will be required and residency checks may be carried out.

A copy of the current fees and charges is available from the Cemeteries Service website [www.rutland.gov.uk](http://www.rutland.gov.uk).

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

**Signature of applicant**

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

Upon completion, please return to [Rutland County Council, Catmose, Oakham, Rutland, LE15 6HP](#)

Revised:2025

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](mailto: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.

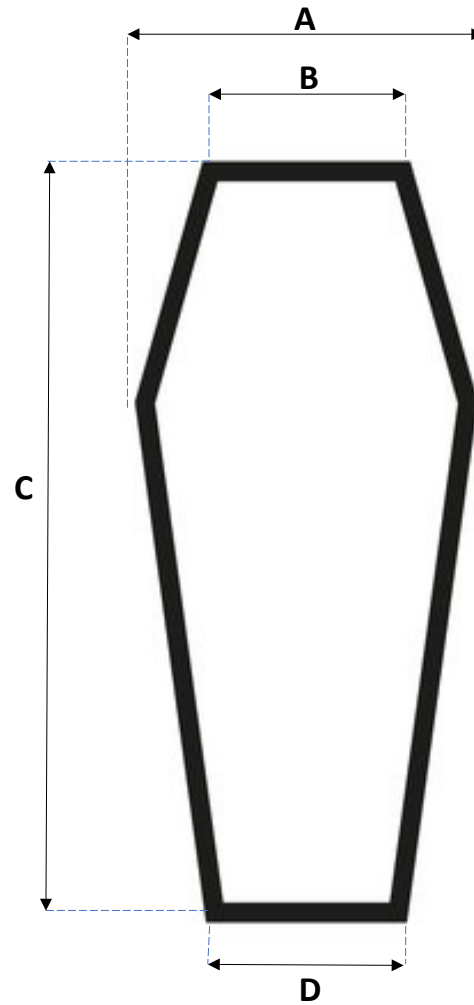
We will keep your data for 99 years. This is in accordance with current legislation.

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.



<b>A</b>	Width of coffin at widest point	.....inches
<b>B</b>	Width of coffin at the top	.....inches
<b>C</b>	Length of coffin	.....inches
<b>D</b>	Width of coffin at the bottom	.....inches
<b>E</b>	Depth of coffin	.....inches

**Important: include handles in measurements**

