

**Bereavement Service – Notice of Interment**

The cemetery staff must receive this Interment Form a minimum of 48 hours before (excluding weekends) the booked date and time of interment, to allow time to prepare accordingly and ensure an efficient process. Proof of ‘*Exclusive Right of Burial’* or a ‘*Statutory Declaration’* – where applicable – must be provided a minimum of 48 hours prior to the funeral service-taking place. Failure to produce this deed may result in delays or cancellation of the funeral service.

1. **Please tick the appropriate box and complete size required:**

[ ]  Cremated remains [ ]  full burial size:

**is this interment:**

[ ]  New grave [ ]  pre-purchased [ ]  re-open existing grave plot

This Plot is for:

* A Traditional Grave(Allowing a full 7ft Kerb Set, in older section of Cemetery)
* A Lawn Grave ( Allowing 2ft memorial in front of headstone, newer section of Cemetery)

|  |  |
| --- | --- |
| Cemetery location: |  |
| Day, date and time of booked interment: |  |

1. **Details of the deceased**

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forename (including middle names): |  |
| Last known residence: |  |
| Address where death occurred: |  |
| Date of birth and age at death: |  |
| Date of death: |  |

1. **Details of applicant (person applying for interment)**

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forename (including middle names): |  |
| Address: |  |
| Telephone number /email address: |  |
| Relationship to the deceased: |  |
| Signature: |  |

1. **Grave plot**

|  |  |  |
| --- | --- | --- |
| Section: | Number: | Block: |

|  |  |
| --- | --- |
| Religious denomination / faith group / cultural belief system / spiritual practice (if any): |  |

1. **Previous burial at same grave**

|  |  |  |
| --- | --- | --- |
| Full name of person previously interred: | Date of death: | Relationship: |
|  |  |  |
|  |  |  |

1. **1. Grave owner details** – an Exclusive Right of Burial deed / grant is **required to be produced alongside this document where applicable.**

|  |  |
| --- | --- |
| Full name of owner: |  |
| Date of Grant of Exclusive Right of Burial: |  |

1. **2. For a newly purchased grave**, please enter details below of the person who has made the purchase, or if this is the same as ‘applicant’ in **part c)** tick here: [ ]

|  |  |
| --- | --- |
| Title: |  |
| Surname: |  |
| Forename (including middle names): |  |
| Address: |  |
| Telephone number /email address: |  |

1. **Cremated remains**

|  |  |
| --- | --- |
| Details of casket (brief description and size): |  |

1. Grave plot will be constructed to a Single Depth unless stated here: …………….
2. External measurements / dimensions for burial of: coffin [ ]  casket [ ]

|  |
| --- |
|  |

**Applicant completing the Notice of Interment**

I am aware of and / I have advised my client(s) of [Newport City Council - Cemetery Management Guidance](http://www.newport.gov.uk/en/Care-Support/Cemeteries.aspx) and any relevant protocol, restrictions and regulations (including but not limited to any updated or temporary changes) at the cemetery site. I understand that any errors and / or failure to complete and return this form 48 hours prior to the date and time booked in **part a)** of this form, may result in a delay or cancellation of the interment or funeral service proceeding

Yes [ ]  No [ ]

**Individual / independent booking**

Full name and signature:

Date:

**Funeral Director booking**

Company organisation and address:

Full name and signature:

Date:

**Declaration where applicant is not the authorised owner of the grave**

I declare that I am entitled to sign for the burial of the deceased. I understand that I am not entitled to the Exclusive Right of Burial unless a Statutory Declaration is made (Statutory Declarations can be completed and returned to the cemeteries office). I understand that Newport City Council has indemnity following the interment, against any action, claims or demands of aforementioned interment

Full name and signature:

Date:

Information captured within this document is held in accordance to our GDPR statement. Further details can be found online [www.newport.gov.uk](http://www.newport.gov.uk) , by calling the cemeteries office on 01633 414915 or emailing cemeteries@newport.gov.uk . This form can be completed and returned digitally.