



Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP

Website: www.chard.gov.uk

To arrange an interment contact : 01460 239567 Email teresa.turnbull@chard.gov.uk

Interment and/or Burial rights purchase request form		Plot Number:
Important Notice: No interment can proceed until: <ol style="list-style-type: none">This form has been fully completed and signed by the applicant and burial rights owner where appropriateAuthority has been given in writing by the Cemetery Operative and Chard Town Council AdministratorThe signed form, including pages 1 to 3, has been returned to you.		
Section 1 : Advance purchase of a plot		
Please tick: <input type="checkbox"/> Advance Purchase of Grave plot <input type="checkbox"/> Advance Purchase of Ashes plot		
If you are requesting a purchase only and are not arranging an interment at this time, please move Straight to section 3 b)		
Section 2 : Interment Request		
Details of person to be interred		
Full Name :		
Age at time of death :	Date of Death :	
Resident Address :	Address at which death occurred :	
If the deceased resided outside of Chard for one year or less immediately before their death due to care requirements please provide details of their previous resident address :	If a Minor, Name & Address of parents/Guardian	
Details of the interment		
Please tick: <input type="checkbox"/> Grave <input type="checkbox"/> Ashes <input type="checkbox"/> Scattering of Ashes		
Requested Date of Interment:	Requested Time of Interment:	

Size 1 Size 2

It is essential that the correct measurements are provided prior to the commencement of the excavation of a grave as once the grave is dug to full depth the shoring cannot be taken out until after the funeral has taken place. This is to maintain compliance with the 1996 construction regulations (excavations).

If a request is made to alter the size after receipt of this application the date of interment will need to be rearranged and a charge will be made.

For **reopened** plots: Full name and date of death of the person already interred :

Is Hire of the Chapel required (please tick): Yes No

Details of Person requesting interment

Full Name:	Address
Relationship to the Deceased	
Email address:	
Telephone Number:	

Details of Funeral Directors	Details of Stone Mason (if appropriate)
	Note: This is only for authorisation to remove a memorial in order for an interment to take place.
Name	Name
Address	Address

Section 3: Authorisation and Signature(s)

By signing this form you have agreed that all the details provided are correct and you have read and accept all Notes conditioning that an interment can proceed. You have also been made aware of and accept to pay all charges that have been incurred as per this interment request.

Please tick a), b) or c) and sign in the adjacent box

a) I/We do **NOT** wish to purchase the Exclusive Right of Burial
(and there is no existing Exclusive Right of Burial in respect of this plot)

Full Name

Relationship to the Deceased

Address

Signature

Note : We require the signature of the person requesting the Interment

b) I/We **DO** wish to purchase the Exclusive Right of Burial

Full Name

Address & email address

Signature

Note : We require the signature of the person/persons Purchasing the Exclusive Right of Burial.

c) The plot has already been purchased
(please contact Chard Town Council for confirmation of the Burial Rights Number, date of purchase and ownership)

Burial Rights Number:

Date Burial Rights Purchased:

Name and address of Burial Rights Owner:

Signature

Signature

Note: We require the signature of the present rightful owner of the Right of Burial of the grave for which this application is Submitted or the person requesting the interment of the present rightful owner of the Right of Burial.

If the Exclusive Right of Burial is in joint ownership we will require the signature of ALL owners.

By signing you are giving permission for any memorial on the grave space to be removed from Chard Cemetery by the authorised stone mason, if it is necessary to do so, in order for the interment to proceed.

Section 4: For office use only : No interment can proceed until the Cemetery operative and Administrator have signed to give authorisation.

Cemetery operative

Date	Print Name	Signature

Administrator

Date	Print Name	Signature

Invoice number and account name:

Invoice number and account name for BR Transfer (If applicable):

Additional notes for interments:

Wherever possible, please provide a minimum of 3 working days' notice for any interment request. Any change notified or incomplete information may result in a delay and additional charges. It is the Council's usual practice for interments to take place no later than 2:00 pm Monday to Thursday or 10:00 pm on Fridays.

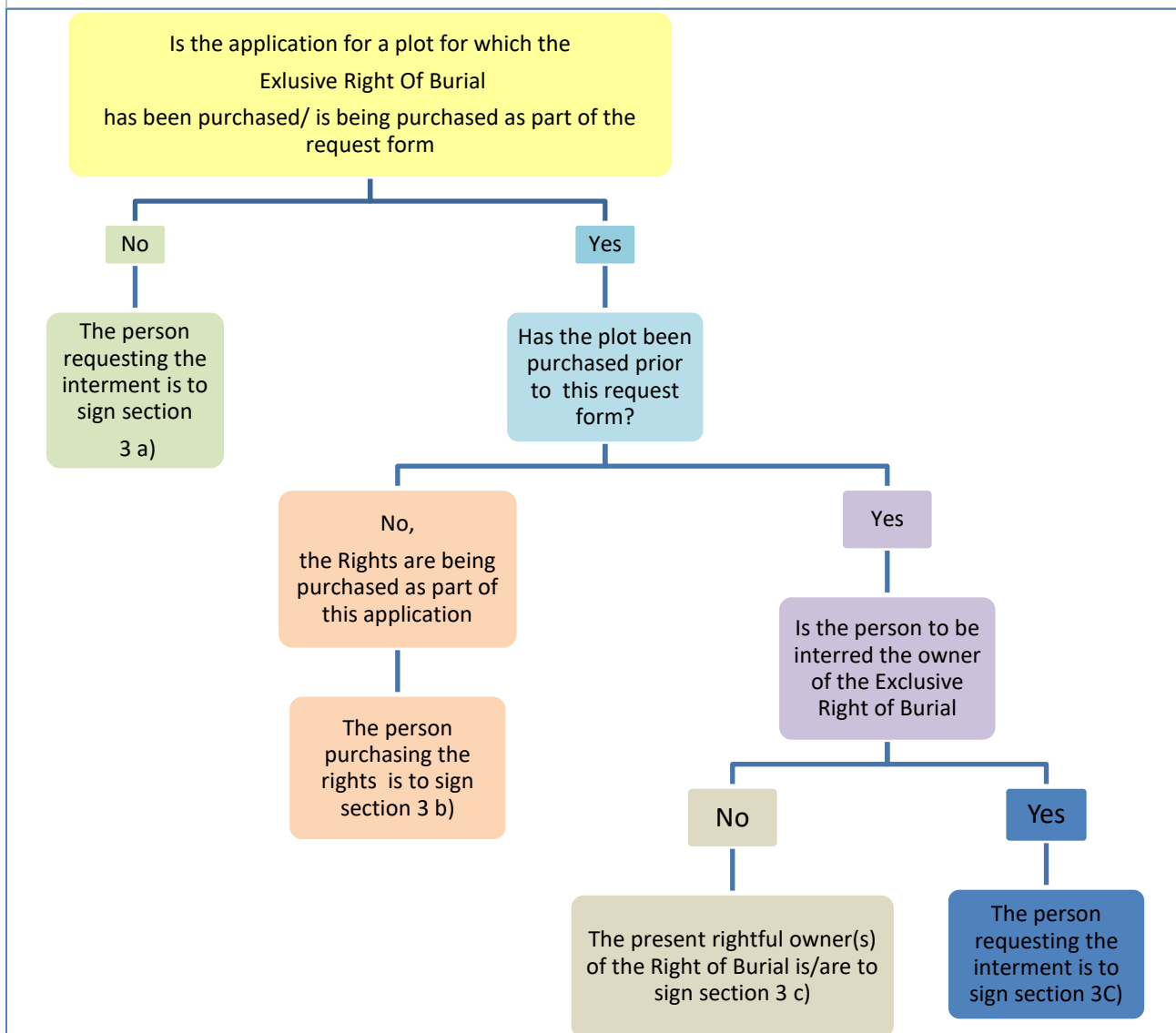
Where Exclusive Right of Burial is in place we must have the signature of the owner of the burial rights as per the Local Authorities Cemeteries Order 1977. It may be necessary to transfer the ownership of burial rights before an interment can be agreed.

It is possible that there may be previous or future interments of non-family members where Burial Rights are not in existence. Remains will not be disturbed when preparing for a new interment.

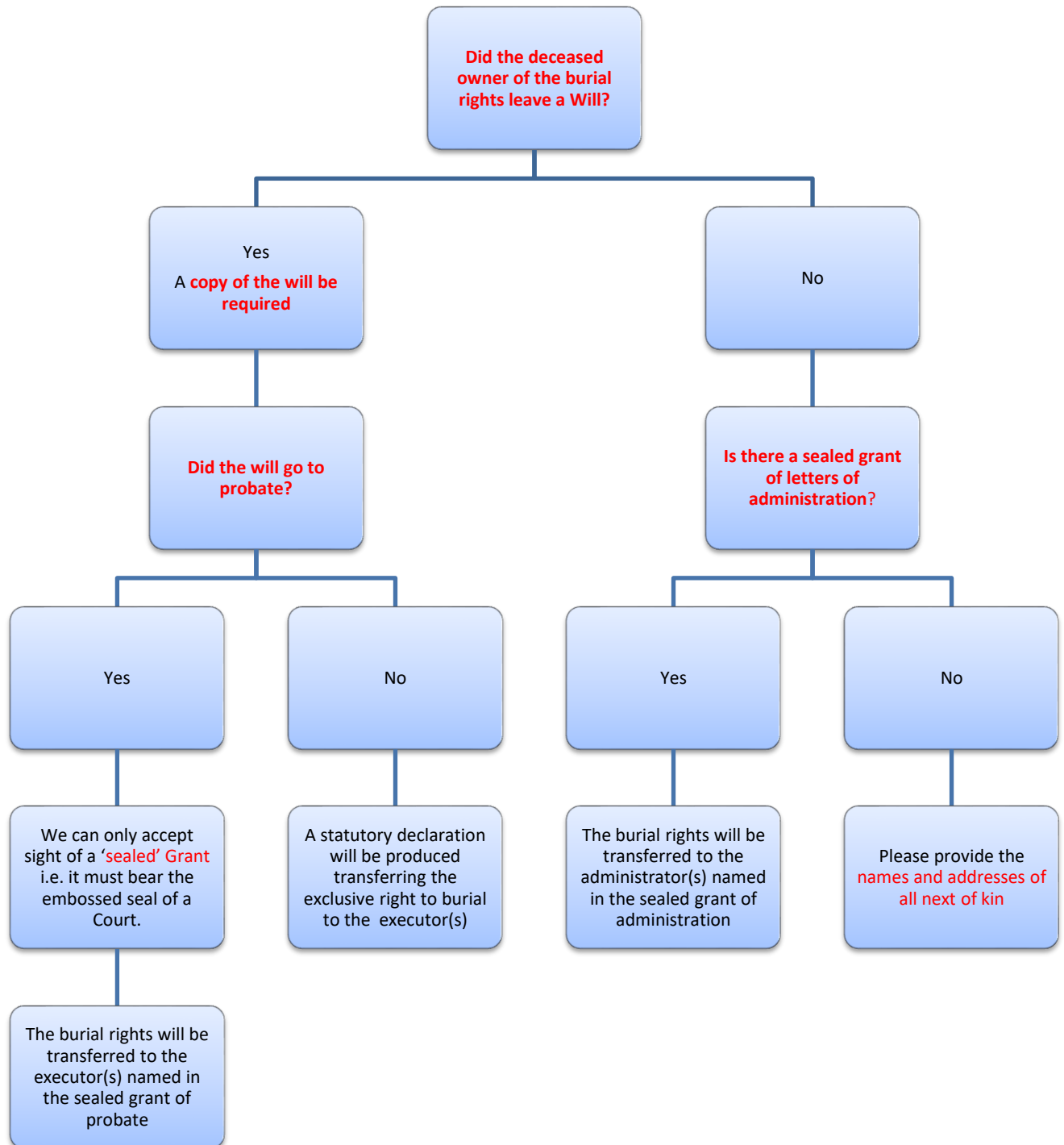
Please email the completed form to teresa.turnbull@chard.gov.uk or post to Chard Town Council, The Guildhall, Fore Street, Chard, TA20 1PP

Please do not send payment until you have received an invoice from us.

Permission must be given by Chard Town Council **BEFORE** any headstone is removed or installed.



If a transfer of burial rights is required a charge of £58.00 will be made, we will require details of the person to be invoiced. **Please telephone Chard Town Council on 01460 239567 to arrange an appointment, the following information/documents will be required before we can proceed.**



* Statutory declarations must be declared and signed before a Magistrate or Commissioner for Oaths and returned to Chard Town Council in order for us to complete the transfer.