



CLARE TOWN COUNCIL

Burial Authority for Clare Cemetery

The Old School
Callis Street
Clare
Suffolk
CO10 8PX

Tel: (01787) 277559

E-mail: clerk@clare-suffolk.co.uk

www.clare-suffolk.co.uk

NOTICE OF BOOKING

It is essential that Funeral Directors contact Clare Town Council as early as possible (at least 3 CLEAR WORKING DAYS before the pre-arranged time for the burial and BEFORE the grave is dug) to book an interment in Clare Cemetery so that :

- The Cemetery Management Officer can liaise with the Funeral Directors, grave diggers and stonemasons.
- Families can visit the cemetery if they wish and the Cemetery booklet can be sent out.
- Checks of previous documentation can be made if required.
- All statutory documents can be completed in a timely manner.

The form must be completed fully and accompanied by the certificate for disposal. If an Exclusive Right of Burial has been previously purchased, any relevant Grave Deed reference or Form of Indemnity must also be provided.

Section 1: Details of Deceased

Full name of deceased _____

Address _____

_____ Post Code _____

Age _____ (yrs) Date of death _____ Gender _____

Place of death _____

Occupation/Description _____

Permanent Resident of the Parish of Clare? Yes / No

Section 2: Details of Family

Details for correspondence with family:

Name _____

Address _____

Postcode _____ Telephone numbers _____

Section 3: Details of interment in Clare Cemetery			
Day	Date	Year	Time am/pm
Name of minister		Denomination	
Special religious or cultural requirements:		Number of persons grave intended for:	

Section 4: Type of Grave (please tick)		
New Grave <input type="checkbox"/>	Reopen <input type="checkbox"/>	Purchased Grave <input type="checkbox"/>

Section 5: New Grave			
Location:	lawned cemetery <input type="checkbox"/>	lawned cremation plot <input type="checkbox"/>	non-lawned cremation plot <input type="checkbox"/>
Grave Number	Double depth : 6 foot (minimum)	Triple depth : 8 foot	

If grave is to be purchased

Full Names(s) of Purchaser(s) _____

Address _____ Post Code _____

Note : The person(s) named above will be registered as the grave owner(s) with the deed being made in his/her/their name(s). No memorial may be arranged and no further interment may take place without the signed consent of the grave owners.

Purchased Graves: Conditions Covering Burial

1. The Exclusive Right of Burial (EROB) is granted for a period of 50 years dating from the first burial.
2. The owners will notify the Town Council of any change of address.
3. The whole of the grave space in a lawn section will be levelled, turfed and mown by Cemetery staff.
4. Headstones must not exceed a maximum of 900mm in height and 600mm wide.
5. Memorials commemorating a cremated person must not exceed 600mm high and 450mm wide.
6. All headstones must be made of natural stone and will normally be inscribed with the name of the deceased, age, date of birth/death and an epitaph.
7. All designs for memorials shall be submitted to Clare Town Clerk in advance for approval.
8. Additional commemorative items may be placed on memorial plinths only.

The person applying for the burial must agree to these conditions and sign and date below :

Signed _____ Date _____

Section 6: Previously Purchased Graves

Note: No further interment may take place in a previously purchased grave without the signed consent of the grave owners.

The Registered Owner of the Exclusive Right of Burial must give permission for the burial by signing below. If the owner is the person being buried, then the person arranging the funeral should complete this section.

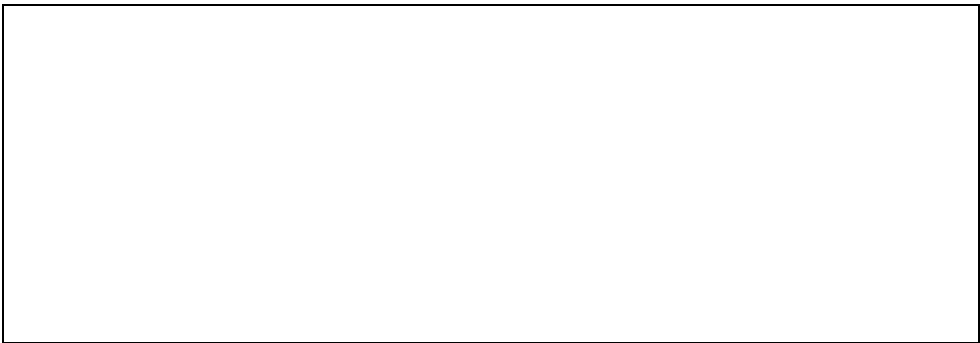
I consent to grave number _____ being opened for the burial of the late

Signed: _____ Date: _____

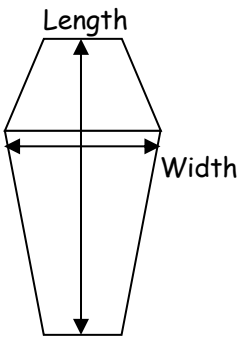
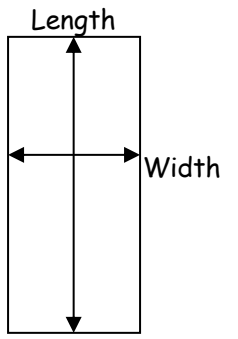
Currently, who else is known to be buried in this grave?

Have ashes been scattered within this grave?

**This declaration must be accompanied by a relevant Grave Deed or Form of Indemnity.
Clare Cemetery Officers must be informed without delay if there are doubts over the ownership of the
Exclusive Rights of Burial.**



Section 7: Coffin/Casket Details

<p>Coffin Dimensions:</p> <p>Length _____</p> <p>Width _____</p> <p>Height _____ (from base to lid)</p> <p>Locking Handles? <u>Yes/No</u> (delete which doesn't apply) Please provide actual maximum measurements</p>	 <p>A diagram of a coffin, which is a trapezoidal shape with a wider top and narrower bottom. A vertical double-headed arrow labeled 'Length' spans the top edge. A horizontal double-headed arrow labeled 'Width' spans the top edge.</p>	<p>Casket Dimensions:</p> <p>Length _____</p> <p>Width _____</p> <p>Height _____ (from base to lid)</p> <p>Locking Handles? <u>Yes/No</u> (delete which doesn't apply) Please provide actual maximum measurements</p>	 <p>A diagram of a casket, which is a simple rectangle. A vertical double-headed arrow labeled 'Length' spans the top edge. A horizontal double-headed arrow labeled 'Width' spans the right edge.</p>
--	--	--	--

Section 8: Funeral Director	Section 9: Grave Digger
------------------------------------	--------------------------------

<p>Funeral Director</p> <p>Name: _____</p> <p>Address: _____</p> <p>Post Code: _____ Tel No: _____</p> <p>Email: _____</p>	<p>Grave Digger</p> <p>Name: _____</p> <p>Address: _____</p> <p>Post Code: _____ Tel No: _____</p> <p>Email: _____</p> <p>Please note that the grave digger will be contacted by the Cemetery Management Officer to discuss arrangements for siting and digging the grave <u>prior</u> to the work being undertaken. No grave can be dug without permission.</p>
---	---

Section 10: Stonemason

<p>Stonemason</p> <p>Name: _____</p> <p>Address: _____</p> <p>Post Code: _____ Tel No: _____</p> <p>Email: _____</p> <p>Please note that the stonemason will be contacted by Cemetery Management Officer to discuss arrangements for siting and installing the memorial <u>prior</u> to the work being undertaken.</p>	<p>Is there a memorial or landing currently on the grave?</p> <p>Who will remove it?</p> <p>Where will it be stored?</p> <p>Does the stonemason have BRAHMM certificate?</p>
---	--

Please ensure that all of the above sections are completed. Thank You.

Section 11: Fees				Notes
Office Use Only				
	Fees	£	p	
Burial Register	Purchase			
Record Book	Interment			
Grave Register	Transfer			
Deed Prepared	Memorial			
Grant Register	Other			
A/c no				
		£		