



COGGESHALL PARISH COUNCIL

NOTICE OF INTERMENT – COGGESHALL CEMETERY

This Notice of Interment should be completed and sent, together with the fees and certificates, to the **Clerk of the Council, Council Offices, 25 Stoneham Street, Coggeshall, CO6 1UH, at least 3 working days** before interment is due to take place.

The certificate authorising the burial/disposal of ashes should accompany this Notice prior to the interment and should NOT be given to the gravedigger or minister.

UNDERTAKER		DATE	
ADDRESS			
TEL NO		EMAIL	

Deceased Full Name			
Deceased's address			
Date of death		Age	
Name and address of the person who will purchase the EROB /already owns the EROB			
Signature of EROB Owner			
	Burial / Cremation	New plot / Re-open	
Plot number and section in burial ground			
Coffin Lid size			
Interment date		Interment time	
Arrival Time at Cemetery			
Officiating Minister (note fee is to be paid direct)			

NB – Coggeshall Parish Council can only authorise the opening of a purchased grave with the permission of the owner or for the burial of the owner. In all other cases, ownership must be transferred to someone who can prove that they are entitled to receive the ownership rights. Whilst the Parish Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral arranger to have clarified this matter before booking.

By application for interment, the EROB owner also agrees to comply with the cemetery rules and regulations now or hereafter made by Coggeshall Parish Council.

How information will be used

Data held in regard to living EROB owners will be held in accordance with the Coggeshall Parish Council Data Policy which is available on the Parish Council website. Data held will only be used for cemetery administration purposes.

Fee enclosed		Entry Number (Parish Council use only)	
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Rules of Interment

1. Notice of Interment shall be given on the appropriate Council Forms available free of charge from Coggeshall Parish Council, The Council Office, 25 Stoneham Street, Coggeshall, Essex, CO6 1UH. Forms can also be downloaded from the Parish Council website
 2. Written notification must reach the Parish Council at least three working days before the Interment.
 3. The Notice of Interment shall be accompanied by:
 - All fees and charges due (Cheques should be made payable to "Coggeshall Parish Council". Please contact the office for bank details if a bank transfer is required.
 - The appropriate Certificate of Burial or Cremated Remains
 - The deed granting the Exclusive Right of Burial if reopening an existing grave.
- Please note that the Interment cannot be allowed to proceed until the appropriate documentation and payment is received by the office.**
4. Provisional arrangements for Interments may initially be made by telephone or email. Written confirmation must follow to reach the Parish Council as detailed above.
 5. The Parish Council will not accept any responsibility for any error or delay as a consequence to any notice being sent by post.
 6. The Parish Clerk will confirm the availability of any time or date proposed for burial. New grave spaces are allocated in order.
 7. The Council will facilitate the opening of the cemetery to accommodate the funeral director and the grave digger.
 8. Funeral directors must:
 - Ensure the deceased's representative is aware of current regulations before the Interment takes place. These are available from the Council's website.
 - Arrange the digging of graves in line with current health and safety guidelines and in accordance with Part 1, 2nd schedule to the 1977 Cemeteries Order and without the use of mechanical diggers, unless previously arranged with the Parish Clerk. The Parish Council will arrange for the digging of graves for the interment of cremated remains in the Garden of Remembrance.
 - Provide Parish Administrator with the measured depth of graves.
 - Arrange for memorials to be removed to allow graves to be reopened.
 - Provide sufficient bearers for carrying and lowering of coffins into graves.
 - Make all arrangements with the Officiating Ministers and provide the name and address of the person officiating to the Parish Administrator.
 - A temporary wooden cross can be installed after the interment but will be removed when a stone Tablet/headstone is installed. The wooden cross can then be collected from the Parish Council if required.

The Parish Council cannot accept any responsibility in connection with any of the above.

9. Only coffins made of wood or other perishable material are to be used.
10. A member of the Parish Council staff will be present at the interment to verify the identity of the deceased and the depth of the grave. Please advise the arrival time at the cemetery.