

Bereavement Services
Gilroes Crematorium
Groby Road
Leicester, LE3 9QG.
Tel: 0116 373 7327
Fax: 0116 373 7330
Email: cemeteries@leicester.gov.uk



FOR OFFICE USE ONLY

Please sign the form when completed

Interment No:
Purchase Fee:
Interment Fee:
Wesley Fee:
Chapel Fee:
Surcharge:
Purchase Grave Register:
Deed No:
Deed Posted:
Order No:
Completed by:

Notice of Burial

This form must be completed in a legible manner and delivered to
Bereavement Services no later than two working days prior to burial.
Please print and obtain signatures before returning.

Section 1. Details of Deceased

Full name of deceased (Mr/Mrs/Miss/Ms)

First Name(s)

Surname

Full address

Postcode

Place of Death

Date of Death

Age of deceased

Interment of: Body ☐ Cremated remains ☐

Section 2. Details of Applicant

Full name of applicant (Mr/Mrs/Miss/Ms)

First Name(s)

Surname

Full address

Postcode

Date of Birth

Telephone

Email

Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our Privacy Notice on our website: www.leicester.gov.uk.

I have read the guidance notes on graves and memorials and hereby agree to be bound by them.

I understand that payment of all fees and charges due for the provision of burial services is my responsibility as the applicant.

Signature

Section 3. Service Details

Cemetery

Day

Date

Time

Use of Chapel/Janazgah ☐ Music Required: NONE ☐ LCC SOURCE ☐ OWN SOURCE ☐ ORGAN ☐

Section 4. Details of grave

Please read the attached guidance notes on graves and memorials before completing.

Type of grave:

(Please tick all that apply)

Adult ☐

New Purchased ☐

See 4a below

Re-open/Reserved ☐

See 4b below

Unpurchased ☐

Child ☐

Lawn ☐

Traditional ☐

Cremation ☐

Section number

Grave number

Grave count

Grave depth

Coffin size

Type of memorial on grave

Memorial mason contacted

4a. New purchased grave

This information will be recorded in Statutory Registers and used to produce a legally binding Deed of Grant for Exclusive Rights of Burial.

Is the Deed to be issued in the name of the applicant: YES ☐ NO ☐

If no please complete the following details of who will be the registered owner.

Full name (Mr/Mrs/Miss/Ms)

First Name(s)

Surname

Full address

Postcode

4b. Re-opened or reserved grave

Except in the case where the owner is the deceased, the person(s) registered as the owner of the Deed of Grant **MUST SIGN** the following declaration before an interment can take place. The original Deed of Grant **MUST BE** provided with this form, or if this is not possible please contact Bereavement Services for further advice.

I, the undersigned, am the owner(s) of the Deed for the grave listed in section 4 of this application form and hereby agree to the burial of the above-mentioned deceased in this grave.

Name of Owner(s): Please print.

Signature of Owner(s):

Full address

Postcode

Section 5. Details of Funeral Director/Other Organisations

(Delete as appropriate)

Name

Address

Signature

Print name

Guidance notes on graves and memorials

These guidance notes will help you to understand the choices that are available to you when selecting a grave in one of our cemeteries. Graves are located in cemetery sections according to their type.

BUYING A GRAVE

When buying a grave it is important that you understand what it is that you are actually purchasing.

Purchased Grave

You are not purchasing any land and no ownership of land is transferred to you.

What you will be purchasing are the **Exclusive Rights of Burial** for a grave for an agreed period of time. These Rights will be assigned to you by a Deed of Grant which is a legal document.

The Deed grants you the right to:

- be buried in a designated grave if space is available (includes cremated remains);
- authorise further burials in the grave where space is available, or for the interment of cremated remains;
- apply for a permit to place an inscribed memorial on the grave or give permission for an additional inscription to be added.

By law, a purchased grave may only be opened for the burial of the Deed owner or for the burial of another person with the written permission of the Deed holder. The Deed must be transferred by legal process should somebody else wish to arrange a further burial in the grave. You should keep your Deed safe as it forms part of your estate.

Unpurchased Grave

Unpurchased graves do not have any additional Rights and therefore no memorial is permitted and additional and unrelated persons may be buried in grave.

TYPES OF GRAVE

Traditional Grave

A traditional grave means that you can apply for a permit (fee payable) to place a memorial headstone with kerbs, low fence or surrounds and/or plant flowers or small shrubs on the grave space. Trees and large shrubs are not permitted. Maintenance of the memorial and grave space is the responsibility of the grave owner.

Lawn Grave

A lawn grave means that you can apply for a permit (fee payable) to place a memorial headstone on a grave space. **NO** kerbs, fences or surrounds are permitted on the grave and will be removed without further notice. No trees or shrubs may be planted on the grave. The planting of memorial flowers is permitted in a border at the head of the grave but must not exceed 30cm in depth (adult) or 15cm in depth (child) from the memorial. Maintenance of the memorial and planting is the responsibility of the grave owner and cemetery staff will maintain the lawn area.

Cremation Grave

These plots are smaller than full size graves and are for the burial of cremated remains only.

Please note that all new graves are subject to soil consolidation where the grave appears to sink. This is a natural process and cemetery staff will maintain the grave levels by topping up soil levels.

MEMORIALS

Memorial permits

If you purchase a grave you will have the right to apply to erect a memorial on the grave. Memorials are not permitted on unpurchased graves and will be removed without further notice.

We only allow masons who work to industry standards and are registered with either the National Association of Memorial Masons (NAMM) or the British Register of Accredited Memorial Masons (BRAMM) to work in our cemeteries.

Please note that no work can be carried out on a memorial without:

- The authority of the person holding the Right of Burial to the grave
- Your memorial mason submitting an application form and fee to the Council
- The Council issuing a permit

The memorial mason's application form makes clear what is permitted with regards to size and fixing.

All memorials remain the responsibility of the grave owner and must be maintained in good order.

Memorial safety

Leicester City Council has a statutory duty under the Local Authorities Cemeteries Order 1977 and Health and Safety at Work Act 1974 to ensure that risks within our cemeteries are properly managed. In order to fulfil this requirement all memorials are subject to safety inspections.

Any memorial installed in our cemeteries will be inspected and tested every 5 years to ensure that it is safe. This will include a test to ensure the memorial can withstand a reasonable pressure without falling over.

Where an inspection reveals a memorial to be unsafe, we are legally required to make safe any hazard. Please note we will not carry out any repairs. This may involve laying flat the headstone.

Owners of unsafe memorials will be notified in writing at their last known address of the situation. Owners are then responsible for contacting a qualified memorial mason in order to carry out any necessary repairs.

Unauthorised memorials

In accordance with the Local Authorities Cemeteries Order 1977, the council reserve the right to remove from the cemetery any unauthorised memorial. The council may remove unauthorised items at any time without giving further notice.

FURTHER ADVICE

If you require any further advice or information please contact:

Bereavement Services

Gilroes Crematorium

Groby Road

Leicester

LE3 9QG

Telephone: 0116 373 7327

Email: cemeteries@leicester.gov.uk