

APPLICATION FOR INTERMENT IN OTTERY ST MARY CEMETERY

This application together with correct fees must be sent to Ottery St Mary Town Council, the Council Offices, 8 Broad Street, Ottery St Mary, Devon, EX11 1BZ or emailed to admin@otterystmary-tc.gov.uk . **PLEASE COMPLETE ALL THE INFORMATION**

To be completed by the applicant

Funeral Director:		
Name:		
Address:		
Phone Number:		
Email:		
Day, date & time of burial:		
Full name of deceased:		
Marital Status at time of death:		
Address of deceased:		
Postcode		
Date of birth:		
Place where death occurred:		
Date of death:	Age:	
Dimensions of coffin or casket (imperial measurements)		
Length	Width	Depth
Coffin type:		
Religious Denomination:		
Number of Grave:		
Was deceased a resident of Ottery St Mary Parish? Please note the fees apply where the person to be interred, or in respect of whom the right is granted, is, or immediately before their death was a resident of the Parish of Ottery St Mary for a period of at least one year or more within the 5 year period before to their death at the Councils' discretion Yes/No		
Ottery St Mary Town Council operates under the 'Local Authorities' Cemeteries Order 1977 and 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. The Town Council can assist in establishing the means of transfer but the responsibility remains solely with the applicant to have clarified ownership.		

PURCHASE OF A NEW GRAVE:

I/We would like the burial to take place in a new grave and would like to purchase the Exclusive Rights of Burial for 50 years.

PREVIOUSLY PURCHASED GRAVE TO BE REOPENED

I/We would like the burial to take place in **grave no**

I/We are the existing owner of the grave

I/We am the next of kin/executor of the owner

I/We hereby declare that as the registered owner, to be legally bound by the Cemetery Rules and Regulations issued by Ottery St Mary Town Council and any amendments thereto, which current version (together with `Grave Ownership and Deed Transferral` information) can be downloaded from www.otterystmary-tc.gov.uk

Full name (1) :	Title:
Full Address:	
Email:	Telephone no:
Relationship to deceased eg executor/brother/sister/wife /partner/other family member (please specify):	
Signed:	Date:
Full name (2) :	Title:
Full Address:	
Email:	Telephone no:
Relationship to deceased eg executor/brother/sister/wife /partner/other family member (please specify):	
Signed:	Date:

To be completed by the Funeral Director who will be carrying out the Interment

I confirm that (please tick all relevant boxes):

I have current Public Liability Insurance of a minimum insured sum of £5,000,000. My certificate of insurance is attached or has previously been provided. Please forward your renewal schedule each year.

I confirm that I have not been barred from working in any other cemetery in the previous two years and should this occur in the future that I will inform Ottery St Mary Town Council ('the Council') immediately.

I confirm that all work I carry out shall conform to statutory requirements and the Cemetery Rules and Regulations issued by the Council.

I shall ensure that all monuments are removed from a grave at least two working days before an interment and that I shall liaise with the monumental mason to ensure removal of the same is effected within the aforementioned time period.

I shall ensure that all requests to book an interment will be submitted to the Council at least three working days before the planned interment, together with the completed application form, a certificate for burial or cremation and the correct fee (The Current Council contact details are located on the Council's website: www.otterystmary-tc.gov.uk).

I shall ensure that there is someone who can legally give permission to open a grave and that no booking will be accepted by me until such a person is identified and has given permission or the ownership has been legally transferred or a statutory declaration has been sworn to prove ownership rights. I also confirm that the Council in reliance of the information provided by me shall not be held liable for any claims demands costs proceedings etc which may result if such permission granted by the Council is found to be defective.

I have explained to the owner(s) of the Exclusive Rights of Burial that they are responsible for the grave and for any memorial stone erected thereon and that they must comply with the Council's Cemetery Rules and Regulations relating thereto. I have also explained to the owner(s)/next of kin/executors that the Council may from time to time amend its rules and regulations that may affect the grave or memorial stone and that it is their responsibility to ensure that they obtain a copy of any subsequent revised rule and regulations which can be downloaded from the Council's website: www.otterystmary-tc.gov.uk or on request made to the Town Council (01404 812252)

In confirmation of my acceptance of the aforementioned terms I have signed the form below.

Signed by funeral director	
Full Name of funeral director	
Date	

FEES PAID	
Purchase	£
Interment	£
Other costs (provide details)	£
TOTAL	£
Method of payment and date	Bacs/Cheque