

RINGWOOD TOWN COUNCIL
(THE BURIAL AUTHORITY FOR THE CIVIL PARISH OF RINGWOOD)

Notice of Interment in Ringwood Cemetery

This Notice must be delivered between the hours of 9 am and 4.45pm (Mondays to Fridays), at the office of the above-named Council, Ringwood Gateway, The Furlong, Ringwood, BH24 1AT **AT LEAST** two working days prior to any intended Interment. No applications can be received on Saturdays, Sundays or Public Holidays nor can interments be arranged for weekends or Public Holidays.

Please complete this form fully and carefully (as mistakes or missing details may cause delay.).

Details of the person whose remains are to be interred

1.	Title (Mr/Mrs/Miss/etc): Forenames: Surname: Maiden Name or aliases (optional):
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2.	Last home address:
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3.	Date of birth:
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4.	Date of death:
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5.	Age at date of death:
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6.	Place where death occurred: (if different from 2.)
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7.	Occupation (optional):
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8.	Religious faith or denomination (if any):
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Details of the proposed funeral arrangements

9.	Day and date on which the interment is to take place.
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10.	Time at which funeral will arrive at the Cemetery:
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11. Name of Minister to officiate (if any):

12. Type of interment (tick one):	Coffin burial	Interment of Ashes Casket
(see Note 1)	Pouring of Ashes	Scattering of Ashes

13. Type of ceremony (tick one):	Grave-side service	Committal only
	Unattended	

14. Number of grave space to be used (if known):

15. (If grave rights already bought) SIGNATURE and ADDRESS of the present owner/s
(Note ALL existing rights owners MUST sign here unless the deceased owned the rights or a share of them)

16. (If grave rights not already bought) Is a completed Application to Purchase Exclusive Right of Burial attached to this Interment Form?	Yes / No	(delete one)
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Note: If not, the Council will nominate a public grave for the interment. Memorials may only be placed on purchased graves not public graves.

Coffin burials only

17. Size of casket – Specify:
Length Depth Width

18. Proposed depth of grave (see note 2 below):

19. Name and address of Gravedigger
(See Note 3 below):

Details of the notice

20. Name, Address and Signature of applicant - person(s) organising funeral:

21. Date of Notice:

22. Total fees payable (see Note 4 below): £

Confirmation by funeral director

I confirm that the particulars shown above are correct and that my company and all contractors working for the company have full public liability policies in place for work undertaken.

Signature: Name:

Address:
.....

Telephone: Email:

Note 1 'Coffin burial' includes burial of a body in a coffin of any type (including wicker or card) or a shroud only, 'Interment of Ashes Casket' includes a burial of cremated remains in a container of any kind, 'Pouring of Ashes' means deposition of cremated remains loose in a small hole (because the remains may form an identifiable mass, no subsequent disturbance of the ground is permissible). 'Scattering of Ashes' is where the turf or memorial only is lifted and the cremated remains spread over a large enough area that no identifiable mass results. There is no limit to the number of such 'scatterings' that may be allowed on a grave. Details of all interments (regardless of type) are recorded by the Council.

Note 2 A vertical separation of at least six inches of soil must be maintained between this and any previous interment. In addition, the minimum depth of cover above the uppermost coffin burial is three feet of soil. (If these requirements cannot be met, shallow grave requirements must be discussed with the Council before any arrangements are made.)

Note 3: Only gravediggers who work in accordance with the current Code of Practice issued by The Association of Burial Authorities and have full public liability insurance in place are permitted to work in the Council's Cemetery. Documentary proof of cover will be required along with a suitable risk assessment and method statement for the grave-digging.

Note 4: The current table of cemetery fees is published on the Council's website www.ringwood.gov.uk/cemetery If the deceased, or one or more applicant lives in the civil parish of Ringwood, the fee will be calculated at the "parishioner" rate. Contact the Council Office for confirmation of the precise fee payable. Once the application is submitted the council will issue an invoice. This can be paid by cheque payable to Ringwood Town Council, by BACS to sort code 30 97 08 account number 00215966 or in person at Ringwood Gateway Office.

Data Protection

The personal information provided on this form will be held in accordance with Data Protection legislation and will not be used for any purpose that is not compatible with the purpose for which it was collected nor will it be shared with third parties other than funeral directors, grave-diggers or memorial masons concerned in applications affecting the grave space or, in the case of consecrated ground, the Diocese of Winchester.