

**Chesterfield Borough Council
Bereavement Services**



Chesterfield and District Crematorium
Chesterfield Road
Brimington
Chesterfield
Derbyshire
S43 1AU

Telephone: 01246 345888
Email: bereavement.services@chesterfield.gov.uk

Notice of Interment

This form must be carefully and accurately completed and delivered to the Bereavement Services office **NO LATER THAN 3 WORKING DAYS** before the interment is due to take place (excluding Saturdays, Sundays and public holidays).

Chesterfield Borough Council will not be responsible for any misunderstanding with regard to orders or instructions given by telephone unless immediately confirmed in writing.

A table of fees and charges is available from the Bereavement Services office.

Interment request for Cemetery

Name of Funeral Director:

Signature of Funeral Director or person responsible for completing this form:

Please read the form carefully and ensure all information is correct before signing.

For office use only		
	Date	Initials
Grave grant sent to family (new grave)		
Grave grant returned to family (re-open grave)		
Letter to applicant to transfer ERB		
Nothing to send to family		

Payment Details	Fee payable	
ERB		
Interment fee		
Other		
Total	£	
Paid/Invoiced	Date	Receipt No.

Details of Deceased

Name in full: Mr/Mrs/Miss/Ms	
Address in full	
Occupation	
Age	
Sex	
Marital status	
Date of death	
Date of birth (under 18's only)	
Place of death	

Details of Interment

Date of interment		Time of interment	
Type of interment	Full Burial / Burial of cremated remains / Scattering of cremated remains		
Will FD be present?	Yes / No		
Who is taking the cremated remains to the burial?	FD / Family / Minister / Cemetery staff		

Details of Service

Name of minister	
Denomination	
Type of service	Church / Crematorium Chapel / Graveside

Details of Existing Grave

Section		Grave number	
Deed no.	(Deed or signed Statutory Declaration must be submitted)		
Name of registered owner			
Address in full			
Tel no.			
Email			
Relationship to deceased			
Are there any family graves close by?	Yes / No		
Is there a memorial on the grave?	Yes / No	Which mason will be removing it?	
Signature of registered owner <small>(where no change of ownership)</small>			
Please note, if the grave owner is deceased and is not the person being buried, the ownership must be transferred prior to the interment taking place.			

Details of Proposed Grave Owner (for transfer in the case of the registered owner being deceased)

Name in full: Mr/Mrs/Miss/Ms	
Address in full	
Tel no.	
Email	
Relationship to deceased	
Signature of proposed owner	

Details of New Grave Required

Please note: All graves are leased for 50 years. All new graves are dug to maximum depth possible if no other instruction is given			
Grave for	1 / 2 / 3 coffins (maximum 2 in Spital Cemetery)	3 cremated remains	
Grave type	Lawn / Open / Cremated Remains / Baby / Muslim		
Denomination	Unconsecrated / Consecrated / Roman Catholic		
Section		Grave number	

Details of Coffin

Please circle	Coffin (shaped) / Casket (not shaped) / CR Casket / Bio box		
Outside dimensions – including handles <small>(we add 5" to the provided coffin measurements when digging the grave)</small>	Length (feet & inches)		
	Width (inches)		
Weight of coffin (if it exceeds 16st or 100kg)			
Extra lowering strap required?	Yes / No	Extra putlogs required?	Yes / No

Details of Grave Owner (for a new grave)

Name in full: Mr/Mrs/Miss/Ms	
Address in full	
Tel no.	
Email	
Relationship to deceased	
I hereby agree to abide by the cemetery's rules and regulations. I understand that if I wish to erect a memorial on the above grave space, the work must be carried out by an experienced mason who is on Chesterfield Borough Council's Approved List of Memorial Masons, and that I will be wholly responsible for its maintenance and safety. I hereby authorise Chesterfield Borough Council to remove the memorial should they deem it to have become unsafe or dilapidated. I confirm that I am aged 18 or over.	
Signature	