



**NOTICE OF INTERMENT
OF BURIALS IN
OADBY CEMETERY**

<u>Office Date Stamp</u>
<u>Time Received</u> _____

This notice of interment should reach the Cemeteries Office, Council Offices, Station Road, Wigston, Leicestershire LE18 2DR, at least 2 working days prior to interment for taking place. No applications for burials can be received on or for Saturdays, Sundays and Bank Holidays.

<u>DATE OF INTERMENT/SCATTERING</u>		<u>TIME AND DAY OF WEEK</u> (0930 – 1515 MON TO THUR) (0930 - 1400 FRI)		<u>SECTION AND GRAVE NO.</u>	
<u>FULL NAME OF DECEASED</u>		<u>LAST KNOWN PRIVATE ADDRESS</u> *SEE NOTE 7 OVERLEAF		<u>DATE LAST RESIDED</u>	
<u>AGE</u>	<u>PLACE OF RESIDENCE (if different from above)</u>				
<u>DATE OF DEATH</u>		<u>PLACE OF DEATH</u>		<u>COFFIN SIZE</u>	
<u>FULL NAME OF PURCHASER OF GRAVE</u>		<u>ADDRESS OF PURCHASER</u>		<u>POST CODE</u>	
<p align="center"><u>For new graves in Chapel Street Annex Section the following undertaking is required to be given.</u> <u>Where application is made to purchase the exclusive right of burial in a new grave at Oadby Cemetery, in which memorials are restricted to monuments or vases only.</u></p>					
<p>I, (name in full) _____</p> <p>being the applicant for the interment of the late _____</p> <p>clearly understand that the grave provided is in a Lawn Cemetery by which the grave is turfed flat and mown by the Sexton and his staff. Deed holders are allowed to plant an area 18” (450mm) in front of grave markers or headstones. This area should be kept neat and tidy and free of ornaments. Fences and kerb edgings are not allowed and, if installed, will be removed. Please refer to the leaflet ‘Oadby Cemetery- Guide for Relatives’. This is available from the Cemeteries Office, Station Road, Wigston, Leicestershire LE18 2DR</p>					
<u>All Notices to be signed and dated</u>					
<p align="right">_____ SIGNED</p>					
<p>Address _____ Dated _____</p> <p>Phone _____ Email _____</p>					
<u>Register of Burials</u>		<u>Register of Purchased Graves</u>		<u>Fee paid</u>	
<u>No.</u> _____		<u>No.</u> _____ <u>Page</u> _____		<u>Purchase</u> <u>Interment</u>	

PLEASE READ THE REVERSE OF THIS FORM

NOTES

1. At least 48 hours previous notice of interment must be given, except for interment of a stillborn child or where the interment is made on the certificate of a Coroner or registered medical practitioner that immediate interment is necessary.
2. All notices must be sent to the Cemeteries Office, Station Road, Wigston Leicestershire LE18 2DR, and the prescribed fee paid at the time of sending.
NO NOTICES CAN BE RECEIVED ON SATURDAYS AND SUNDAYS OR BANK HOLIDAYS.
3. New graves are allocated in strict rotation according to the Cemetery Plan.
4. Where instructions are given to re-open a purchased grave, the Right of Burial Deed must be attached to this Notice. This will be returned, by post, after the interment has taken place.
5. It is the responsibility of the person giving this Notice to arrange for the removal of any headstone, or other memorial, kerbstone, vase, etc., which exists on a grave to be re-opened.
6. A certificate of Disposal must be handed to the Sexton before the interment/scattering takes place.
7. Definition of the term resident: -
For purchase of Grant of Right of Burial a RESIDENT is defined as:
1) A person who, at the time of applying, has a permanent address within the Borough
For interments a RESIDENT is defined as:
1) A person who had resided at a private address within the Borough for 5 consecutive years immediately preceeding the date of death OR
2) A person who, at the time of death, resided in a residential or nursing home(or similar establishment) outside of the Borough but had resided at an address within the Borough for 5 consecutive years (or more) immediately preceeding moving to the residential home OR
3) A person who had resided within the Borough for 5 consecutive years (or more) but had within the last 12 months immediately preceeding the date of death moved from the Borough
8. To be completed in the case of a lost or mislaid grant:-

The grant made by the Oadby & Wigston Borough Council, or its predecessors, acting as the Burial Authority, to (Name Of Purchaser) _____ of a grave in Oadby Cemetery being No. _____ in Section _____ having been mislaid or lost and I (Name of present Deed holder) _____ being present owner of the of this grave, require the said grave to be opened for the Interment of (Name of Deceased) _____ . I (Name of present Deed holder) _____ of (address) _____ hereby **UNDERTAKE AND AGREE** that the Oadby and Wigston Borough Council, or its successors, shall not suffer any loss by reason of the non-production of the before mentioned Grant, or the allowing of the said grave to be opened, and **INDEMNIFY** the said Borough Council against such loss or any claim, demand or expense arising from such grave being opened without the production of the said Grant.

Dated this _____ day of _____ 201

Signed _____

Witnessed by _____

Please print name _____

Address _____

Data Protection statement

The Council will process and store your data in accordance with the Data Protection Act 2018 and within the General Data Protection Regulations 2018.

The personal data provided within this form will be used for the purpose of this request and we will not use the data for any other purpose. We may, where necessary, share your data with another department or with a third party organisation for the purpose of providing you with the service that has been requested. Full details of whom and where we may send data can be found on the departments privacy notice. These are available for inspection at:

www.oadby-wigston.gov.uk/pages/privacy