



**NOTICE OF
INTERMENT/SCATTERING
OF ASHES IN
WIGSTON CEMETERY**

Office Date Stamp

Time Received _____

This notice of interment/scattering should reach the Cemeteries Office, Council Offices, Station Road, Wigston, Leicestershire LE18 2DR at least 1 working day prior to the interment taking place. No applications for interment or scattering 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>G O F R</u> (if new grave) or	
<u>FULL NAME OF DECEASED</u>		<u>LAST KNOWN PRIVATE ADDRESS</u> *SEE NOTE 6 OVERLEAF		<u>DATE LAST RESIDED</u>	
<u>AGE</u>	<u>PLACE OF RESIDENCE (if different from above)</u>			<u>CHAPEL REQUIRED</u>	
				YES/NO	
<u>DATE OF DEATH</u>		<u>PLACE OF DEATH</u>			
<u>FULL NAME OF PURCHASER OF GRAVE</u>		<u>ADDRESS OF PURCHASER</u>		<u>POST CODE</u>	
<p><u>For new graves the following undertaking is required to be given. Where application is made to purchase the exclusive right of burial in a new Garden of Remembrance grave at Wigston 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 _____ 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. Any memorial installed on the space provided behind the grave should include provision for the placing of flowers. NO flowers will be allowed on the grave. Please refer to the leaflet 'Wigston Cemetery – Guide for Relatives'. This is available from the Cemeteries Office, Station Road, Wigston, Leicestershire LE18 2DR</p>					
<p><u>All Notices to be signed and dated</u></p>					
<p>_____ SIGNED</p>					
<p><u>Address</u> _____</p>					
<p><u>Phone</u> _____</p>		<p><u>Email</u> _____</p>		<p><u>Dated</u> _____</p>	
<u>Register of Burials</u>		<u>Register of Purchased Graves</u>		<u>Fee paid</u>	
<p><u>No.</u> _____ <u>Page</u> _____</p>		<p><u>No.</u> _____</p>		<p>Purchase Interment Scatter Chapel</p>	

PLEASE READ THE REVERSE OF THIS FORM

NOTES

1. At least 24 hours previous notice of interment/scattering must be given.
2. All notices must be sent to the Cemeteries Office, Council Offices, Station Road, Wigston, Leicestershire LE18 2DR and the prescribed fee enclosed 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. A certificate of Disposal must be handed to the Sexton before the interment, or scattering, of ashes takes place.
5. 6. 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 BoroughFor interments a RESIDENT is defined as:
 - 1) A person who had resided at a private address within the Borough for 5 consecutive years immediately preceding 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 preceding 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 preceding the date of death moved from the Borough
7. 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

Wigston 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 Deedholder) _____ 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