


## Application for the burial of the remains of an adult or child

Full name of deceased		 <b>Trafford Bereavement Services</b> Whitehouse Lane, Dunham Massey, Altrincham, Cheshire WA14 5RH
Name of Cemetery		
Day and date of burial		
Time of service		

This form must be used to apply for the burial of the remains of an adult or child in Trafford being the burial authority responsible for managing the burial ground where the burial is to take place.

As the person who is applying for the burial, you are 'the applicant'. You must have the legal right to apply for the burial.

The burial authority will need to check the form to make sure it contains all the necessary information. Missing or inaccurate information may result in the burial being delayed or refused. If you are unsure about what information is required, or what any part of the form means, you can speak to the funeral director, staff at the burial authority or to any other person who is arranging the funeral. It is not a requirement to use the services of a funeral director to arrange a burial but where one is being used, the funeral director must sign the relevant part of this form.

**Personal details of individuals contained in this form are not to be used for any other purpose.**

The information provided on this form is a legal requirement under Burial Act and will be processed in line with Data Protection legislation. The data will be held by the burial authority that is carrying out the burial. It will be held securely, in confidence and processed solely for the purpose of carrying out the burial. It will not be shared with any third party, subject to any requirement made under the Buril Act.

**Forms checklist**

You should ensure that you have attached all required documents to this application form based on where the death occurred. The documents must be delivered to the burial authority a minimum of 2 working days prior to the date of burial. Failure to do so, along with an accurate coffin size may result in the burial being postponed.

**Section 1: Your information 'the applicant'**

This section is used to record your details. In completing this form you are the applicant for the burial.

Applicants must be 16 years of age or older on the date the deceased died to apply for the burial. Applicants may be under the age of 16 if they are the parent of the child who has died, however, you may wish to seek the support of a parent or guardian if you feel it would be helpful.

Title	
Full name	
Address	
Postcode	
Telephone number	
Email address	
Relationship to the deceased	

## Section 2: Information about the person who died

Title		
Full name		
Name on coffin plate (if different)		
Date of death (DD/MM/YYYY)		
Date of birth if known (DD/MM/YYYY)		
Age at death		Occupation
Home Address		
Place of Death		
If remains are cremated, date and place of cremation (if known)		

## Section 3: Burial details

Name of cemetery	
Type of burial	<input type="checkbox"/> Coffin burial <input type="checkbox"/> Ashes burial
Type of grave	<input type="checkbox"/> New grave <input type="checkbox"/> Existing grave which contains a previous burial Please describe location in burial ground (e.g. section and grave number) and give details of last burial (deceased name and date of burial) .....
Is this a war grave?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, have you contacted the Commonwealth War Graves Commission and/ or the Ministry of Defence? Please briefly summarise any discussion here	
Any other requests or instructions?	

## Section 4: Applicant's declaration

### 4.1: Authority to open a grave for burial

Please tick:

I am the registered owner of the grave rights

I am purchasing a new grave right and wish to be registered as the rights owner

Name of Applicant .....

Address.....

Name of 2<sup>nd</sup> Applicant (If required) .....

Address.....

The grave rights owner is deceased

(If the owner of the grave rights is deceased, you may be required to complete a transfer of the right of burial.

Please contact the burial authority separately to complete the process.)

Name of owner of grave rights .....

Relationship of applicant to the rights owner.....

The grave rights owner is the person to be interred in the grave

### 4.2: Grave types and details

Lawn Graves — available for the burial of two adults in Dunham Lawn and Sale Cemeteries. Please note that the Exclusive Right to bury in a grave is for a maximum period of 50 years and joint ownership is permissible (over 16 years old).

Cremated Remains Graves are available for up to 4 sets of cremated remains at Sale, Stretford and Urmston Cemeteries.

Vaults are available at Hale Cemetery

Specific and multi-denominational options may be possible subject to availability.

Memorials — please note that memorial restrictions apply to all graves. Please see the Cemetery Regulations for further information.

For further information regarding these items please contact the Cemetery Office.

### 4.3: All new graves

I understand that the grave for which I am purchasing the exclusive right of burial is within an area designated as a lawn section and that after each interment and when final settlement of the ground is complete the grave area will be levelled and seeded and then maintained as a lawn by the cemetery staff.

This means no kerbs, border stones, tiles, slates, raised mounds; turf banking or wooden erections are permitted. No trees, shrubs or planting other than low growing material should be placed on the grave and all planting should be contained in the soil are at the head of the grave. No interference by the public in the scheme of layout of the planting, graves or borders will be permitted. The Council reserve the right to remove dead flowers, wreaths etc at all times. The Council has the authority to remove, without notice anything placed on or round a grave which contravenes these regulations

### 4.4: Other grave information

No guarantee can be given in respect of the number of interments within a grave. Conditions vary from time to time and from place to place within the cemetery and there are other variable factors that can affect the capacity.

The owners of grave rights are responsible for the safety and maintenance of the memorial on their grave. If the memorial becomes loose, leans or otherwise appears unsafe they must arrange for it to be inspected by a memorial mason who will arrange for its repair. The Council are not responsible for damage whether accidental or by vandalism and recommend that you take out insurance to cover any damage to your memorial. Insurance for your memorial is available via your mason.

**4.5: Declaration of entitlement to apply for burial**

This section requires you to declare that the information you have provided in this form is true to the best of your knowledge and that you are entitled to apply for this burial. It is an offence to knowingly provide false information and if you do so you may be liable on summary conviction to a fine.

I am entitled to apply for this burial to take place and I hereby declare that the details and information provided in sections 1-4 are complete and correct to the best of my knowledge and agree to maintain the grave as defined above and in the cemetery regulations. (Issued with the Exclusive Right of Burial Grave Deed).

Signed: .....

Full Name: .....

Date: .....

**Section 5: Funeral Director details**

This section is to be completed by the funeral director if funeral directing services are used.

**Coffin or casket details**

Coffin / Casket (Please delete as appropriate)		Extra Webs required? Yes/No
Coffin/ashes casket material (including handles)		
External Coffin/ashes casket Measurements (in cm) (see guidance note on "External coffin/ashes urn or casket measurements")	Overall length	
	Width at widest part (including any handles fully extended)	
Combined weight of deceased and coffin (in kg)		
Any other requests or instructions?		

**DECLARATION:**

I declare that I have discussed the options with the applicant and know no reason why the burial cannot take place. I understand that if I become aware of anything that may mean the burial should be delayed, I must inform the burial authority and the applicant.

Signed: .....

Full Name: .....

Date: .....

Company name and address: .....

.....

Business email address: .....

Business telephone: .....