



(The Burial Authority)  
Longburrow Hall, Park Lane  
Stokenchurch, High Wycombe  
Bucks HP14 3TQ

Please complete this form in full. The Parish Council appreciates that this may be a difficult time and aims to make the process as straightforward as possible. Providing all required information will allow us to handle your request efficiently.

**Clerk to the Council:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**NOTICE OF INTERMENT**

**Cemetery:** \_\_\_\_\_  
(e.g. St Peter & St Paul Cemetery)

**Office Hours**

The Parish Office is open between 10.00am and 12.00 noon on Mondays, Tuesdays and Fridays.

This Notice of Interment must be completed accurately and in full and submitted to the Burial Authority not less than two clear working days (excluding weekends and bank holidays) prior to the proposed interment.

Where a grave is to be re-opened, the Grant of Exclusive Right of Burial must be produced with this application.

**1. Particulars of the Deceased**

**Full name(s) and surname of the person to be interred:**

.....

**Last usual address of the deceased:**

.....

**Age at last birthday:**

.....

**If the deceased was a minor, name and address of parent(s) or legal guardian(s):**

.....

**Date of death (day / month / year):**

.....

**Place where death occurred:**

.....

## **2. Interment Details**

**Day and date on which the interment is to take place:**

.....

**Time at which the funeral is due to arrive at the cemetery:**

.....

**Grave number / plot reference (if known):**

.....

**Location of grave:**

**Consecrated ground**

**Unconsecrated ground**

**Name of minister / celebrant officiating (if applicable):**

.....

## **3. Exclusive Right of Burial**

**Has the Exclusive Right of Burial for this grave space been previously purchased?**

**Yes**  **No**

**Name and address of the next of kin or applicant (if different from the registered grave owner):**

.....

Where the registered owner of the Exclusive Right of Burial is deceased, written consent must be given by the lawful successor or personal representative.

**The full name and address of the proposed new registered owner must be provided below:**

.....

#### 4. New Grant of Exclusive Right of Burial (if applicable)

If application is made for the purchase of a new Exclusive Right of Burial, please provide the following details of the proposed registered owner:

**Full name (BLOCK CAPITALS):**

.....

**Full postal address:**

.....

**Contact telephone number:**

.....

**Proposed grave depth:**

Single depth

Double depth

Other (please specify): .....

#### 5. Fees & Payment

A Sexton / Grave Preparation Fee is payable for all full burials and cremated remains interments. All fees must be paid in full not less than two clear working days prior to the interment. No interment will take place until all charges due to the Burial Authority have been received.

##### **Fees Payable**

**Description**

**Amount (£)**

**Interment – Full Burial**

£

**Interment – Cremated Remains**

£

**Re-opening of Grave**

£

**Grant of Exclusive Right of Burial**

£

**Sexton / Grave Preparation Fee**

£

**Chapel Use (if applicable)**

£

**Other (please specify)**

£

**TOTAL PAYABLE**

£

**Payment Method**

- BACS
- Cheque
- Other (please specify): \_\_\_\_\_

**BACS Payment Details**

**Account Name: Stokenchurch Parish Council**

**Sort Code:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_

**Please quote the deceased's surname as the payment reference.**

**6. Declaration**

I hereby apply for the interment described above and declare that the information provided on this form is correct to the best of my knowledge.

I agree to comply with the Cemetery Regulations of Stokenchurch Parish Council and understand that the Burial Authority reserves the right to refuse or defer an interment where statutory or regulatory requirements have not been met.

**Signature of Applicant / Funeral Director:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Where the grave has been previously purchased, this declaration must be signed by the registered owner of the Exclusive Right of Burial or their lawful representative.)

**7. For Office Use Only**

**Application received:** .....

**Fees received: £** .....

**Payment method:**  BACS  Cheque  Other

**Receipt issued:**  Yes  No

**Authorised by:** .....

**Date:** .....

**Data Protection**

Stokenchurch Parish Council processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal information supplied on this form is collected for the purpose of cemetery administration and the discharge of statutory duties and will be retained in accordance with the Council's retention schedule.

Further information is available from the Parish Clerk.