

Bereavement Services

Notice of interment

All applications should reach Bereavement Services at least 48 hours before the time of interment



For Burial At: _____ Cemetery

Day: _____ Date: _____ Time: _____

Class 1 Grave on the path side **Class 2** Grave away from path side Grave No: _____

Section: _____ Consecrated Un-consecrated

Are There Access Issues?

Please be aware that some of Bradford cemeteries sections can be difficult to access, especially in adverse weather conditions due to natural difficulties with gradients, grass, mud and memorials. If you are aware of anyone who may have difficulty in reaching the graveside please consider whether a path side grave would be more suitable. Please note that path side graves are not available in all cemeteries. Check with Bereavement Services before choosing your cemetery.

Full Name of Deceased _____

Sex: Male Female Age: _____ Occupation: _____

Date of Death: _____ Marital Status: _____ Grant Number _____

Place of Abode _____
Postcode: _____

Place of Death _____

Name of Officiating Minister _____ Denomination _____

Is use of Chapel Required? Yes No *If yes please complete and attach use of crematorium chapel instruction form.*

Type of Grave

Lined Earth Cremated Remains Half Grave Depth Required: _____
For Coffins under 3ft in length

Coffin / Casket Details

Length: _____ Breadth: _____ Height: _____

All grave depths and coffin measurements should be written on the form. All measurements include handles and fittings.

Further Remarks: _____

Part A, B or C overleaf to be completed as appropriate

Name of Funeral Director / Funeral Arranger _____

Company Name _____

Address _____
Postcode _____

Telephone Number: _____

I, being the Funeral Director, acting on behalf of the persons making these arrangements, confirm that I have discussed in detail with my client(s) and advised them of the cemetery options and regulations with particular emphasis to grave types, access and memorialisation permissible on any given burial section within Bradford Metropolitan District Council Cemeteries.

I understand that if this form is incorrectly completed and/or not submitted to Bradford Council's Bereavement Services no later than 10.00am two working days before the interment, reservations may be cancelled and the funeral may be delayed.

Signed:..... Print Name:..... Date:.....

Date and Time Received		Notes	CHARGES	
Interment Number			Exclusive Rights	
Class of Grave			Interments	
Memorials to Remove			Use of Chapel	
Interment – 1st, 2nd, 3rd, 4th			Other	
Grant Received	Grant Checked		Other	
Grant Returned			Total	£
Receipt Advice Number				
Other:				

A – To be completed when a new grave is being purchased.

I apply for the rights of exclusive burial and hereby consent to the opening of the grave for the purpose of the interment specified overleaf. (Please read footnote)

I have read and understand the footnote and have received the attached copy of the cemetery Rules and Regulations and agree to abide by any cemetery rule or regulation which may be in force or introduced from time to time

Full name (in Block Capitals) Mr Mrs Ms Miss

Address:

Postcode:

Telephone:

Mobile:

Signature:

B – To be completed when the person making the application for the interment is the person named in the grave grant and the grant is attached or a person who has been issued with a change of ownership.

I confirm that I am the person in the attached grave grant / change of ownership and I hereby consent to the opening of the grave for the purpose of the interment specified overleaf. (Please read footnote)

I have read and understand the footnote and have received the attached copy of the cemetery Rules and Regulations and agree to abide by any cemetery rule or regulation which may be in force or introduced from time to time

Full name (in Block Capitals) Mr Mrs Ms Miss

Address:

Postcode:

Telephone:

Mobile:

Signature:

C – To be completed when the grave owner is deceased, is being interred in their own grave and a change of ownership hasn't been completed.

I apply to be the applicant for the burial as the grave owner is deceased and has the legal right to be buried in their own grave. I understand that before any additional inscription can be placed on any memorial a change of ownership must be completed (Please read footnote)

I have read and understand the footnote and have received the attached copy of the cemetery Rules and Regulations and agree to abide by any cemetery rule or regulation which may be in force or introduced from time to time

Full name (in Block Capitals) Mr Mrs Ms Miss

Address:

Postcode:

Telephone:

Mobile:

Signature:

Data Protection Act

All personal information will be held and treated in confidence in accordance with the Data Protection Act 1988. It will only be used for the purpose of providing this service and will not be shared with any other council department or third party organisation.

Freedom of Information Act

Please note that under the Freedom of Information Act 2000 information relating to funeral arrangements may be disclosed to third parties (only if it does not contravene the Data Protection Act).

Floral Tributes

The cemetery staff will remove any floral tributes from the grave either when the flowers have deteriorated or the grave is reinstated.

MEMORIALS – PLEASE READ THE DETAILS CAREFULLY BEFORE SIGNING

It is the responsibility of the Funeral Director to ensure the removal of any existing monumental masonry, after the initial booking has been made and before this form is submitted to Bereavement Services.

The memorial is being removed by the following memorial mason as nominated by the Funeral Director / Applicant for the interment(Please print name of memorial mason here)

Authorisation by Applicant for Interment

I(Please print your full name here)

a) Being the owner of the grave*

b) Being the applicant for the interment* (*delete as appropriate)

and having produced the Deeds to the grave and/or change of ownership (attached) hereby give permission for the above mentioned grave to be opened and any masonry removed.

Signed..... Date.....

Footnote: Unauthorised railings, footstones, kerb and border stones, chains or other structures enclosing graves or parts of graves, flat stones laid horizontally, flags or chippings are not allowed on any grave.

Please be aware that some of Bradford cemeteries sections can be difficult to access, especially in adverse weather conditions due to natural difficulties with gradients, grass, mud and memorials. If you are aware of anyone who may have difficulty in reaching the graveside please consider this before choosing your grave. (Contact Bereavement Services for further information and guidance)

Bereavement Services Rules and Regulations

Bereavement Services Offices

Offices as shown below are open on Mondays to Fridays from 08.30 to 16.00. They are closed on Bank Holidays, Christmas Day or any other public holiday.

Bereavement Services (Bradford), Unit 7, Mitre Court, Cutler Heights Lane, Bradford, BD4 9JY
(Telephone 01274 433900 Fax 01274 688098) for all matters relating to Scholemoor Crematorium and Scholemoor, Bowling, North Bierley, Queensbury, Thornton, Tong and Clayton Cemeteries.

Bereavement Services (Keighley), The Library Annexe, Spencer Street, Keighley, BD21 2BN
(Telephone 01535 618245 Fax 01535 690933) for all matters relating to Nab Wood Crematorium, Oakworth Crematorium and Baildon (Charlestown), Bingley, Wilsden, Windhill, Menston and Burley-In-Wharfedale (God's Acre), Utley, Haworth, Morton, Oakworth, Oxenhope, Silsden, Steeton-with-Eastburn and Ilkley Cemeteries.

The following regulations are for the benefit of all users of facilities.

Grant of Exclusive Right of Burial

- a) Vaults or graves in which the exclusive right of burial has been purchased will not be opened without authority from the person entitled to give such an instruction.
- b) The owner of the exclusive right of burial should notify the Bereavement Officer of any change of address or ownership.
- c) The Council reserve the right to place protective boards over the top of any grave for the temporary storage of excavated material to allow for interment in an adjacent grave. This will only be for a short time but the grave may not be accessible during this period. Re-instatement will take place following the interment.

Memorials and Surrounds

- a) Memorials are not allowed on any grave unless the exclusive right of burial has been purchased.
- b) Applications in the form provided for the erection of every memorial and details of the intended inscription or any alteration must be submitted to the Bereavement Officer for approval. Applications must be signed by the applicant and give the name and address of the owner of exclusive right of burial in the grave and signed by the owner. Memorials will not be allowed in the cemetery until all fees and charges have been paid. The Council reserve the right to remove any memorial, which has been placed in the cemetery without authority.
- c) Inscriptions, which in the Officer's opinion are improper or undesirable will not be allowed and if such an inscription has been cut without prior approval, the owner of the right of burial or of the memorial shall have it removed at his/her own expense so that the appearance of the memorial is not impaired.
- d) The number of the grave or vault corresponding with the grave register must, (the name of the Monumental Mason may) be cut in small lettering at the side or rear of the memorial and in no other place.

- e) Memorials must be stone, granite, marble or other approved material and of approved design and must not exceed 1.2 metres in height, (determined from ground level), 900mm in width and 375mm in breadth. Headstones exceeding 750mm in height and/or 600mm in width must be at least 75mm in thickness. The width of a memorial can be more than one grave space but must not exceed 1.8 metres in width, other dimensions are as above.
- f) Miniature surrounds at the grave head may be permitted. External dimensions must not exceed 100mm in height, 900mm in width and 750mm in breadth when measured from the back of the memorial to the external edge of the front kerb. The memorial and any planting should be contained within that area.
- g) On lawned graves any memorial vase must be incorporated in the base of the memorial or placed in the centre of an earth border. If not part of the memorial, the vase must not exceed 300mm in an dimension.
- h) Recumbent tablets to place on cremated remains plots must not exceed 400mm in width, 400mm in breadth and should be at least 100mm thick with provision for a flower container. This is the only type of memorial permitted in Nab Wood, Bingley and Ilkley Cemeteries and is the preferred option to an upright style in Scholemoor, Charlestown, Bowling, Queensbury and Oakworth Cemeteries.
- i) Upright memorials to be placed on cremated remains plots must not exceed 480mm in height, 460mm in width and 460mm in breadth.
- j) Memorials are not allowed in woodland areas.
- k) Railings, footstones, kerb and border stones, (except as detailed as above) chains or other structures enclosing graves or parts of graves, flat stones laid horizontally, flags or chippings are not allowed on any grave. **THE COUNCIL RESERVE THE RIGHT TO REMOVE UNAUTHORISED SURROUNDS, AND/OR MEMORIALS, AND ANY COSTS INCURRED MAY BE CHARGED TO THE GRAVE OWNER.**
- l) At the owners request and without any cost to the owner an agreement can be made for the Council to remove any surrounds or memorial, make level and turf or seed the grave.
- m) The grave owner is responsible for the removal and re-fixing of a memorial in connection with an interment. The Council may however undertake the removal of a memorial or part of a memorial for the purpose of re-opening a grave at the risk of the person requiring the grave or vault to be opened.
- n) Memorials must be constructed in accordance with the National Association of Memorial Masons Code of Working Practice. An approved safe system must be used to secure the memorial into the ground. No headstone or similar memorial shall be erected unless it has an appropriate foundation which must not be visible above the ground and which must to the satisfaction of the Council. Memorials are to be fixed in line with adjoining memorials.
- o) All work in connection with the fixing or restoration of monuments or other memorials must be carried out during the ordinary working hours of the cemetery staff.

- p) Only Masons accredited by the Council are permitted to erect memorials and shall take all necessary precautions to protect the grass, plants, trees, walls and neighbouring graves or vaults from damage during the progress of the work and on completion shall clear the whole of the space of any materials or rubbish which may have been deposited in connection with the work and any damage caused shall be made good at their expense.
- q) Monuments and headstones and other memorials must be prepared ready for fixing before being taken into the cemetery.
- r) Work must not commence upon a grave without first obtaining the instructions of the Bereavement Officer.
- s) Memorials must not be fixed whilst the ground is in an unfit state – the decision of the Bereavement Officer in this respect is final.
- t) Any departure from the approved design or inscription for which the application has been made shall be put right to the satisfaction of the Bereavement Officer, by the Monumental Mason concerned at his/her own expense.
- u) The Council will not accept liability for any damage done to any grave space or memorial or injury to any person within the cemetery, except where such damage is directly attributable to the negligence of the Council or their staff.
- v) The Council welcomes innovative designs for memorials and the use of environmentally friendly material.
- d) The Council will maintain the lawned graves space at no cost to the owner.
- e) No person, unless authorised by the Bereavement Officer shall alter any earthed border or turfed area in the cemetery.
- f) The Council reserve the right to prune, cut down or dig up and remove any shrubs, plants or flowers whenever, in their opinion, they have become unsightly or overgrown or for any other reason provided that the Council shall give prior notice to the owner of the exclusive rights of burial at his/her last known address.
- g) No container not specially made and recognised as a standard receptacle for flowers, shall be placed upon any grave at the cemeteries unless such container is sunk in the ground up to the rim and in a manner preserving the tidy appearance of the grave. Any receptacle placed upon the grave in contravention of this regulation will be removed. Glass or ceramic containers are not allowed and will be removed for safety reasons.
- h) Persons weeding or planting graves or vaults must take all rubbish away with them or place in a suitable bin/basket in the cemetery.

Dogs, Horses, Bicycles and Playing of Ball Games

- a) Dogs must be on a leash. N.B. It is an offence (Dogs Fouling Of Land Act 1996) to allow your dog to foul in a cemetery without cleaning up the mess. The maximum fine is £1000.
- b) Horses and the riding of bicycles and motorcycles, or the playing of ball games is not allowed in the cemeteries.
- c) The maximum speed for a vehicle should not exceed 10mph.

Repairs to Graves or Memorials and Owners Responsibilities

- a) All graves in which the exclusive right of burial has been granted, except for lawned graves for which the Council has accepted responsibility for maintenance, must be kept in a tidy condition by the owner.
- b) The grave owner shall maintain memorials in a safe condition, of which the Bereavement Officer shall be the sole judge. The Council reserve the right to repair or remove any memorials which they consider unsafe and to pass any costs on to the grave owner in question. Failing attention to this requirement 21 days after written notice to the grave owner at their last known address, the Council shall be entitled at the owner's expense, either to repair the memorials or have them removed.

Grave Planting and Maintenance

- a) After a period of seven days has elapsed following an interment in a lawned grave any vase, floral tributes etc, should be placed in an earth border at the head of the grave. This must not exceed 900mm in width and 600mm in breadth (inclusive of memorial). Bulbs for spring flowering may be planted under the turf.
- b) Wreaths which have been placed upon a grave after an interment or at Christmas may be removed after an appropriate interval at the discretion of the Bereavement Officer.
- c) Lawned graves will be made level, turfed or seeded by the Council during the appropriate season, a reasonable time will be allowed to elapse so that the ground may be in a suitable condition.

General

- a) No person shall solicit orders in the cemetery for any kind of trade or business or introduce themselves to any person for this purpose and no person shall sell or offer for sale any article in or convey goods through the cemeteries.
- b) The Council forbid any gratuity being received by any of their employees.
- c) Proof of adequate Public Liability Indemnity Insurance must be provided to the Bereavement Officer before any work is undertaken by Masons, Funeral Directors, Contractors or any other persons in a cemetery.
- d) In law some records can be inspected on request. Staff will undertake a search of records for which a small fee may be charged.
- e) The cemeteries are maintained to an agreed specification by our grounds maintenance contractors.
- f) Every user has a right to inspect cemetery or crematorium facilities. The Council has a customer complaints procedure and supports the guiding principles of the Charter for the Bereaved. A copy is available on request.
- g) Should any difference or dispute arise as to the real intent, meaning or interpretation of these rules and regulations, or table of fees and charges, the decision of the Bereavement Services Manager as designated representative of the Council will be final.

<p>INSTRUCTION TO THE FUNERAL DIRECTOR: Please detach this extract from the cemeteries rules and regulations and leave with your client for information</p>
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