

BOURNE TOWN COUNCIL

NOTICE and ORDER of INTERMENT at BOURNE CEMETERY

This Section to be completed by Funeral Director	
Full Name of Deceased	
Last Residence of Deceased	
Place of Death	
Occupation or Description	
Age	
Date of Death	
Day, Date & Time of Interment at Bourne Cemetery <i>Please indicate if interment of Cremated Remains yes / no</i>	<div style="text-align: center;"> _____ day, the _____ of _____ </div> <div style="text-align: center;"> at _____ am/pm </div>
Time of Service to be held and where <i>(please enter time and name of Church if appropriate)</i>	<div style="text-align: center;"> at _____ am/pm / NOT Applicable </div> <div style="text-align: center;"> Church </div> <div style="text-align: center;"> Graveside </div>
Name of Minister	
Type of Grave required	<div style="text-align: center;">New Grave</div> <div style="text-align: center;">Open Family Grave</div> <div style="text-align: center;">Cremated Remains Plot</div>
Actual Measurements of Coffin/Casket excluding handles <i>Please indicate type of handles</i>	<div style="text-align: right;">Inches Long</div> <div style="text-align: right;">Inches Wide</div> <div style="text-align: right;">Handles - Fixed..... Hinged.....</div> <div style="text-align: right;">No. of straps required</div>
Name and address of Funeral Director	
<i>Please make cheques payable to BOURNE TOWN COUNCIL</i>	
For Bourne Town Council Office use	
Interment Number	
Grave/Plot Number	
Depth Required	
Receipt Number	
Exclusive Rights of Burial – Grant No	

Signed:

(Town Clerk)

Date:

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Cemetery Regulations

1. The position of the grave space/plot shall be as agreed to by the Town Clerk.
2. The scattering of cremated remains upon the grave space/plot to which the grant refers will not be allowed at any time.
3. The plot may be used for a period of **fifty years**. At the expiry of that period all rights of the grantee (i.e. the person purchasing the rights of burial) will cease unless, **before the expiry** of the said period, **written application is made to the Town Council for an extension** to the period and it is approved by them.
4. If any dispute shall arise as to the date of expiry of the period, for which exclusive rights of burial were granted by the Town Council, such date shall be ascertained by reference to the records kept by the Clerk to the Town Council. The date shown in these records shall be final, conclusive and binding on all parties.
5. At the end of the said fifty years, or any approved extension thereof, the right to use the plot shall cease. Any interested person may, before the expiry of the said period, give to the Clerk of the Town Council at their offices, written notification that they wish to retain any memorial erected or placed upon the plot. If, after the expiry of the original Grant or extension thereof, no notice is received by the Town Council or written notice has been received but the memorial is not removed within one month from the expiry of the grant/extension, at the expense of the person giving notice, the memorial may be removed by the Town Council and disposed of in such manner as the Town Council shall choose. Proof of posting of the said notice shall not be deemed to be proof of the receipt thereof by the Town Council.
6. All graves will be allocated and marked out by the Cemetery staff.
7. All earthen graves will be laid to grass to enable ease of maintenance and no surrounds of any kind will be allowed.
8. Applications for the erection of any memorial, with a copy of the intended inscription and any other decorative feature, dimensions, materials, etc., must be submitted to the Town Clerk. The fee payable for the right to erect such memorial will be in accordance to the scale of charges in force at that time. This will be subject to approval by the Town Council with reference to the conditions current at the time of application.

Summary of conditions

- a) *Any memorial placed upon a cremated remains plot shall be of black marble/granite only, of a size as prescribed by the Town Council. Any memorial placed on a burial plot, shall be made of natural stone, granite or marble. The dimensions and position on the plot must meet with the approval of the Town Council. The memorial may bear a suitable inscription and other decorative engraving so long as it is not, in the opinion of the Town Council, libellous or likely to cause offence to any person or body of persons.*
- b) *Provision may be made within the headstone/cremation stone for a flower receptacle. The inclusion of a photograph of the deceased, appropriately placed, and occupying not more than 32 sq. cm. is permitted. On a single cremation stone, due to space constraints, the choice would be either a flower receptacle or a photograph, but not both.*
- c) *During the period between interment and the erection of a headstone/cremation stone a temporary monument in the form of a vase may be placed on the plot after permission has been granted by the Cemetery Keeper. Suitable vases may be hired from the Town Council, by contacting the Town Clerk, at the scale of charges then in force.*
- d) *No wooden crosses or similar items shall be erected on any part of the grave space without written permission of the Town Council. Application for the erection of such memorials must be submitted, together with a copy of the proposed inscription, to the Town Clerk and the fee payable for the right to erect such a memorial will be in accordance with the scale of charges then in force.*
- e) *Floral tributes placed upon the grave space/plot at the time of interment will not be removed within one week. All floral tributes placed at Christmas and other Festivals will be removed after one calendar month of being placed.*
- f) *No part of the grave space/plot shall be raised above ground level. No kerbstones, or similar, shall be erected on any part of the grave space/plot.*
- g) *No flower receptacle, plant or any article whatsoever shall be placed on or in the turf and, if placed, may be removed without notice.*
- h) *No bench shall be placed in the cemetery without approval of the Town Clerk and will have to meet certain criteria.*

- i) *No glass items are to be left on the grave or memorial due to Health and Safety. If placed they will be removed without notice.*
- j) *A Grant of Exclusive Rights, signed by the Town Clerk, will be accepted by the Town Council as evidence of the grantee's title to the within mentioned rights of burial.*
- k) *In addition to these Regulations, the Grant will be subject to any Order that the Secretary of State may, from time to time, make in respect of the management of cemeteries by Burial Authorities, the Town Council's Table of Fees and any Regulations in force for the time being, respecting the cemetery or the portion thereof, in which the grave space/plot is situated, which is the subject of this Grant.*

After the ground has settled (between 6 to 12 months), the area is then grass seeded by Bourne Town Council. The below photo shows how the burial plot is to be left once complete, just a grassed area:



I confirm that I agree to the above Regulations and Conditions.

Name:

Signed:

Date: