



Form to be sent to: Tracey Carpenter, Clerk to the Parish Council, 295/297 Kenilworth Road, Balsall Common, CV7 7EL
 Email: clerk@balsallparishcouncil.gov.uk Tel: 01676 535679

Balsall Parish Council

TEMPLE BALSALL CEMETERY ORDER

PART 1: APPLICATION FOR PERMISSION FOR INTERMENT			
FULL NAME OF DECEASED			
PROFESSION/OCCUPATION/CALLING			
RESIDENCE			
PARISH COUNCIL AREA			
ADDRESS WHERE DEATH OCCURRED			
DATE OF DEATH		AGE AT DEATH	
DATE AND TIME OF BURIAL OR SCATTER OF ASHES			
OFFICIATING MINISTER			
NAME & ADDRESS OF NEXT OF KIN OR PERSON MAKING APPLICATION			
MEMORIAL WALL AND GARDEN	Scatter ashes [] Submit plaque for fixing [] Purchase plaque []		
CREMATION/GRAVE PLOT NUMBER		EROB (GRAVE DEED) NUMBER	
NEW GRAVE OR RE-OPEN	New [] Re-open [] see part 2 Double [] Treble []		
COFFIN DIMENSION			
NAME AND ADDRESS OF FUNERAL DIRECTOR			
NAME AND ADDRESS OF PERSON PAYING FEES (if not Funeral Director)			
TODAY'S DATE		FEE PAYABLE	£
SIGNATURE			



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PART 2 – TO BE COMPLETED FOR RE-OPENINGS ONLY

To: The Clerk, Balsall Parish Council

The right of burial is vested in me,

Name:

and I am the only person authorised to give this instruction. I hereby undertake to indemnify Balsall Parish Council against any costs or damages whatsoever it may hereafter sustain or be put to by reason of any claim (whether such claim shall be subsequently sustained or not) hereafter to be made by any other person to the said **exclusive right of burial** (EROB) in the said grave.

Next of Kin / Registered Owner (delete as applicable)

Signature:

Address:

Date:

EROB NUMBER:

GENERAL CONDITIONS

NO FUNERAL WILL BE BOOKED UNLESS THIS FORM IS COMPLETED AND RETURNED TO THE PARISH COUNCIL CLERK BY THE PERSON PAYING THE FEES AT LEAST TWO DAYS PRIOR TO THE INTERMENT. CHEQUES SHOULD BE MADE PAYABLE TO "BALSALL PARISH COUNCIL".

THE PARISH COUNCIL REQUIRES THE BURIAL OR CREMATION CERTIFICATE.

TEMPLE BALSALL CEMETERY IS A LAWN CEMETERY AND NO COVERING OF THE GRAVE SPACE (GRAVEL, PLANTING, FLOWERS, VASES OR KERBS) IS PERMITTED.

GRAVES

GRAVE PREPARATION - FUNERAL DIRECTORS ARE TOTALLY RESPONSIBLE FOR GRAVE PREPARATION ARRANGEMENTS. THE FUNERAL DIRECTOR HAS RESPONSIBILITY TO ENSURE THAT THE GRAVE DIGGER CARRIES OUT HIS WORK AS PER THE INSTRUCTIONS, AND THAT THE AREA IS CLEARED AFTER THE BURIAL.

THE FUNERAL DIRECTOR MUST FOLLOW HEALTH AND SAFETY REGULATIONS AS LAID DOWN BY LAW.

THE FUNERAL DIRECTOR MUST ONLY EMPLOY GRAVE DIGGERS WHO FOLLOW HEALTH AND SAFETY REGULATIONS TO PROTECT THEMSELVES AND MEMBERS OF THE PUBLIC. PARTICULAR ATTENTION IS DRAWN TO OPEN GRAVES AND PILES OF SOIL AND REMOVED MEMORIAL STONES, WHICH MUST BE CORDONED OFF OR MADE PLAINLY VISIBLE DURING DAYLIGHT AND DARKNESS HOURS TO PREVENT ACCIDENTS. GRAVE DIGGERS SHOULD HAVE SOME MEANS OF GETTING HELP IF AN ACCIDENT OCCURS.

ANY GRAVE FURNITURE NO LONGER REQUIRED MUST BE REMOVED FROM THE CEMETERY.

ANY UNREQUIRED SOIL MUST BE REMOVED FROM THE CEMETERY UNLESS INSTRUCTED OTHERWISE BY THE CLERK OR GROUNDS MAINTENANCE CONTRACTOR.

FUNERAL DIRECTORS MUST GIVE THE PARISH COUNCIL CLERK AN AGREED DATE AND TIME WHEN THE PLOT CAN BE CHECKED TO ENSURE THAT IT HAS BEEN DUG IN THE CORRECT LOCATION. PLEASE BE AWARE THAT THE CLERK ONLY WORKS PART-TIME, AND IT IS THEREFORE IT IS VERY IMPORTANT FOR CHECKING TIMES AND DATES TO BE AGREED BEFORE SETTLING UPON A BURIAL DATE. THE CHECK MADE BY THE CLERK WILL NOT INCLUDE HOLE DIMENSIONS OR GRAVE FURNITURE.

CREMATION PLOTS

FUNERAL DIRECTORS MUST MAKE THEIR OWN ARRANGEMENTS FOR CREMATION PLOT PREPARATIONS.

ANY UNREQUIRED SOIL MUST BE REMOVED FROM THE CEMETERY UNLESS INSTRUCTED OTHERWISE BY THE CLERK OR GROUNDS MAINTENANCE CONTRACTOR.

MEMORIAL WALL AND GARDEN

PLAQUES ARE TO BE FIXED TO THE MEMORIAL WALL BY THE PARISH COUNCIL ONLY. BALSALL PARISH COUNCIL ARE NOT LIABLE FOR ANY SUBSEQUENT DAMAGE OR FAILURE BUT WILL REPLACE FIXINGS IF APPROPRIATE.

THE SCATTERING OF ASHES IN THE MEMORIAL GARDEN OF REMEMBRANCE MUST BE ON THE LAWN AREA ONLY AND BE CARRIED OUT WITH REGARD TO OTHER CEMETERY USERS.

NO FLOWERS OR OTHER TRIBUTES TO BE AFFIXED OR LEFT IN THE AREA.