

## INTERMENT NOTICE

### Instructions For Funeral Arrangers

This form must be received at the South Essex Crematorium office at least two clear working days before the burial. This period does not include Saturday, Sunday and Bank Holidays. A Certificate for Burial or Cremation (part B and C) issued by the Registrar of Births and Deaths or a Certificate of Coroner (form 6, parts 1 and 2) must be produced **before** the burial. For an interment of ashes, a Certificate of Remains for Burial Purposes issued by the Crematorium Registrar must be produced **before** the burial.

The **Consent of Burial Applicant and Authority to Open a Grave** section must be signed in the relevant place by the grave owner or the applicant in the case of the grave owner's burial. If purchasing a new grave, this section and the **Application for Exclusive Right of Burial** must be signed by the person responsible for arranging the burial. This section must also be signed by the person applying for an interment in a public grave. The applicant will usually be the executor or next of kin and aged 16 or over. They must be given *The Information about the Council's Cemeteries and the Maintenance of Graves* leaflet.

In all other circumstances, please contact the Crematorium Office to arrange the transfer of the ownership of the Exclusive Right of Burial. There is a fee for this service.

The first burial is usually dug to 6' with the second burial at 4'3". If three burials are required in a grave, a depth of 7'9" is required. This incurs an extra charge and cannot be guaranteed as this is subject to ground conditions. Ashes are usually buried at 2' and cannot be the first burial in a standard grave space.

You must ask the Cemeteries office if any headstone or memorial needs to be removed to allow the grave to be dug. If necessary, you must arrange for the removal at least 2 working days before the burial. For Health and Safety reasons the memorial may have to be removed at the time of preparing the grave without giving you prior notice. It is your responsibility to arrange the replacement of the memorial at the appropriate time.

### Consent of Burial Applicant and Authority to Open a Grave

<b>Mr/Mrs/Ms</b> <small>Please indicate</small>	<b>Surname</b>	<b>First Names</b>	
<b>Address</b>			<b>Postcode</b>
<b>Telephone</b>		<b>Email</b>	
<b>Relationship to the Deceased</b>			
<p><b><i>To be signed by the new owner when applying for a burial and Exclusive Right of Burial at the same time OR by the person applying for a burial into a public grave.</i></b></p> <p>I have understood the available options and wish to apply for the burial set out in this Interment Notice and authorise the interment in this grave. I understand any changes to these instructions must be in writing and signed by me.</p>			
<b>Signed</b>		<b>Date</b>	
<p><b><i>To be signed by the registered grave owner OR the burial applicant in the case of the burial of the registered grave owner</i></b></p> <p>I wish to apply for the burial set out in this Interment Notice and authorise the interment in this grave. I understand any changes to these instructions must be in writing and signed by me.</p>			
<b>Signed</b>		<b>Date</b>	

## Burial Details

<b>Cemetery</b> <i>Please indicate</i>	UPMINSTER	ROMFORD	HORNCHURCH	RAINHAM
<b>Day of Funeral</b>		<b>Date of Funeral</b>		
<b>Time of Arrival</b>		<b>Chapel Required?</b>	Yes / No	
<b>Officiating Minister</b>		<b>Denomination</b>		
<b>Wesley Music Required?</b>	Yes / No		<b>Bringng your Own Organist?</b>	Yes / No

*Chapels and Wesley Music are available at Upminster, Romford or Rainham Cemeteries. An Organ is only available at Upminster. The chapel fee does NOT INCLUDE an organist but you may bring your own organist. A Music Request Form clearly stating 'BURIAL' must be faxed to the office at least 2 clear working days before the burial. If later, we cannot guarantee that music requested via Wesley will be downloaded.*

### Special Instructions

## Deceased Details

<b>Surname</b>		<b>First Names</b>			
<b>Display Name</b> <i>If different</i>					<b>Male / Female</b>
<b>Address</b>					<b>Postcode</b>
<b>Resident</b>	Yes / No	<i>If address is outside Havering, please attach proof of residency during the last 5 yrs</i>			
<b>Occupation</b>				<b>Marital Status</b>	
<b>Date of Death</b>		<b>Age</b>		<b>Date of Birth</b>	
<b>Place of Death</b>					
<b>Owner's Burial?</b>	Yes / No	<b>Will the Registrar/Coroner's Certificate for Burial be brought to the cemetery on the day?</b>			Yes / No

## Grave Details

<b>New Grave</b>		<b>Reopen</b>		<b>Pre-purchased</b>		<b>Childs Grave</b>		
<i>For New Graves, please complete the Application For Grant of Exclusive Right of Burial section</i>						<b>Unpurchased</b>		
<b>Grave Section</b>				<b>Grave Number</b>				
<b>Is There a Memorial To Be Removed?</b> <i>Memorials must be removed by the Funeral Director at least 2 working days before the burial.</i>						Yes / No / Unsure		
<b>Proposed Depth</b>	7'9"		6'		4'3"		2'	
<i>New graves are dug to a depth of 6'. Cremated remains are dug to 2'. A depth of 7'9" incurs an extra charge and cannot be guaranteed.</i>								
<b>Exact Size of Coffin</b> <i>Including handles. Indicate in feet and inches.</i>	<i>Length</i>		<i>Width</i>		<i>Depth</i>		<b>Casket</b> <i>Incurs extra charge</i>	Yes / No
	ft	in	ft	in	ft	in		

## Funeral Director Details

<b>Company Name and Address</b>				<b>Postcode</b>
<b>Email</b>			<b>Telephone</b>	
<b>Completed By</b>			<b>Signed</b>	

## APPLICATION FOR EXCLUSIVE RIGHT OF BURIAL

<b>Grave Details</b> <i>Please refer to the table on the back page and indicate the cemetery required.</i>			
<b>Cemetery</b> <i>Please indicate</i>	UPMINSTER	ROMFORD	HORNCHURCH RAINHAM
<b>Grave Type</b> <i>Please refer to the table on the back page and indicate grave type required.</i>			
<b>Lawn Grave</b>		<b>Traditional Grave</b>	<b>Walled Grave</b>
<b>Child Grave</b>		<b>Short Grave</b>	<b>Cremated Remains Plot</b>
<b>Is this grave for an immediate burial?</b> <i>If yes, the Burial Applicant must complete and sign the Interment Notice</i>		Yes /No	<b>Mini Headstone Cremated Remains Plot</b>
<b>If a Specific Grave Has Been Selected by the Proposed Owner State the Grave Number</b> <i>There is a fee for this service and can only be carried out with an appointment</i>		Section	Number
<b>Special Requests</b>			
<b>Grave Owner Details</b>			
<b>Mr/Mrs/Ms</b> <i>Please indicate</i>	<b>Surname</b>	<b>First Names</b>	
<b>Address</b>	<b>Postcode</b>		
<b>Telephone Number</b>	<b>Email Address</b>		
<p>I have received the leaflet "Information About the Council's Cemeteries and the Maintenance of Graves" and agree to abide by the Cemetery Regulations. I understand that the grave remains the property of Havering Council and that I have the right to decide who is buried in the grave during the lease period. I agree to obtain an approved permit before placing a memorial on the grave and understand that I am responsible for maintaining and repairing the memorial.</p>			
<b>Signature of Purchaser</b>		<b>Date</b>	






<b>FOR CEMETERY OFFICE USE ONLY</b>			
<b>Purchase Fee</b>		<b>Grave Section and Number</b>	
<b>Interment Fee</b>		<b>Burial Number</b>	
<b>Chapel Fee</b>		<b>Deed Number</b>	
<b>Selection Fee</b>		<b>Date Deed Sent</b>	
<b>Other Fees</b>		<b>Receipt Number</b>	

A new grave is dug for two burials, the first at 6 feet unless we are instructed otherwise. The purchase of a grave secures the Exclusive Right of Burial to the deed holder and the right to place and maintain a memorial for the period of the lease.

Permission is required by the Cemeteries office to erect or make changes to a memorial and a permit fee is payable. Please ask if you require a list of approved stone masons.

Graves cannot be purchased for ashes only however ashes can be laid to rest in a grave once a full burial has taken place. Occasionally there are short graves available exclusively for cremated remains in Upminster. These are similar to lawn style graves but smaller in size with the same memorial dimensions. They will hold at least 4 caskets of remains. Please contact the office for availability before applying to purchase.

Walled graves are available in Romford Cemetery however two traditional graves need to be purchased. This type of grave incurs an extra charge and is subject to availability. Please enquire at the office and make a note in the *Special Requests* box.

									
<b>CEMETERY</b>	<b>Available Lawn Graves</b> <b>50 Year Lease</b>	<b>Available Traditional Graves</b> <b>50 Year Lease</b>	<b>Limited Cremated Remains Plots</b> <b>25 Year Lease</b>	<b>Mini-Headstones for Cremated Remains</b> <b>25 Year Lease</b>	<b>New Child Graves</b> <b>50 Year Lease</b>	<b>Re-open Existing Graves Only</b>	<b>Chapel Available 30 Minute Service</b>	<b>Organ Available</b>	<b>Wesley Music Available</b>
<b>UPMINSTER</b> Ockendon Rd Upminster, RM14 2UY	√	√	√	√	√		√	√	√
<b>ROMFORD</b> Crow Lane Romford, RM7 OBH	√	√	√	√	√		√		√
<b>HORNCHURCH</b> High Rd, Hornchurch, RM12 6PA			√	√		√			
<b>RAINHAM</b> Upminster Road North Rainham, RM13 9RY						√	√		√
<b>Information and Maximum Memorial Size</b>	Headstone: 3'6" high x 2'6" wide Garden space: 18" from front of headstone.	Sizes vary dependant on cemetery. Please refer to office.	Each frame is made up of 4 plots. Each plot is 24" x 18" and holds 4 caskets of ashes. Max casket size: 10¾" x 7½" x 6"	Headstone: 2' high x 1' wide. Base: 2' wide. Two granite vases 6" x 6" x 6"	Headstone: 3' high x 2' wide Base: 4' length x 2' wide				

**Cemetery Opening Hours Monday to Sunday:** Summer Months (April to October) 9.00am to 7.00pm. Winter months (November to March) 9.00am to 4.00pm.

**Office Reception Opening Hours:** By telephone Monday to Friday: 9.00am to 5.00pm. For visitors Monday to Friday: 9.00am to 3.30pm. Tel: 01708 434433. Text Relay for the deaf, speech impaired or hard of hearing: 18001 01708 434433. The Reception Office: South Essex Crematorium, Ockendon Rd, Corbets Tey, Upminster, Essex RM14 2UY.

Email: [cemeteries@havering.gov.uk](mailto:cemeteries@havering.gov.uk).



**Havering**  
LONDON BOROUGH

**Bereavement Services**  
**South Essex Crematorium**  
**Ockendon Road**  
**Upminster RM14 2UY**  
**Telephone: 01708 434433**  
Fax: 01708 434422  
email: [cemeteries@havering.gov.uk](mailto:cemeteries@havering.gov.uk)  
Text Relay for the deaf, speech impaired  
or hard of hearing: 18001 01708 434433

## **Information about the Council's Cemeteries and the Maintenance of Graves**

This may possibly be the first time that you have needed to know about the Council's cemeteries. The following information about them will help you when visiting.

The Council runs Upminster Cemetery, Romford Cemetery, Rainham Cemetery and Hornchurch Cemetery. The opening times are:

1 April – 31 October	9.00 am – 7.00 pm
1 November – 31 March	9.00 am – 4.00 pm

You should arrive at least 15 minutes before the cemetery gates are closed and locked.

We remove flowers from funerals once they are in poor condition. This is usually about ten days after the funeral. Please contact us if you would like them removed earlier. If you wish to keep anything, please remove it before this time. You are welcome to place new flowers and personal mementoes, such as teddy bears, at the head of the grave. If you have purchased a Cremated Remains plot you will need to make sure that memorabilia is placed within the plot and is not encroaching on another family's plot. Please do not place anything that could blow away and become litter. Similarly, please do not place anything valuable on the grave because when it becomes weathered and unsightly we will remove it. We do not allow breakable items such as glass and china because they can be dangerous and they will be removed. This includes vases and lanterns. Please note that wild animals such as rabbits eat fresh flowers. Memorabilia is left at the risk of the owner and we are not responsible for any damage or theft.

A grave will continue to settle for up to a year. During this time we will top up the grave with a mound of new soil regularly, but settlement can be very noticeable after wet weather. Please do not plant or place anything on the grave until it has finished settling. You are not permitted to plant trees as they will eventually damage the memorial and can encroach on other family plots. We normally top soil and grass-seed graves in the autumn or spring, once the grave has settled. This could take up to a year.

We aim to cut the grass 16 times each year and strim around memorials monthly. This means the grass is cut every two to three weeks between March and October, depending on the weather conditions and is within a planned maintenance timetable. Occasionally there may be grass strimmings blown onto memorials which is unavoidable. Where there are items left in the grass in front of a headstone and there are no kerbs to define the area, we will strim around the whole space.

Please use litter bins to keep the cemetery tidy. Please don't put grass clippings, earth or rocks in litter bins. We usually empty the bins two or three times a week. We aim to sweep the paths and pick up loose litter once a week.

Our cemeteries are working cemeteries and there will be times when a burial may take place in a grave near to your family grave. We may have to make access for equipment, and to place soil on your family grave for a short time. We will keep any disturbance to a minimum and make sure that the area is left tidy afterwards.

### **Exclusive Rights of Burial**

Most of our graves are private graves, known as "purchased graves", where the exclusive right of burial can be bought for a period of 50 years for a burial or 25 years for a mini headstone or cremated remains plot. The grave remains the property of the Council, but the registered owner of the grave is the only person who can decide who will be buried in the grave, and can choose and maintain a memorial in line with our cemetery regulations. At the end of the time you can buy the rights for

APPLICANT, GRAVE OWNER OR PROPOSED OWNER MUST TEAR OFF AND KEEP

another ten years. We can open a grave for the burial of the owner. In all other cases we must receive written permission from the owner. If the owner has died a new owner must be registered before we can open a grave or any work is done on a memorial. Changing the grave owner is easier when there is a Will or Probate has been granted. If you want more information on registering a new owner, please ask the Cemeteries Office for advice.

When you buy a grave we will send you a Deed of Grant. This deed is not a request for payment, but is your official record of the grave. You should keep it in a safe place because you may be asked for it when any work takes place on the grave. We can add details of later burials to the Deed. If you move you should let us know your new address because we may need to contact you.

Some cemeteries also have graves that cannot be privately owned. These are “unpurchased” graves, sometimes known as public or common graves. The Council has total control over these graves, and decides who will be buried in them. This might not be members of the same family. Next of kin can place a small memorial on the grave, with our permission, for 14 years. After this time we have the right to remove the memorial.

## **Memorials**

For new graves we provide a temporary wooden cross with the name of the deceased and the grave number, to help you find the grave, until you put up a permanent memorial. You need our permission to do this and your Stonemason will request this permission for which there is a charge. For important safety reasons the memorial must meet our rules about size and materials. We do not allow artificial stone or wood. You must use a stonemason who meets our standards, and is insured to work in cemeteries. We cannot recommend stonemasons, your funeral director can help you with this or we can give you a list of approved local stonemasons. The grave owner must sign any application for placing a memorial on a grave or for work on an existing memorial.

The majority of the graves in the cemeteries are “Lawn Section” graves. On these most of the grave is grassed. Most of them have a concrete foundation already in place for a headstone. This means that you can arrange for a memorial immediately if you wish. However, you should take whatever time you need to choose the right memorial and inscription. A memorial can be up to 3 ft 6 inches high and 2 ft 6 inches wide. You are allowed to use a space up to 18 inches, measured from the front of the headstone base, for planting or for plastic vases. You cannot use more space because we need access to cut the grass.

There are “traditional” graves available at Romford and Upminster Cemetery. These are more expensive but give you a wider choice of memorial and more space to plant the grave. The owner is responsible for maintaining these graves, but we usually cut the grass on them twice a year. Alternatively, we can maintain these graves for a fee.

A memorial is the property of the grave owner. Maintaining and repairing it is the owner’s responsibility. You can buy maintenance and insurance contracts for memorials from Funeral Directors and Memorial Masons. We will regularly inspect memorials for safety. If a memorial is unsafe the Council will take whatever action is necessary to remove the danger. If we find that a memorial is unsafe, we will always try to contact the grave owner so that you can have it repaired. We may charge the grave owner the cost of making a memorial safe. If a memorial is not made safe, we may remove it.

## **Further information**

The Cemetery and Crematorium office is based at South Essex Crematorium. Opening hours are:

By telephone: Monday to Friday 9.00am to 5.00pm.

For visitors: Monday to Friday 9.00am to 3.30pm.

You can get copies of the cemetery regulations from the Cemetery and Crematorium Office. You can view the cemetery records there by making an appointment. We also have a range of information leaflets that you might find useful. If you would like to know anything else about our service, please contact Bereavement Services using the above details.