

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

Mr/Mrs/Ms <i>Please indicate</i>	Surname	First Names	
Address			Postcode
Telephone		Email	
Relationship to the Deceased			
<p><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></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>			
Signed		Date	
<p><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></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>			
Signed		Date	

Burial Details

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

Chapels and Wesley Music are available at Upminster, Romford or Rainham Cemeteries. An Organ is only available at Upminster. An organist is included in the chapel fee if requested at the time of booking and availability will be confirmed within a working day. 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

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

Grave Details

New Grave		Reopen		Pre-purchased		Childs Grave		
<i>For New Graves, please complete the Application For Grant of Exclusive Right of Burial section</i>						Unpurchased		
Grave Section				Grave Number				
Is There a Memorial To Be Removed? <i>Memorials must be removed by the Funeral Director at least 2 working days before the burial.</i>						Yes / No / Unsure		
Proposed Depth	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>								
Exact Size of Coffin <i>Including handles. Indicate in feet and inches.</i>	<i>Length</i>		<i>Width</i>		<i>Depth</i>		Casket <i>Incurs extra charge</i>	Yes / No
	ft	in	ft	in	ft	in		

Funeral Director Details

Company Name and Address				Postcode
Email			Telephone	
Completed By			Signed	



APPLICATION FOR EXCLUSIVE RIGHT OF BURIAL

Grave Details *Please refer to the table on the back page and indicate the cemetery required.*

Cemetery <i>Please indicate</i>	UPMINSTER	ROMFORD	HORNCHURCH	RAINHAM
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Grave Type *Please refer to the table on the back page and indicate grave type required.*

Lawn Grave		Traditional Grave		Walled Grave	
Child Grave		Short Grave		Cremated Remains Plot	
Is this grave for an immediate burial? <i>If yes, the Burial Applicant must complete and sign the Interment Notice</i>			Yes /No	Mini Headstone Cremated Remains Plot	

If a Specific Grave Has Been Selected by the Proposed Owner State the Grave Number <i>There is a fee for this service and can only be carried out with an appointment</i>	Section	Number
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Special Requests

Grave Owner Details

Mr/Mrs/Ms <i>Please indicate</i>	Surname	First Names
Address	Postcode	
Telephone Number	Email Address	

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.

Signature of Purchaser	Date	
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FOR CEMETERY OFFICE USE ONLY

Purchase Fee		Grave Section and Number	
Interment Fee		Burial Number	
Chapel Fee		Deed Number	
Selection Fee		Date Deed Sent	
Other Fees		Receipt Number	



Havering
LONDON BOROUGH

Bereavement Services
South Essex Crematorium
Ockendon Road
Upminster RM14 2UY
Telephone: 01708 434433
Fax: 01708 434422
email: 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

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

memorial in line with our cemetery regulations. At the end of the time you can buy the rights for 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.

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.

CEMETERY	 Available Lawn Graves 50 Year Lease	 Available Traditional Graves 50 Year Lease	 Limited Cremated Remains Plots 25 Year Lease	 Mini-Headstones for Cremated Remains 25 Year Lease	 New Child Graves 50 Year Lease	Re-open Existing Graves Only	Chapel Available 30 Minute Service	Organ Available	Wesley Music Available
UPMINSTER Ockendon Rd Upminster, RM14 2UY	✓	✓	✓	✓	✓		✓	✓	✓
ROMFORD Crow Lane Romford, RM7 OBH	✓	✓	✓	✓	✓		✓		✓
HORNCHURCH High Rd, Hornchurch, RM12 6PA			✓	✓		✓			
RAINHAM Upminster Rd, North Rainham, RM13 9RY						✓	✓		✓
Information and Maximum Memorial Size	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: 10 3/4" x 7 1/2" 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									