



# Windlesham Parish Council

Jo Whitfield - Clerk to the Council  
The Council Offices, The Avenue, Lightwater, Surrey, GU18 5RG  
Telephone: 01276 471675 Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Web Site: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)



## APPLICATION FOR INTERMENT

Please refer to our Cemetery Regulations when completing this form and post or email application to above offices to ensure receipt ten working days before proposed date of burial, excluding Saturdays, Sundays and general holidays. If there is no living grave owner, please allow additional time to transfer the Deed of Grant.

Contact Cemeteries and Allotments coordinator: [admin@windleshampc.gov.uk](mailto:admin@windleshampc.gov.uk)

Which Cemetery? (please state which):  Windlesham  Lightwater  Bagshot

Full Name of Person to be Interred:

Place of Death:

Date of Death:

Age:

Previous Permanent Address of Deceased:

Date of Interment:

Church service that day (if any) - for information only:-

Place:

Time:

Time of Arrival at Cemetery:

Name and Contact details of Funeral Directors (if applicable):

**SECTION 2 - INTERMENT OF ASHES (for Burials please go to SECTION 3 – To arrange the interment of Ashes please complete this section (and section 3, if a funeral director is organising the interment), return the form, along with the original cremation certificate and payment via bank transfer or cheque.**

- At Memorial Wall
- 2<sup>nd</sup> Interment at the Memorial Wall
- In New Grave
- In New Half Plot Grave
- Ashes in Existing Grave or Pre-Purchased Grave

Details of plot number and any previous interment:

If Ashes are being interred in a grave space, is the deceased the legal grave owner?  Yes  No

**IMPORTANT – for ashes in an existing grave, only the grave owner can give authority to use the grave space. If the deceased is the legal owner the deeds will need to be transferred legally in line with the natural line of succession, please contact the parish council for further details.**

Size Of Urn Or Casket:

CREMATION CERTIFICATE:

Enclosed

To Follow

£FEE:  Bacs payment (For up to date fees, see our website [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk).)

Full Name and Address of Applicant or the Grave Owner if ashes are being interred in a grave.

Telephone number: & Email Address:

Signature of Applicant/Grave Owner

N.B this application will not be accepted unless signed by the grave owner if ashes are being interred in an existing grave (passport or driving licence verifying signature must be attached).

**SECTION 3 - IF ASHES INTERMENTS OR BURIALS ARE BEING ORGANISED BY A FUNERAL DIRECTOR PLEASE COMPLETE THIS SECTION.** (If you wish to inter Ashes without using the services of a Funeral Director, this form is now complete. Please contact the Parish Council directly to book the Ashes interment.) Please note that all excess spoil and turf should now be removed from all of our Cemeteries.

Gravedigging/Ashes interment to be arranged by: Funeral Director

Name of Funeral Director organising the Interment

Funeral Directors Contact Details:

Name of Grave Digger

Name & Signature of Funeral Director

**Funeral Director Declaration.**

I can confirm that a copy of the above Grave Diggers public liability insurance and work method statement has been supplied to Windlesham Parish Council.  Yes  No

Important Note: Removal of existing headstones will be the responsibility of the Funeral Director.

**SECTION 4 – BURIALS ONLY - SUBJECT TO PROOF OF GRAVE OWNERSHIP** - To arrange a burial please complete this section along with section 3. Return the completed form with the original Green Burial certificate and payment via bank transfer.

Type of grave required?  New Plot  Use of pre-purchased plot  Re-open existing grave

Plot number of pre-purchased or existing grave

Is the deceased the legal grave owner?  Yes  No

Deed of Grant or entitlement to Exclusive Right of Burial must be produced.

**IMPORTANT – only the grave owner can give authority to use the grave space.**

**If the deceased is the legal owner the deeds will need to be legally transferred in line with the natural line of succession.**

Type of Burial:  Single Depth  Double Depth  Childs

Coffin **Or**  Casket (please indicate which)

Important Note: Removal of existing headstones will be the responsibility of the Funeral Director/Grave Owner.

FEE: £   Bacs payment (For up to date fees, see our website [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk).)

Certificate For Burial (Parts B & C)  Enclosed  To Follow

Full Name, Address & Contact Details (telephone number and email address) of Grave Owner:

Signature of Grave Owner

**N.B THIS APPLICATION WILL NOT BE ACCEPTED UNLESS SIGNED BY THE GRAVE OWNER (PASSPORT OR DRIVING LICENCE VERIFYING SIGNATURE MUST BE ATTACHED IF INTERMENT IS IN AN EXISTING GRAVE).**

For payment via bank transfer our details will be provided on the invoice you will receive upon receipt of this form.  
Please do not make payment before receiving an invoice.