MONMOUTHSHIRE COUNTY COUNCIL NOTICE OF INTERMENT



MCC, Cemetery Officer, County Hall, The Rhadyr, Usk, Monmouthshire, NP15 1GA

This Notice is to be delivered during working hours, Mondays to Fridays at the One Stop Shop/HUB, at least four working days previous to any interment. If the Interment is to take place in a Bricked Grave, then six clear days. It is the responsibility of the Funeral Director to ascertain and ensure the removal of any monumental masonry on the grave, after initial booking and at least three working days prior to interment. No application as to Interments can be received on Saturdays, Sundays, Bank Holidays or Statutory Holidays. All fees are to be paid at the time of delivery of this Notice:

Details of the deceased and the interment. It is important that the following particulars are CAREFULLY and ACCURATELY set forth:

DETAILS of the DECEASED	
Deceased's surname	Deceased's forenames
Date of death (day/mth/yr)	Age of deceased
Place where death occurred	
Usual address if not as above	
DETAILS OF THE INTERMENT	
Day of the week and date of the month on which the interment is to take place	Hour of the day at which the funeral will arrive at Cemetery
Name of Cemetery	Grave Number
ie New Single Depth/Double Depth/Triple Depth G Cremated Remains Plot or Reopen of Cremated Re	
Coffin dimensions (length and width) and style	
Place of worship/location of service	Name of Minister/Celebrant to officiate
FUNERAL DIRECTOR	
Name	Fee paid

EXCLUSIVE RIGHTS TO BURIAL (ERB) APPLICANT/S Please complete <u>either</u> Section 1 <u>or</u> 2 and use Section 3 to record the details of multiple ERB applicants

SECTION 1. NEW GRAVE (the owner should be the spouse/partner or closest next of kin)

being the person responsible for arranging the int	erment of the deceased detailed overleaf, wish to be recorded as Section 3 where joint Exclusive Rights of Burial, ERB, are d detailed overleaf
Signed (by applicant)	Date
Address	
Postcode	Tel Nos

SECTION 2. RE-OPENING OF GRAVE (NB the burial will not go ahead without either a current ERB or a signed and witnessed statutory declaration submitted with this form)

I, (Mr/Mrs/Miss/Ms) (print name) being the person responsible for arranging the interment of the deceased detailed overleaf, am:

Delete as required a) the owner of the grave b) the proposed new owner of the grave (together with those named below in Section 3, where joint Exclusive Rights of Burial, ERB, are requested)

having produced the existing ERB to the grave and/or having completed the Statutory Declaration, hereby give permission for the above mentioned grave to be re-opened and any masonry to be removed.

Signed (by applicant)	Date
Address	
Postcode	Tel Nos

SECTION 3 (FOR JOINT EXCLUSIVE RIGHT OF BURIAL HOLDERS)

Please list all those (in addition to the above named person) wishing to be recorded as the holder of the Exclusive Rights of Burial of the deceased detailed overleaf

Name (Mr/Mrs/Miss/Ms)	Tel No:
Address	Postcode
Name (Mr/Mrs/Miss/Ms)	Tel No:
Address	Postcode
Name (Mr/Mrs/Miss/Ms)	Tel No:
Address	Postcode

DATA PRIVACY SUMMARY NOTICE

How we will use your information

Processing of your personal data by Monmouthshire County Council (MCC) is necessary to comply with the Local Governments Act 1972 and the Local Authorities Cemeteries Order 1977. Without this information, the MCC Cemeteries Service may not be able to carry out the requested burial.

Your details will be legitimately shared with the Funeral Director and Memorial Mason where necessary in a safe and secure manner. From time to time it may also be necessary to share details of a burial with members of the public. Your personal details will not be shared further, unless in relation to safeguarding or other legal obligations. Your records will be safely stored and retained in line with our retention policy, unless we need to retain under

another lawful basis. You have a number of rights in relation to the information including the right of access to information we hold about you and the right to complain if you are unhappy with the way your information is being processed. For further information on how we process your information and your rights please visit

www.monmouthshire.gov.uk/home/data-protection

Should you need to make a complaint about the way your data has been processed, please contact <u>dataprotection@monmouthshire.go.uk</u> or if you are not fully satisfied you may contact the Information Commissioner's Office online at <u>www.ico.org.uk/concerns</u> or via their helpline: 0303 123 1113

TO BE COMPLETED IN ALL CASES

I, the person arranging the burial confirm that the above information is correct to the best of my knowledge and accept that an 'OUT OF COUNTY' fee will be applied, as per current rules at the time of the burial, if the deceased's normal address is outside the boundary of Monmouthshire with no recourse for any refund.

Signed (by applicant)Date

FUNERAL DIRECTOR - I confirm that I have explained the rules and regulations pertaining to the Lawn Cemetery areas and have given the MCC Lawn Cemetery Information Sheet to the person stated above.

Signed......Date.....