

# 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:*

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## 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.....

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## 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.....

Type of Grave .....  
*ie New Single Depth/Double Depth/Triple Depth Grave or Reopen to Single Depth/Double Depth or New Cremated Remains Plot or Reopen of Cremated Remains Plot*

Coffin dimensions (*length and width*) and style .....

Place of worship/location of service ..... Name of Minister/Celebrant to officiate .....

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## FUNERAL DIRECTOR

Name..... Fee paid.....



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## 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](http://www.monmouthshire.gov.uk/home/data-protection)

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

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### 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.....