

## NOTICE OF INTERMENT IN LUDLOW CEMETERY

This notice is to be delivered to the Town Clerk's Office, at least **FIVE** clear working days  
(exclusive of Saturday, Sunday and Bank Holidays) prior to any interment.

**CEMETERY IS CLOSED FOR FUNERALS SATURDAY AFTERNOONS, SUNDAYS & BANK HOLIDAYS**

**Please complete the following details:**

1. Full name of person to be buried .....
2. Age of person to be buried last birthday .....
3. Date of death (Day, Month and Year) .....
4. Home Address of person to be buried .....
5. If not at home, state name of place where death occurred .....
6. Date on which burial is to take place .....
7. Religion .....
8. Chapel of Rest required **YES / NO** .....
9. Time .....

**GRAVE PURCHASED BY: (If the original purchaser is now deceased a transfer of exclusive rights will need to take place before the burial can take place )**  
**Graves that have been previously purchased can only be re – opened with the consent of the owner.**

Name ..... (please print)	NEW / REOPEN .....
Full Name ( print clearly).....	Area .....
Address.....	Row.....
.....	Number .....
Tel: .....	Depth of Grave / depth of burial .....
Signed .....	

**ORDER FOR INTERMENT:**

I agree to the interment of the late ..... in the grave detailed above.

**Signed:** .....

**Address:** .....

**Relationship to owner of Grave:** ..... **Date:** .....

**UNDERTAKER:** .....

**MEMORIAL MASON** ..... Removal Date .....

Fees paid to Ludlow Town Council: Purchase of Burial / Cremation Space .....

**Coffin size** ..... **Type of Coffin** ..... **Coffin Lid Size** .....

Administration Fee ..... Use of Chapel of Rest ..... Grave Digging: ..... Total .....

## **GUIDANCE NOTES FOR FUNERAL DIRECTORS**

### **Burials**

a) A new burial plot will be allocated, or permission to reopen an existing grave will be given by the Town Clerk or authorised officer of the council. **Grant of Right of Burial will be required as proof of ownership of the grave.**

b) Applications for burials and cremated remains must be made to the Town Clerk using the official application form four working days prior to the funeral. The Certificate for Burial or Cremation (Part B) must be provided before the funeral can take place.

c) The application must be accompanied by a cheque for the appropriate fee, made payable to **Ludlow Town Council**. A schedule of current fees is available from the Town Clerk

### **Allocation**

a) New graves will be allocated according to availability and aligned with other graves. The Town Council cannot guarantee availability of any particular grave, row or plot.

### **Grave Digging**

a) Grave digging will be arranged by the Council.

b) All new graves must be at least double depth.

c) Grave digger must observe to the schedule of minimum depths in *Appendix 3*. The minimum depth for a triple grave is 7' 9" (2.13m). The minimum depth of a double grave is 6'6" (1.98m). There must be a minimum of depth of 6" (61cm) of undisturbed soil between each burial. Please refer to diagrams in *Appendix 3*

d) Triple graves depth graves are permitted if soil conditions are suitable.

### **Memorials**

a) Permission is required from the Town Clerk for all headstones and memorials.

b) A period of six months must elapse to allow the ground to settle before a memorial is erected.

c) Cemetery rules and regulations are available on the Ludlow Town Council website.

### **PRIVACY NOTICE**

Ludlow Town Council collects and manages personal data under the Data Protection Act 1998 and the General Data Protection Regulations 2018. Your information will be lawfully processed by the Council within the terms of our privacy policy.

To find out more about our privacy arrangements, please access the Council's website [www.ludlow.gov.uk](http://www.ludlow.gov.uk) where our full Privacy Notice and Privacy Policy can be viewed.