



Locum Town Clerk & RFO: Francesca Pridding PSLCC  
 The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB  
 town.clerk@cullomptontowncouncil.gov.uk 01884 38249

## NOTICE OF INTERMENT IN CULLOMPTON CEMETERY

### Details of person to be buried or whose ashes are to be interred:

Full Name:				Age:	
Last Known Permanent Address:					
Last Known Occupation:					
Date of Death:		Place of Death:			

### Details of the Burial (to be completed by the Funeral Director/Organiser):

Date of Interment:		Time at Cemetery*:		Use of Chapel:	Yes	No
				Currently unavailable		
The Interment is a coffin		or cremated remains		casket	urn	
External Dimensions of coffin, casket or urn in inches: <b>Do not add extra for ease of lowering</b>					L	W
					H	
Location of Grave Space:	Row:	Space:				
Name of Officiating Minister:						
Name of Funeral Director/Organiser:					Tel No:	
Address of Funeral Director/Organiser:						
Signature of Funeral Director/Organiser:						

\*Times of Burials and Interment of Ashes will depend on time of the year.

### FOR OFFICE USE ONLY:

Document	Completed	Not Required
Register No.		
Interment Fee		
Purchase Fee		
Use of Chapel Fee		
Invoice No.		
Register of Burials		
Register of Graves		
Grave Purchase Register		
Indexed Register		
Deed of Grant		

**If an un-purchased grave is required, please complete Section A below.  
For all other graves, please complete Section B or Section C.**

**SECTION A - UN-PURCHASED GRAVES ONLY**

I require the above interment to take place in an un-purchased grave. I understand that if I do not purchase the Exclusive Rights to a grave, Cullompton Town Council may inter other, unrelated, persons in that grave. I further understand that no memorials will be permitted on this grave.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_

Home Address (incl post code): \_\_\_\_\_

**SECTION B - NEW GRAVES ONLY**

Details of the grave required (to be completed by the person whose name is to be registered on the Deed of Grant).

Cremated Remains	Child's Grave	Adult's Grave (Single Depth)	Adult's Grave (Double Depth)
<b>30 Year Grant</b>		<b>75 Year Grant</b>	
Full Name of the person purchasing the Exclusive Rights of Burial for the grave:			
Permanent Address including postcode:			
Signature:			
Date:			

**SECTION C - RE-OPEN AND PREVIOUSLY PURCHASED GRAVE**

**To be completed by the grave owner or their next of kin where the deceased is the grave owner.**

Please open grave number: (row) (space)

I am the registered owner of the grave/next of kin/executor of the owner (delete as applicable)

If you are not the registered owner, please state your relationship to the deceased grave owner:

**Note: Cullompton Town Council may only authorise the opening of a purchased grave with the permission of the owner or to inter the owner. In all other cases, ownership must be transferred to somebody who can legally prove that they are entitled to receive these rights. Whilst the Council will offer all assistance in establishing the means of transfer, responsibility remains with the funeral arranger to have clarified and prove this matter before booking.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name of Applicant: \_\_\_\_\_

Home Address (incl post code): \_\_\_\_\_

## PRIVACY NOTICE

Cullompton Town Council is the Data Controller under the new data protection law and will use the information you provide to process your application to purchase a grave space at Cullompton Cemetery.

The legal basis for processing this data is to enable the Council to process this contract. Our contact details for any queries is The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

In addition to enabling the Town Council to maintain the burial records we will retain your data to contact you if required on matters relating to the management and safety of the Cemetery. If you consent to us contacting you, please tick the boxes below.

We will not normally share your information with organisations other than our partner organisations without your consent. However, there may be certain circumstances where we would share without consent such as where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. Any information which is shared will only be shared on a need to know basis, with appropriate individuals. Only the minimum information for the purpose will be shared.

Legally required data will be retained indefinitely for legal and archive purposes and, if ownership of the grave space is transferred to another person, for a period of six years for contract purposes.

Data held by consent will be retained indefinitely for legal, management and contract purposes or until a request is received to delete it.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

Information you provide will only be used for the stated purpose. Further information about the processing of your data can be found on our website at <http://www.cullomptontowncouncil.gov.uk/>

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can change your consent at any time.

### **KEEPING IN TOUCH**

- Yes please, I would like to receive communications by email.
- Yes please, I would like to receive communications by telephone.
- Yes please, I would like to receive communications by mobile phone including text message.
- Yes please, I would like to receive communications by post.