

GENERAL CEMETERY COMPANY

Kensal Green Cemetery · West London Crematorium

Harrow Road · London · W10 4RA

020 8969 0152 · enquiries@kensalgreencemetery.com

Notice of Burial

(for 18 years and over)

This form must be received by the General Cemetery Company (GCC) with either, the 'Certificate for Burial or Cremation' issued by the Registrar of Births & Deaths, or the Coroner's Burial Order, as soon as available so that the necessary checks can be carried out, but at least three full days before the burial.

Details of deceased

Full name

Home address (at time of death)

Postcode

Previous address if known*

Postcode

Is the deceased the grave owner?

Yes

No

* The GCC uses the deceased's address as part of the checking process. If these details do not correspond, further confirmation may be required. Bear in mind, the address held with the GCC may be from when the grave was first purchased, and this could be some time ago.

Age years

Religion of deceased None

Legal Status Single Married Divorced Civil partnered

Civil partnership dissolved Widow / widower Surviving civil partner

Occupation of deceased tick box if retired

Details of burial

Day of burial Date of burial

Time of burial Time of chapel service (if applicable)

Type of Service Direct to grave East chapel*

* Please complete a Memorial Service form

Mourners to backfill grave

(Please refer to 'Rules & Regulations')

Large attendance expected

(over 50 mourners)

Horse drawn

Details of grave / previous burial

The GCC will use the grave number to check that the details on this form match the records held. If any discrepancies occur, further checks will be made. It is important therefore, that the details of the grave owner, and, if applicable, the previous burial detailed on this form, are entirely accurate. This is especially important if more than one plot is held by family members. Only when these checks have been satisfactorily completed, can the grave can be prepared.

Grave purchase New grave (see fees list) Grave in reserve Re-open

Grave type Standard grave Below ground vault Above ground mausoleum / vault

Grave details Grave number Square Row

Depth for one for two for three *
* We cannot guarantee a depth for three but will try. No liability will be taken if the depth is not achieved.

Details of last burial (only applicable to a re-open)

Full name of last person buried in this grave

Date of this burial

Memorial on grave (if applicable)

Is there a memorial to be moved? Yes No Don't know

Type of memorial Headstone only Full memorial Don't know Mausoleum / vault

- Memorials must be removed from the grave to accommodate subsequent burials.
- A fee is charged to remove a headstone or full memorial and replace it 12 months later:
 - **Full memorials** The GCC will remove the memorial in advance of the burial, and this will be replaced on the grave approximately one year after the burial has taken place. The memorial will be moved to the nearest safe place.
 - **Headstone only memorials** The GCC has an appointed memorial mason who will attend site and remove the headstone and foundation. This headstone will be taken off site and stored at their premises for one year. The memorial mason will reinstate the headstone, using ground anchor to meet BRAMM regulations.
- **All removals are carried out at clients' risk.** The GCC cannot accept any liability if the memorial does not comply to regulation, making it difficult to move.
- **If the GCC is unable to move a full memorial, a memorial mason will be appointed by the GCC, and additional fees will apply. The GCC will advise on the cost before proceeding with the removal. The costs for replacing the memorial one year later will also be required. Payment in full will be required before the memorial is removed.**
- If you would like to appoint your own memorial mason to remove the memorial, the memorial MUST be taken away from the cemetery and stored elsewhere. **If the deceased is the sole grave owner, this will not be permitted.**
- No additional work can be carried out to the memorial whilst off site, without the necessary permit.
- If appointing your own memorial mason, you must ask them to send their insurance documents. Please also complete the details below.
- **Above ground burial in mausoleum / vault All coffins must be hermetically sealed.** You must contact the office for further information regarding the preparation of the mausoleum / vault.
- **Below ground vault** You must contact the office for further information regarding the preparation of the vault.

Detail of memorial mason if grave owner(s) appointing their own contractor. (Not permitted if sole grave owner's burial).

Company name

Address

Postcode

BRAMM number Removal date

Owner(s) / applicant's details

Application for burial

Where the deceased is the grave owner, only a signature of the applicant for the burial is required

Authorisation to open and request burial in a grave

Where the deceased is not the owner, ALL living owners must sign this form, to authorise the opening and burial in this grave

Application for ownership of the grave

For new graves up to three owners can be registered. All applicants wishing to be registered owners must sign this form for the burial to take place. These must be the same named people on the 'Grave Selection Form'.

Owner 1 / applicant

I can confirm that all the above is correct and I have read and understood the form.

Full name

Home address

Postcode

Telephone number

Email

Your relationship to the deceased

Signature Date

Owner 2 (if applicable)

I can confirm that all the above is correct and I have read and understood the form.

Full name

Home address

Postcode

Telephone number

Email

Your relationship to the deceased

Signature Date

Owner 3 (if applicable)

I can confirm that all the above is correct and I have read and understood the form.

Full name

Home address

Postcode

Telephone number

Email

Your relationship to the deceased

Signature Date

All living registered grave owners must sign this form.

Please note, if any of the registered grave owners have moved address from the address held on record, a 'Change of Address form for Grave Owners' must be completed.

Any additional information

Details of coffin / casket

If these details are not available at the time you submit the Notice of Burial, please send the measurements by using the 'Notice of Coffin Measurements for Burial' form or submit your own document, but verbal communication cannot be accepted.

Size of coffin / casket

Length (feet & inches) Width (inches) Depth (inches)

Shape of coffin / casket

Traditional coffin (tapered) Straight edged coffin Casket (domed lid)

- **Exact outside measurements only.**
- If these measurements are incorrect, further fees may be incurred and / or the **burial may not be able to take place.**
- Coffins / caskets that exceed 6' 6" long and / or 26" wide will incur a higher burial fee. Please see 'fees list'.
- Graves are always prepared at least one day before the date of burial.
- Coffins / caskets placed above ground MUST be hermetically sealed.

Details of funeral director

I can confirm that all the above has been discussed with the owner(s) / applicant and, I have read and understood all of the requirements. All details stated on this form are correct.

I understand a cancellation fee will apply if the burial is cancelled within 48 hours or less (see fees list).

Funeral director _____

Address _____

Postcode _____

Telephone number _____

Email _____

Funeral arranger's name _____

Signature _____ Date _____

If possible, please attach the Exclusive Right of Burial Deed.

Payment should be made by bank transfer.