



ADUR & WORTHING  
COUNCILS

## Notice of Interment

**Completed paperwork and certificates must be received by the office at least four working days prior to the burial.** Please ensure the death has been registered prior to the booking being made. For a request to re-open a grave or plot, the details will need to be checked by the Bereavement Services office.

<b>Deceased full legal name</b>	
<b>Day and full date of death</b>	
<b>Male/Female</b>	
<b>Age at time of death</b>	
If deceased is under 18 years of age please provide names and address of parents	
<b>Permanent address and postcode of deceased</b>	
<b>Location where they passed away</b>	
<b>Cemetery</b>	
<b>Day and date of burial</b>	
<b>Time of arrival</b>	
<b>Durrington chapel required?</b>	<i>Chapel service time is 40 minutes.</i>
<b>Plot details</b> section-row-grave	
For new or pre-purchased graves - please tick the total number of burials the grave is to be prepared for:	<input type="checkbox"/> Depth for one standard coffin
	<input type="checkbox"/> Depth for two standard coffins
	<input type="checkbox"/> Depth for three standard coffins (additional cost)
Re-open grave or cremation plot: <i>Name of present owner -</i>	
Pre-purchased grave or cremation plot: <i>Name of present owner -</i>	
Reserved grave or cremation plot: <i>Name of reservee -</i>	
Re-open grave or cremation plot: <i>Name(s) of those already laid to rest -</i>	
<b>Is there a memorial to be removed?</b>	<i>It is the responsibility of the funeral director or applicant to arrange removal of memorials in time for grave or plot preparation.</i>
<b>For coffin:</b> total external size including handles	<b>L</b> _____ft _____ ins <b>x W</b> _____ft _____ ins <b>x D</b> _____ft _____ ins
<b>Coffin style, material and handle shape</b>	
<b>For ashes:</b> total external size and casket style	
Name of person officiating if applicable	

<b>If this is a new grave or plot please complete the details below:</b> <i>(an application to hold the Exclusive Rights of Burial form may also need to be completed if required)</i>	
Full legal name of applicant	
Address and postcode	
Contact number	
Email address	
Signature	
<b>If the Exclusive Rights of Burial are currently held by a living owner:</b>	
Full legal name of owner	
Address and postcode	
Contact number	
Email address	
Signature	
<b>If the owner is to be buried and there is to be an applicant on their behalf:</b>	
Name of applicant	
Relationship to deceased	
Address and postcode	
Contact number	
Email address	
Signature	

Adur & Worthing councils are the data controllers for the purposes of applicable data protection legislation in relation to burials and interments within Adur and Worthing cemeteries. Full details about how your personal data is used are available at [www.worthingcrem.co.uk/privacy-notice](http://www.worthingcrem.co.uk/privacy-notice)

<p><b>Declaration:</b> I declare that, to the best of my knowledge, all particulars stated overleaf and above are accurate and correct. I confirm that I have read and understand the Notes for Guidance and the Burial Regulations.</p> <p><i>If the interment is being arranged through a Funeral Director the declaration must be completed by the Funeral Director.            If the interment is being arranged privately by family then the applicant for the interment must also complete and sign the declaration.</i></p>	
<b>Name</b> <i>Funeral Director or Applicant</i>	
<b>Address and postcode</b>	
<b>Telephone</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Payment details</b>	Fee enclosed
	Please contact me for payment by card

## Notes for Guidance

Interments times for Adur and Worthing cemeteries:

Mondays to Thursday 10.00am - 2.00pm

Fridays 10.00am - 1.00pm

If Durrington chapel is required then this is suggested to be booked to start an hour before the last interment time. Any bookings outside of these times will be based on staff availability and will incur an additional cost. For urgent burials in the cemetery please contact the team directly, requests will be considered individually and actioned when possible. Any burial which arrives late or overruns may incur a late fee or an additional charge for interments.

- Prior to booking for a body burial please ensure the death has been registered.
- Please use the full legal name of the deceased, this must match the details provided on the registration certificate or coroner's order for burial.
- If the interment is being arranged through a funeral director they must complete the declaration. If the interment is being arranged privately by family then the applicant for the interment must also complete and sign the declaration.
- Please ensure the coffin or cremation casket has a clear identity label or name plate which will be discreetly checked by the cemetery attendant on the day.
- A standard coffin height is considered to be 17”.
- The completed and signed Notice of Interment must be delivered to the office at least four full working days prior to the date of the burial. This must include the Registrar's Certificate of Disposal, Cremation Certificate or the Coroner's Order for Burial. Late receipt of paperwork may delay the burial date and incur a late paperwork admin charge.
- The prescribed interment fees must accompany this notice. Cheques should be made payable to (**Adur District Council** or **Worthing Borough Council**) depending on where the burial is to take place.
- The Adur District Council or Worthing Borough Council do not hold themselves responsible for the necessary arrangements and attendance of an Officiant. The Applicant, or the Funeral Director on their behalf, must make the necessary arrangements with a registered Stonemason for the removal and replacement of any memorial on the grave. Please ensure that any memorial requiring removal prior to an interment is done promptly to allow the cemetery staff adequate time for preparation.

For the full burial ground rules and regulations please use the link below for the website.

<https://www.adur-worthing.gov.uk/cemeteries-and-crematorium/>

Hardcopies are available, please contact Bereavement Services.

*Bereavement Services, Worthing Crematorium, Horsham Road, Findon, West Sussex, BN14 0RG*

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