



ADUR & WORTHING  
COUNCILS

## Notice of Interment

Completed form and all other paperwork must be received into 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 our 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>	
<b>If under 18 years, name and address of parents</b>	
<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 (section-row-grave)</b>	
<b>For a new grave please tick the total number of burials the grave will be prepared for:</b> <b>One standard coffin</b> <input type="checkbox"/> <b>Two standard coffins</b> <input type="checkbox"/> <b>Three standard coffins (additional cost)</b> <input type="checkbox"/>	
<b>Re-open grave or cremation plot: Name of present owner -</b> <b>Pre-purchased grave or cremation plot: Name of present owner -</b> <b>Reserved grave or cremation plot: Name of reservee -</b>	
<b>Is there a memorial on the plot to be removed?</b>	<i>It is the responsibility of the funeral director or applicant to arrange removal of memorials.</i>
<b>For coffin: total external size including handles</b>	<b>L</b> _____ ft _____ ins <b>x W</b> _____ ft _____ ins <b>x D</b> _____ ft _____ ins
<b>For ashes: total external size including handles</b>	
<b>Container style and material, handle shape</b>	
<b>Name of minister officiating</b>	

<b>If this is a new grave or plot please complete the details below</b> (an application to purchase the Exclusive Right of Burial form may also need to be completed)	
<b>Name of applicant inc Title</b>	
<b>Address and postcode</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Signature</b>	

<b>If the Exclusive Rights of Burial are currently held by a living owner.</b>	
<b>Name of owner inc Title</b>	
<b>Address and postcode</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Signature</b>	

<b>If the owner is to be buried and there is to be an applicant on their behalf</b>	
<b>Name of applicant inc Title</b>	
<b>Relationship to deceased</b>	
<b>Address and postcode</b>	
<b>Contact number</b>	
<b>Email address</b>	
<b>Signature</b>	

*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)*

<b>Declaration</b>	
<b>I declare that to the best of my knowledge and belief all particulars stated overleaf and above are accurate and correct. I confirm that I have read and understand the Notes for Guidance.</b>	
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.	
<b>Name</b> <i>Funeral Director or Applicant</i>	
<b>Address and postcode</b>	
<b>Telephone</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Fee enclosed</b>	<b>£</b>

## Notes for Guidance

Interments times for Adur and Worthing cemeteries:

Mondays to Thursday 10.30am - 2.00pm

Fridays 10.00am - 1.00pm

If the chapel is required then this must be booked to start an hour before the last interment time.

Please complete a service requirements form for the chapel.

- Prior to booking please ensure the death has been registered.
- Please use the full legal name of the deceased, this must match the details provided at registration
- 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 casket or coffin has a clear identity label which will be discreetly checked by the cemetery attendant on the day
- For urgent burials in the cemetery please contact the team directly, requests will be considered individually and actioned when possible
- 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
- Any burial which arrives late or overruns may incur a late fee or an additional charge for interments
- 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 attendance of the Officiating Minister or the Stonemason. The Applicant or the Funeral Director on his/her behalf must make the necessary arrangements with the Officiating Minister for his attendance and that of the Stonemason for the removal and replacement of any monument 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

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

*cemetery@adur-worthing.gov.uk*

*01903 872678*

*Email: cemetery@adur-worthing.gov.uk*