

**Cemeteries Office North**

Rotterdam Road Depot
Rotterdam Road
Lowestoft NR32 2EF
01502 443342
cemeteries@eastsuffolkservices.co.uk

Cemeteries Office South

Ufford Depot
Yarmouth Road
Woodbridge IP13 6ET
01502 443343
cemeteries@eastsuffolkservices.co.uk

Notice of Interment

This document helps us care for your loved one with dignity and ensure their interment takes place in accordance with your wishes and the law. We understand this may be a difficult time, and we are here to support you. If you need help completing this form, please contact the Cemeteries Team.

The Notice of interment should be provided in writing to the Council as early as possible. As a minimum, notice must be received no later than three clear working days in advance, or five clear days where a vault is required. Saturdays, Sundays, Good Friday, Christmas Day and Bank Holidays are not classed as working days.

Cemetery _____

Date and Time of Interment

Day: _____ Date: _____ Time: _____

Type of Service: Chapel Graveside Other: _____

Officiant (if known): _____

Denomination / Belief (if applicable): _____

About the Person We Are Remembering

Full name (including title): _____

Address: _____

Postcode: _____ Age: _____ Sex: Male Female Other

Marital status (optional): _____

Current or former occupation (optional): _____

About the Person Making This Application

Full name (including title): _____

Relationship to the person who has died: _____

Address: _____

Postcode: _____ Telephone: _____

Email: _____

Grave Details

Section: _____ Grave number: _____

Depth required: _____

Grave type: Purchased Common (unpurchased)

Grant number (if applicable): _____ Date issued: _____

Coffin, Casket or Container Details

Type: Coffin Casket Urn Cremation box

Length (including handles): _____ Width: _____

Material (if not wood): _____

(Measurements are required in imperial units)

Memorial Information (if applicable)

Type of memorial: _____

Name of mason and date notified: _____

Funeral Director (if appointed)

Name and contact details: _____

Declarations (Please complete ONE of the following sections)

A. Opening of a Purchased Grave

I declare that I am the registered owner or am authorised to act on behalf of the registered owner, and I authorise the Burial Authority to open the grave detailed below. I make this declaration conscientiously believing the same to be true, in accordance with the Statutory Declarations Act 1835.

Full name: _____

Address: _____

Postcode: _____ Telephone: _____

Cemetery: _____ Section: _____

Grave number: _____ Grant number: _____

Date grant issued: _____

Signature: _____ Date: _____

Witness signature: _____

Witness name printed: _____

(Witness capacity / relationship: An independent adult witness. Note: The witness must be an independent adult who is not involved in the application).

Please note: If the registered owner is deceased, ownership must be transferred before further interments or memorial work can take place. Guidance is available from the Cemeteries Service.

B. Purchase of a New Grave

The person(s) named below will become the registered holder(s) of the Exclusive Right of Burial for this grave, for a period of 50 years from the date of interment. No memorial may be placed without prior written permission from the Council.

Grant holder 1 - full name and address:

Grant holder 2 - full name and address (if applicable):

Additional grant holders listed on a separate sheet

Signature(s): _____ Date: _____

C. Common (Unpurchased) Grave

I/we request interment in a common grave and understand that no exclusive burial rights are granted, that the grave may contain or later contain unrelated persons, and that no memorial, monument or inscribed vase may be placed - unless historically a memorial is already in place, in which case, contact the Cemeteries Service for clarification and further information.

Signature: _____ Date: _____

Full name (BLOCK CAPITALS): _____

Address: _____

Postcode: _____

A copy of the Council's Cemetery Regulations is given within the [Cemeteries-and-Closed-Churchyard-Management-Policy available on the East Suffolk Council website](#)

Information and Data Protection

The information you provide will be used for the administration of cemetery and burial services, including interments, grave ownership, memorial applications and maintenance. Information may be shared with funeral directors and memorial masons where relevant. Personal data relating to burials and grave ownership is retained indefinitely in accordance with burial law. All data is processed securely and in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018.

Your information may be shared between East Suffolk Services Ltd (ESSL) and East Suffolk Council (ESC) for the administration of cemetery and burial services and related statutory functions.

Office Use Only (Completed by the Cemeteries Service)

Full name of Deceased	
Date of Interment	
Burial number	
Fees recorded / invoiced	
EROB updated	
Grant of exclusive rights to (Funeral Director or Applicant)	
Invoice to	