

Check list - Procedures for Burial/Pre Purchase

Name of Deceased / Pre Purchaser _____ Plot No. _____

Date of Interment / Pre purchase _____ Grant No. _____

1)	Grave number will need to be allocated for any new burial, Interment of Ashes or Pre purchase of grave plot. Use Plan of Burial Ground Plots located on computer – Shade plot number in green for burial or interment or red for pre purchase when allocating.	
2)	Complete Register of grave spaces in pencil with details of the deceased or name and address of who has pre purchased (if pre purchase see point 7 below)	
3)	Complete Burial Record Form also located on computer	
4)	Following interment when paperwork has been received from the undertakers the green form will need to be completed and returned to the appropriate registrar and proceed as below.	
5)	The ledgers, Register of Burials and Register of Grave Spaces will need to be completed using the Notice of Interment which has been completed by the Undertaker or person responsible for the funeral arrangements.	
6)	Insert the name of the deceased in the A-Z of burials book which is in alphabetical order, together with the interment date & plot number.	
7)	If a request is received to pre purchase a grave space the Exclusive Right of Burial Certificate will need to be completed and issued to the purchaser. Purchaser is responsible for keeping this certificate in a safe place. Follow procedure at points 1,2 & 3 above.	
8)	The Register of Purchased Graves will require completion and the grant number inserted in the Register of Grave Spaces against the appropriate grave number. Also complete the Register of Grave Spaces in pencil with details of purchaser.	
9)	Has Plan of Burial Ground Plots been completed?	
10)	Bank payment on receipt.	

Name of purchaser _____ Cost £ _____

Completed by _____ Date ____/____/____

Checked by _____ Date ____/____/____