#### Stevenage Borough Council logo

**Interment No.**

#### **Notice of interment in Grave Space within the Natural Burial Glade**

This notice, fully completed, is to be sent to the Cemetery Office within 48 hours (exclusive of Saturday and Sunday) before interment.

**Our Privacy Policy has been updated to reflect changes to data protection legislation and can be viewed at the following link** [**http://www.stevenage.gov.uk/privacy-policy**](http://www.stevenage.gov.uk/privacy-policy)

PLEASE NOTE:

* No application can be accepted on a Saturday, Sunday, or a Public Holiday.
* Memorials must be removed 4 working days before burial takes place otherwise digging will be delayed.
* Please complete all sections of this form

**PARTICULARS OF BURIAL Hire of Chapel if required:** YES / NO

When required: Day: Date: Time:

Type of Funeral/Religion: Grave No:

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##### PARTICULARS OF DECEASED

###### Surname: ………………………………………………….First Names:

Normal Address:

Age: ………………..Date of Birth: ……………………….........Date of Death:

Place of Death:

Marital Status: …………………………………………………

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##### PARTICULARS OF GRAVE

Depth of Grave to be dug: Child Single Ashes

Exact Outside Measurements of Coffin / Casket including fittings: Length………………Width……………

Coffin / Casket Material……………………………………………………………………………………………

**Coffins & Caskets that exceed 42” in width will be charged the equivalent of double burial fees**

Please ensure at least one of the below boxes is ticked

Council to fill grave Family to fully self-fill grave

Family to partially fill grave Soil Box Required for scattering

Any additional information relevant to the interment:

……………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………….

**GRANT OF EXCLUSIVE RIGHTS OF BURIAL**

To be completed by the existing Grant Owner if reopen, the New Grant Owner if the plot is to be purchased or transferred to another party. If Transfer, please also complete the Transfer Form.

###### Purchased Transfer Reopen P/Health

Name & Address:

……………………………………………………………………………Postcode…………………………………….

T/phone: ………………………………………….Email:……………………………………………………………….

Signature:……………………………………………………………..

Relationship to the deceased:……………………………………………………………..

**BENEFICIARIES**

Please nominate a person or persons who will become beneficiaries of this grave/plot

**1:**

Name & Address:

……………………………………………………………………………Postcode………………………………

T/phone:………………………………………….Email:……………………………………………………………

Relationship to the grant owner:……………………………………………………………………………………

**2:**

Name & Address:

……………………………………………………………………………Postcode…………………………………….

T/phone: ………………………………………….Email:……………………………………………………………….

Relationship to the grant owner:………………………………………………………………………………………

Name of Undertaker/Person making the arrangements

|  |  |  |
| --- | --- | --- |
| **FOR OFFICE USE ONLY** | | |
| Grant No. |  | |
| Grave No. |  | |
| **Fees** | **£** | **p** |
| Burial |  |  |
| Grant/Transfer |  |  |
| Chapel |  |  |
| **Total** |  |  |
| **Receipt No.** |  | |

………………………………………………………………..

Address:

Postcode: Tel No:

**Return to: Stevenage Borough Council**

###### Cavendish Road, Stevenage, Herts. SG1 2ET

(Cemeteries) Tel No: 01438 367109

Email: [cemeteries@stevenage.gov.uk](mailto:cemeteries@stevenage.gov.uk)

**Further information on our cemeteries is available in the Cemetery Services Policy**

[**https://www.stevenage.gov.uk/about-the-council/cemeteries/our-cemeteries**](https://www.stevenage.gov.uk/about-the-council/cemeteries/our-cemeteries)

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**Stevenage Memorial Glade**

We have created a natural burial ground which will develop over the years, where future generations are able to walk or sit and contemplate in natural surroundings in the heart of our Old Town. To achieve this there will be no fixed headstones or memorials but rather a carved wooden marker placed horizontally on the grave.

The trees planted in this area will offer something to enjoy throughout our seasons in terms of growth, foliage wildlife, and shade. Over the years in order to maintain healthy growth it will be necessary to manage the trees, for example by removing individual trees that have not flourished, to allow others to develop to their full potential.

As trees need a certain amount of space to develop, it will not be appropriate to plant a tree on each burial plot.

Grass cutting will occur at the appropriate times to encourage and promote natural habitats.

The cemetery will be managed to produce healthy trees and will not be maintained in the usual manner, therefore at times the Natural Burial Glade may not have the appearance of traditional cemeteries.

The burial plots will be dug to a single depth allowing time for the grave to become part of the landscape.

Embalming can cause pollution by introducing formaldehyde to the soil; we therefore ask that bodies are not embalmed.

Only biodegradable coffins, caskets, and their linings may be selected for burial, these include cardboard, wicker, or soft woods. Your local funeral director or supplier should be able to provide information about what is available.

Ashes can be buried in the natural burial ground, either loose or in a biodegradable container, as with the coffins your funeral director or supplier will be able to help you with this.

**Flowers and wreaths placed upon each burial plot at the time of the burial will be removed once the flowers have died.**

**Freshly cut flowers may be placed on the burial plots, please remove the cellophane, ribbons and non-biodegradable wrapping. Artificial flowers are not permitted, and no vases or containers should be left. Planting or cultivation in the burial ground is not permitted and Stevenage Borough Council reserves the right without prior notice to remove any items that are not in keeping with the natural habitat we are creating.**

Please remember that this is a natural burial ground, it is therefore necessary to wear appropriate footwear and clothing when visiting the site or attending services. Please be especially careful to avoid trips and falls on grassy areas.

Stevenage Borough Council is confident that in time the area will form a beautiful natural area that will be a pleasure to visit. We hope you will find this a pleasing alternative to the more traditional approach.

**Further information on our cemeteries is available in the Cemetery Services Policy**

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