

Hutton Henry & Station Town Parish Council

Mrs L Hall, Clerk to the Parish Council
 8 Jamieson Terrace, South Hetton, Co Durham DH6 2SR
 Tel: 07554 688217 Email: hhstparishcouncil@outlook.com

Interment Form

Details of Deceased to be Interred:			
Full Name/s: Including Maiden Name/s			
Address:			
Age & Date of Birth:		Date of Death:	
Address Death Occurred:			
Last Known Occupation:			
Burial/Grave Details:			
Date & Time:			
Coffin Type:		Coffin Dimensions:	
Grave Depth:		Burial Number:	
Section & Plot Number:		Previously Reserved: Y / N	
Burial or Ashes:		Officiating Minister:	
For a New Grave – Full Names & Address of Proposed Owner:			
Relationship to the Deceased:			
For a Re-open Grave – Date and Name of last person Interred:			
Relationship of Present Deceased to Registered Owner:			
Name & Address of Person Arranging Funeral:			
Funeral Director Name, Address & Telephone:			
Signature:		Total Cost:	
Payment Method:		Date:	
To be completed by Hutton Henry & Station Town Parish Council Staff			
Burial Certificate /Proof of cremation:		Payment Received:	
Signed (Groundsperson):		Date:	
Certificate Posted:		Signed (Clerk):	

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This Notice is to be delivered to the Parish Office at least 3 working days prior to the appointed time of the interment, signed by the Holder of the Exclusive Rights of Burial (if applicable) and accompanied by the appropriate fee for the interment and/or purchase of the grave. In all cases, the fees, and charges due to the Authority must be paid to the Clerk or Groundsperson, 2 working days before the agreed burial date.

The Council shall not be responsible for any discrepancies, errors, or omissions in any notice of interment.

Any form of religious service may be used, but any other ceremony is subject to the approval of the Council. Alternatively, the coffin may be committed without a service.

No funeral can take place without a "Certificate for Disposal" (Green Form) or the "Coroner's Order for Burial". The appropriate documentation must be provided to the Parish Council Office 2 working days before the interment can take place.

Failure to provide the necessary documentation will result in the delay of the burial until the certificate is produced and no interment will take place unless the certificate for disposal is available.

The body of any deceased person will not be accepted for interment unless it is enclosed within a coffin, casket or container of a type and style approved by the Council. The name of the deceased must be suitably inscribed on the coffin, casket, or container.

All graves will be prepared by a Council approved grave digger who shall determine the depth of grave, only one adult body may be buried in any grave space.

Where an Exclusive Right of Burial has been purchased no grave will be opened for an interment, or the burial or the scattering of cremated remains without the written consent of the owner of the Right. If the owner is deceased an indemnity in the form prescribed by the Council must be completed by the assignee of the right or the personal representative of the deceased.

The hours appointed for interments shall be 10.00am until 3.00pm Monday – Friday, not including Bank Holidays.

Saturday, Sundays and Bank Holidays can be arranged at the discretion of the Clerk, but will incur an additional fee of three times the normal interment charge.

The Rules & Regulations that have been adopted by Hutton Henry and Station Town Parish Council for the management of Station Town Cemetery can be found on our website at www.huttonhenry.parish.durham.gov.uk

Interment Fees

Under 18's	£0.00
Adult – resident	£90.00
Adult – non-resident	£180.00
Ashes	£50.00
Deed of Grant – resident	£90.00
Deed of Grant – non-resident	£180.00

Reservation Fees (not including burial fee)

Single grave – residents	£90.00
Single grave - non-residents	£180.00

Grave Digging

Re-opening	£150.00
Ashes	£50.00

Memorials

Headstone	£90.00
Vase	£50.00
Additional Inscription	£40.00
Move Monument	£50.00