**CITY OF TRURO**

# **TRURO PUBLIC CEMETERY INTERMENT FORM**

# This application and payment in full **MUST** be submitted to the Burial Department, Truro City Council, Municipal Buildings, Boscawen Street, Truro TR1 2NE (currently Truro Community Library, Union Place, Truro TR1 1AP) no later than **5 working days before the burial.**

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| All information requested below **MUST** be carefully and clearly set out in in block letters. Responsibility for any error or omission rests with the person signing this form. |
|  **Details of Deceased** |
| Full name including title |  |
| Date of death |  |
| Age at death |  |
| Last known address  |  |
| Was the deceased a resident of Truro? Yes [ ]  No [ ]  non-resident applicants will be charged a 100% surcharge (please see point 31 of the Cemetery Regulations) |
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| **Interment details** |
| Type of interment(tick as appropriate) | Full interment [ ]   | Interment of Ashes [ ]  |
|  | New grave – single depth [ ]  double depth [ ] Re-open an existing grave [ ]  (permission from the owner of the burial rights required and grant deed provided) |
| Grave Reference | Section: Row: Number:  |
| Date and time of proposed interment: (Please note interments DO NOT TAKE PLACE ON WEEKENDS/GOODFRIDAY/CHRISTMAS DAY OR A STATUTORY HOLIDAY) | Date: Time:  |
| Will there be a graveside service? | Yes [ ]  No [ ]  |
| Dimensions of coffin, receptacle or container  | Length (cm) …….. Width (across widest part) (cm) ………. Depth (cm) ……  |
|  | **NOTE: THE GRAVE SHALL BE DRESSED BY TRURO CITY COUNCIL** |
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| **Applicant details** |
| Full name (including title) |  |
| Address  |  |
| Signature |
| Do you own the Exclusive Rights of Burial for the plot? Yes [ ]  No [ ] Please note Truro City Council can only authorise the opening of any grave upon permission of the owner. If the owner of the grave is to be interred no authorisation is necessary. If you are not the owner, please call Truro City Council’s burial department - 01872 274766 option 3 |
| Will a memorial be moved? Yes [ ]  No [ ] (Please note an appointment must be made for the removal of any monument and the applicable fee paid)  |
| Parking is limited in the cemetery please park off-site where possible or the area close to the chapel; all vehicles MUST always allow access to emergency services. |
| Funeral Director/arranger |  |
| Signature of Funeral Director/arranger |  | Date: |
| Please note – **The Registrar’s certificate of Death or Coroner’s Order MUST be handed to the burial department before the interment can take place.** |
| I agree that my information will be retained by Truro City Council as outlined in their Information and Data Protection policy. [ ] I agree to Truro City Council contacting me regarding this and other applications relating to burials or the grave. *Please tick the box to agree* [ ]  |

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| **Cemetery Fees Due** |
| Indicate fee paid by ticking appropriate box |
| **Interment** |
| Child/stillborn up to and including 16 years (full interment/interment of ashes) | No charge |
| Full Interment in an existing grave (subject to burial rights being submitted) | £400 [ ]  |
| Full Interment in new grave - single depth - double depth (£140 extra depth) | £400 [ ] £540 [ ]  |
| Interment of cremated remains (no fee for reinstatement of grass) | £116 [ ]  |
| Reinstatement of grass surface on the grave space (not applicable to cremated remains) | £125 [ ]  |
| Removal/re-erect a memorial | £86 [ ]  |
| **For all other charges please go to**  - [Cemetery-Fees-2022-2023-1.pdf (truro.gov.uk)](https://truro.gov.uk/wp-content/uploads/2022/03/Cemetery-Fees-2022-2023-1.pdf) |
| Cheques should be made payable to **TRURO CITY COUNCIL** |
| BACS payment – HSBC Sort code**: 40-44-34** Account **11120565 \*\*please use grave reference and deceased’s name when making a BACS payment** |
| In case of enquiry please contact Tel: 01872 274766 option 3 Email: burials@truro.gov.uk |

**Please note a separate application MUST be submitted to purchase burial rights, memorial permit (including add an inscription, erect and/or remove a memorial)** **or to reserve a grave plot.**