

# Notice of Interment



Completed forms must be emailed to the cemetery office at [cemeteries@stalbens.gov.uk](mailto:cemeteries@stalbens.gov.uk) as soon as possible. The coffin sizes must be provided to the Cemetery Office a minimum of 3 working days prior to the interment. The original form, payment and Disposal Certificate **must** be received by the Hatfield Road Cemetery, Hatfield Road, St Albans, Herts AL1 4LU at least 3 clear working days prior to the interment, otherwise the burial may not proceed. Tel 01727 819362

## Deceased Details\*

Full name of Deceased:.....

Address\*:.....

Postcode:..... Place of Death: At Home  or .....

Date of Death:..... Age:..... Marital Status.....

Resident

Non-Resident

\*Address details will be checked with the Electoral Register to ensure the correct fees are charged (see fees and charges).

## Service Details:

Cemetery.....

Day..... Date..... Time.....

Choose Option - Graveside Service  Direct to Grave  Ashes Burial

Chapel Hire  Hatfield Road Only

## Grave Details:

New Grave (Select Type) – Lawn  Traditional  Ashes Plot

(Please ensure the regulations for each grave are understood)

Reserved Grave (Section and Plot details).....

Reopen Grave (Section and Plot details).....

Depth Required (Select for full burial only) - Double  Single  (interment fee is the same for either option)

## Coffin/Casket Details:

Coffin

Casket

Ashes Urn/Casket

Exact External Measurements (Ft & In)

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Coffin Length.....

Casket Length.....

Length.....

Coffin Width (Shoulder).....

Casket Width (Inc Handles Extended).....

Width.....

Coffin Depth.....

Coffin Depth.....

Height.....

## Special Requirements (full burial only):

Large Attendance

Family Backfill

Horse Drawn Hearse

Funeral Director:

Company:.....

Address:.....

Contact Details (Phone/Email).....

We confirm that all the applicable cemetery fees, including resident / non-resident fees have been fully explained and understood by your client (see fees and charges).

**New Graves**

I have seen St Albans City & District Council's Privacy Notice & have/have not retained a copy, (pages 3 & 4)

If the grave is to be purchased:

Full Name(s) of Purchaser(s):.....

Address: .....

Post Code..... Phone..... Relationship to deceased: .....

**Note:** The person(s) named above will be registered as the grave owner(s) with the deed being made in his/her/their name(s). No memorial may be arranged and no further interment may take place without the signed consent of the grave owner(s).

**Terms and Conditions of Types of Graves: Lawn, Traditional, & Garden of Rest Ashes Plots**

- Lawn** graves require less maintenance and there therefore are less expensive to purchase. This type of grave have restrictions on the type of memorial that may be placed on the grave. Only a headstone/cross/book type memorial not exceeding 3' high x 2'6" wide is permitted and **no kerbing, outlining or planting out of the grave is permitted**. Flower containers and potted plants are permitted only in the small area next to the memorial. An area to accommodate the width of the headstone up to a maximum 3' wide x 2' deep directly in front of the headstone may be planted or have an authorised kerb surround on payment of the appropriate fee to the Cemetery Office. **The remainder of the grave will be grass seeded.**
- Traditional** graves may have a headstone and kerb memorial not exceeding 5' high x 3 wide x 6' 6" length outlining the grave space on payment of the appropriate fee to the Cemetery Office. Graves will be grass seeded if no kerb memorial is installed or plants present. All tributes/planting must be on or contained within the memorial.
- Purchase of Cremated Remains Graves, Vase Block, Sanctum, Conditions Covering Burial**  
Only floral tributes are permitted and must be sited on the memorial plaque and not placed or planted outside of the memorial stone.

The Cemeteries Superintendent/authorised officer may remove from graves any object that is broken, has become unsightly or contravenes the Cemetery Regulations. All tributes must be contained within the grave space. In the event that tributes encroach on other grave spaces or interfere with the Council's maintenance work, these will be removed without notice, and stored for 1 month at Hatfield Road Cemetery. The Council also reserves the right to reinstate the grave space back to its permitted size, if the size is exceeded by the grave owners or attendees.

The memorial regulations: please contact the cemetery office for further information.

**All grave types: No glass whatsoever is permitted.** The Cemetery Superintendent/authorised officer may remove any plants that it considers unsuitable or that encroaches on other grave spaces or interfere with the Council's maintenance work. The Exclusive Right of Burial deed/grant and the Cemetery Information and Regulations will be forwarded on completion and acceptance of this application.

The Council accepts no responsibility or liability for damage caused, or done to items left at any of the cemeteries managed by the Council.

I/We have read, accept and fully understand the Terms and Conditions above. (Sign and date below):

**Authorised Signature** ..... **Date:** .....

**Reserved/Reopen Graves**

I have seen St Albans City & District Council's Privacy Notice & have/have not retained a copy, (pages 3 & 4)

The Registered Owner of the Exclusive Right of Burial must give permission for the burial by signing below. If the owner is deceased, the person arranging the funeral should complete this section.

If reopening a grave please state grave number ..... and name & date of last burial.....

**Applicants Details**

Name .....

Address .....

Post Code..... Email.....

Phone..... Relationship to deceased.....

**Signature:** ..... **Date:** .....

*Please contact the Cemetery Office for any queries regarding transferring ownership of the Exclusive Right of Burial*

# Notice of Interment



## Privacy Notice for Cemeteries

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

### What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information for the purposes of [carrying out work relating to the cemeteries such as Interment Forms, Memorial Applications, Transferring Exclusive Right of Burial, (EROB).

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2).

### How will we use the information about you?

We use the information to process your application. We may share the information with other departments at the Council to enable us to deal with burials, memorial applications and grave transfers. We will only share the information to enable us to deal with this matter.

We will not share the personal information we hold with any external organisations except: Interment & memorial applications we share with funeral directors and memorial masons.

Burial Registers details of the deceased will be available to the public (no other personal data is shared).

By partner organisations we mean the Police, internal Audit or similar agency, or another council for the purposes of preventing and detecting fraud where sharing your data is necessary to deal with your matter. We will ensure that all personal information is kept securely.

### How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk)

### Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <https://www.stalbans.gov.uk/general-data-protection-regulation>

## *Notice of Interment*



### **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit: <https://www.stalbans.gov.uk/cookies>

### **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here: <https://www.stalbans.gov.uk/general-data-protection-regulation>. We review this policy annually.

### **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson, Monitoring Officer. She can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 866100 for our Complaints Team.

### **How to contact us**

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

### **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.