



Burial Ref:  
Fee:  
Receipt:  
Date:

# Aston upon Trent Parish Council

## NOTICE OF INTERMENT FOR DERBY ROAD CEMETERY

NEW GRAVE \_\_\_\_\_ REOPEN GRAVE \_\_\_\_\_ Size \_\_\_\_\_

Coffin / Casket / Urn

1. Full name of deceased	
2. Relation of person to be buried to owner of "right of burial"	
3. Age of deceased	
4. Date of Death	
5. Address at time of death	
6. Usual Home address	
7. Day of the week and date on which burial is to take place	
8. The time at which the funeral will arrive at the cemetery	
9. Chapel?	
10. Name of minister to officiate	
11. Number of grave space	
12. Signature of Owner of Burial Rights and their address <i>(by signing this you agree to abide by the terms &amp; conditions set out by the parish council)</i>	

I hereby certify that the above particulars are correct and that the family have been made aware of the terms & conditions

Date \_\_\_\_\_ Informant/Funeral Director \_\_\_\_\_

# ASTON ON TRENT CEMETERY, DERBY ROAD, ASTON ON TRENT

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## **1. Aims**

Aston on Trent Parish Council aims to provide a burial ground for the residents of Aston on Trent and surrounding areas in a pleasant and accessible position.

Normally your Funeral Director will make all the necessary arrangements and complete paperwork for all aspects of a burial and will liaise with the council on your behalf. This document is designed to help you understand the way in which the Council's cemetery is run, the choices open to you and the regulations and charges that apply.

Each grave can be blessed as needed, allowing burials of all faiths to be accommodated.

There is a concrete plinth already in place at the head of each grave.

Regulations have been set up to ensure that the burial ground has a long term structural plan and remains tidy and is easily maintained.

Aston on Trent intend only to offer the sale of graves with exclusive right for burial for 100 years in an earthen grave 6 feet by 3 feet and the permission to erect a monument in line with regulations. Funeral Services and Sexton Services are the responsibility of the family or the estate of the deceased and fees are paid to the Funeral Director who will normally organise these services.

## **2. Regulations**

### ***A) Administration***

2.1 Aston on Trent Parish Council does not offer funeral services or sexton services but will gladly make local recommendations

2.2 Grave opening is therefore at an extra cost

2.3 Graves are used in turn and pre-booked areas are not possible

2.4 Aston on Trent is able to offer Double Depth Graves

2.5 Burials will not take place on Sundays or Bank Holidays

2.6 Aston on Trent Derby Road Cemetery is always open and is accessible by a pedestrian gate

2.7 A plinth is available for fixing headstones which must adhere to current Health and Safety regulations and be fitted by a recognised stonemason

2.8 Aston on Trent provide a form for use with the funeral director for ordering a headstone, this is available from the clerk. All headstones are to be approved by the Parish Council prior to installation

2.9 No burial shall take place, no cremated human remains shall be scattered or buried, no memorial shall be placed in the cemetery, and no additional inscription shall be made on any memorial, without the permission of the council

2.10 The owners must keep all monuments, headstones, or other memorials in good repair

2.11 Only guide dogs are allowed in the current burial area

### ***B) Flowers & other items***

2.12 All flowers are normally removed from the grave area 14 days after a burial. The use of silk flowers is not recommended as these will also be removed. Dead flowers will also be removed on a regular basis

2.13 Planting of flowers or shrubs on the grave site is not allowed, this is to allow mowing and maintenance

2.14 Seasonal, birthday & religious commemorations may be acknowledged providing the grave area is tidied within 1 month

2.15 There must be no lights/candles left within the burial area

2.16 No separate vases, walls, borders, tablets, or plaques are allowed as graves will be set to lawn, turf will be removed and the graves topped up with soil and the grass replaced. To aid the maintenance of the cemetery, Aston Parish Council requests that all items are removed from the grave area after the first month following burial

### ***C) Headstones***

2.17 Headstones may be erected (at a charge) not to exceed 3'6" high, 3' Wide and 6" in depth

2.18 Only those who have purchased the Right of Burial have the right to place a headstone over a grave with permission from the parish council

2.19 Vases are permitted as an integrated part of the headstone

2.20 Grave markers must be removed once a headstone is in place

2.21 Headstones may be moved or removed after 50 years

2.22 Headstones must be made of dark, natural quarried material such as granite or slate

2.23 Headstones must not contain photographs

2.24 All images & etchings are at the discretion of the parish council and must be detailed on the form submitted

2.25 Headstones must be of a traditional shape therefore the following are **not permitted**: figure statuary, open books, birdbaths, memorials in the shape of a heart, cameos, portraiture or photographs

### **3. Administration**

Notice of interment form is available from the Clerk to Aston on Trent Parish Council, 67 Little Moorside, Aston on Trent, DE72 2DZ (01332 793161). **Forms must be returned to the Clerk 3 working days prior to the preparation of a new grave.**

Disposal forms (green) must be provided prior to interment by the undertaker (Registration for Burial) (White –Coroners Inquest)

The identity of the person to be buried is to be proven to the clerk by sight of the inscription on the coffin lid.

The registry of Burials and Graves and Cemetery plans are kept at the Clerk's Office Contact the Clerk on 01332 793161 if you have any queries or require assistance in tracing a grave.

### **4. Procedures**

4.1 The cemetery gates must be opened by the clerk 30 minutes prior to the funeral

4.2 The appropriate green form (or white if the coroner is still involved) must be received prior to burial

4.3 The identity of the deceased must be determined from the coffin inscription

4.4 Payment must be taken from the Undertaker concerned

4.5 The following administration must be completed :-

Return of Disposal (Green or White) form to the Registrars Office at Swadlincote or Derby  
Completion of Parish Records of name, place and date of Burial.

### **5. Risk Assessment**

5.1 Public Liability due to Lose Gravestones in Burial Ground Parish Council

5.2. Completion of administrative procedures

Parish Council

5.3 The Funeral Procedures linked to the PC and PC property

Funeral Director

5.4 The digging filling and care of graves.

The Sexton

I understand and agree to abide by the above regulations regarding a burial at the Derby Road cemetery, Aston-on-Trent.

Signed (owner of Right of Burial)\_\_\_\_\_

Print name\_\_\_\_\_

Date\_\_\_\_\_