

## Cremated Remains Notice of Interment

Completed forms must be emailed to the cemetery office at [cemeteries@stalbans.gov.uk](mailto:cemeteries@stalbans.gov.uk) as soon as possible. The casket or urn sizes must be provided to the Cemetery office a minimum of 2 working days prior to the interment. **The original Certificate of Cremation for disposal of cremated ashes must be received by the Cemetery office** at Hatfield Road Cemetery, St Albans AL1 4LU prior to the interment unless collection is prearranged for the day of interment. Tel 01727 819362.

### Deceased's Details\*

Full Name of Deceased:.....

Address: .....

Post Code..... Gender..... Marital Status.....

Age:..... Place of Death..... Date of Death:.....

\*Address details will be checked with Electoral Roll to ensure the correct fees are charged

### Interment Details **Do not leave any fields unanswered – please tick the relevant box where appropriate**

Day	Date	Time:
Hatfield Road Cemetery <input type="checkbox"/> London Road Cemetery <input type="checkbox"/> Westfield Road Cemetery <input type="checkbox"/>		Section & Grave No:
Vicar/other official attending <input type="checkbox"/>		Name of officiant:.....

### Grave Details

Reopen Grave       Ashes Plot       Vase Block       Sanctum   
 (above ground chamber)

If new grave, type required:    Ashes Plot       Vase Block       Sanctum   
 (above ground chamber)

*Please complete ownership details overleaf*

### Information for the burial of cremated remains

**Casket / Urn**  
 Please note that wooden cremation caskets, urns, and biodegradable containers are permitted as well as scattering loose ashes into the grave.

Cremated Remain Graves will accommodate up to 2 sets of ashes, (unless otherwise stated); ashes can be strewn within the grave but not on top of the grave.

**On the day**  
 We will meet you at the entrance of the cemetery unless previous arrangements have been made. A poem can be read by the cemetery staff please let us know in advance.

Poem to be read by staff    Yes     No

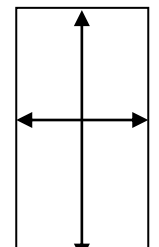
### Urn/Casket Details - Depth Required:

Casket / Urn Dimensions:      Length

Length \_\_\_\_\_

Width \_\_\_\_\_

Height \_\_\_\_\_  
 (from base to lid)



**Please provide actual maximum measurements**

### Office Use Only

	Fees	£	p
Grave No:	Purchase		
Burial No:	Interment		
Grant No:	Transfer		
Receipt:	Site visit		
	Other		
		£	

### Funeral Director/Family Applicant

Name:.....

Address: .....

Post Code:..... Telephone .....

I have seen St Albans City & District Council's Privacy Notice & have/have not retained a copy

*Please ensure details on reverse are completed*

**New Graves**

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).

**Purchase of Cremated Remains Graves, Vase Block, Sanctum, Conditions Covering Burial**

1. The Exclusive Right of Burial deed/grant will be forwarded on completion and acceptance of this application.
2. Cemetery Information & Regulations: Your attention is drawn to these extracts of the regulations:  
Only floral tributes are permitted and must be sited on the memorial plaque and not placed or planted outside of the memorial stone. No fencing, garden edging, lanterns, garden hooks, loose stones, balloons, artificial lawn, statues, and breakable ornaments are permitted. No glass whatsoever is permitted.  
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. .
3. The memorial plaque size is a 12” x 12” flat plaque, unless otherwise stated, and dependent on which section of the cemetery the grave is located. If unsure please contact the cemetery office for further information.
4. 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 Cemetery Information & Regulations. (Sign and date below):

I have seen St Albans City & District Council’s Privacy Notice & have/have not retained a copy

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

**Reopen / Reserved Grave**

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

I consent to grave number .....being opened for the burial of the late .....

I have seen St Albans City & District Council’s Privacy Notice & have/have not retained a copy

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

Name .....

Address .....Post Code.....

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

I/We have read, accept and fully understand the Cemetery Information & Regulations (Sign and date below):

I have seen St Albans City & District Council’s Privacy Notice & have/have not retained a copy

Authorised Signature ..... Date .....

***If the deceased is the owner of the grave, the funeral may proceed and the applicant or another family member should transfer the ownership of the grave by completing a EROB transfer form***

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

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:

Internment & 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: <http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>

## **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 <http://www.stalbans.gov.uk/about-this-site/legal-notice/cookies.aspx>

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

We have a Data Protection Policy in place and this can be found here:

[http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%20202.3.18\\_tcm15-63804.pdf](http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%20202.3.18_tcm15-63804.pdf). 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 Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 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.