

For Office Use Only  
 Brl Reg No .....  
 Reg Pch Gvs.....  
 Grave Reg.....  
 Plan .....  
 Fee£ .....  
 Receipt.....



Cemetery and Crematorium  
 The Ridge, Hastings  
 East Sussex, TN34 2AE  
 Tel: 01424 451057  
 Email: cemandcrem@hastings.gov.uk

## APPLICATION FOR INTERMENT IN THE TRADITIONAL SECTION OF HASTINGS CEMETERY

Application for an interment should be made to the Cemetery Office at least **THREE** working days prior to the proposed interment (exclusive of weekends and statutory holidays).  
 Office hours Monday to Friday 8.30 am to 4.30 pm.

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### SECTION 1

FULL NAME OF DECEASED

DATE OF DEATH

OCCUPATION

MALE      FEMALE      MARRIED      SINGLE      WIDOW/WIDOWER      AGE

PLACE OF DEATH      Post Code

USUAL RESIDENCE      Post Code

INTERMENT Day	Date	Time
Service: Chapel	Graveside Service	Direct to Grave
Religion	Officiant	
Music - Organist	Wesley	Other information:

Grave No: Division	Section	Number
Coffin Size: Length	Width	
Grave:      Single	Re-Open	New
Double	Complete Section 2	Complete Section 3
		Ordinary Complete Section 4

### Cremated Remains

To be witnessed YES	NO	Type of Container: Casket	Urn	Cremated Remains Box	None (strew)
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Funeral Director: Name

Address

Post Code

*The information given on this form will be stored on computer for the purposes of statutory records only*

**SECTION 2 RE-OPEN GRAVES** Original Deed of Grant enclosed for endorsement

I/We (full name)

of (address)

Post Code

Tel

Email

Full name

of (address)

Post Code

Tel

Email

A) Being the owner of the Exclusive Right of Burial ,

B) Being the Executor or Administrator for the owner of the Exclusive Right of Burial

C) My Relationship to the deceased is

*Please answer either A, B or C. If you have answered B or C Re-Registration of Exclusive Right of Burial information should be obtained from the Cemetery Office.*

hereby authorise the opening of grave Division

Section

Number

for the interment of

and undertake to indemnify the Hastings

Borough Council acting as the Burial Authority against any costs or damages they may hereafter suffer or sustain resulting from the above mentioned action being carried out.

I/We agree to abide by the rules of the Traditional Cemetery as laid down by Hastings Borough Council as set out in Section 3, which I/We have read and understood

Signed

Date

**Joint owner if applicable.** Signed

Date

By signing your name electronically on this application form, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.

**SECTION 3 PURCHASE OF EXCLUSIVE RIGHT OF BURIAL**

In consideration of the grant to me of the Exclusive Right of Burial in the Traditional Section of Hastings Cemetery I/We agree to abide by the Rules made by Hastings Borough Council relating to such Traditional Graves which are set out below, which I/We have read and understood.

**(Copies of the Rules are available from Funeral Directors and the Cemetery Office)**

Full Name (block letters)

Mrs Miss Ms Mr other

Address

Post Code

Tel

Email

Signed

Date

By signing your name electronically on this application form, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.

**Joint owner if applicable**

Full Name (block letters)

Mrs Miss Ms Mr other

Address

Post Code

Tel

Email

Signed

Date

**Extraction of the Rules & Regulations (as amended 1964) in respect to the Management, Regulation & Control of the Hastings Borough Cemetery, applicable to non-lawned section grave spaces.**

24 Shrubs planted over graves shall be subject to approval by the Corporation and in no case shall forest trees be planted over graves. Notice of intention to plant shrubs shall be given to the Superintendent of the Cemetery previous to the same being planted.

25 The Corporation reserve to themselves the right to trim, cut down, or dig up and remove any shrubs or plants which in their opinion have become unsightly or overgrown, in the event of the person in whom the exclusive right of burial in the grave on which such shrubs or plants stand is vested, fails to trim, cut down or remove any such shrub or plant after 14 days' notice in writing has been sent by registered post to the registered owner or owners at his or their registered address or in cases of extreme emergency without notice.

27 Cycles or Motor-Cycles must not be ridden in the Cemetery.

33 Children apparently under 12 years of age will not be admitted to the Cemetery, unless in the charge of some responsible person, without the permission of the Superintendent.

38 A drawing showing the form of every memorial and a copy of every proposed inscription there on, shall be submitted for the approval of the Corporation and filed with the Superintendent previous to the erection or placing in position of such memorial. The form must be signed by or accompanied by a written authority from the owner of the exclusive right of burial in the grave space.

39 No wood, iron or metal memorials or tablets will be allowed in the Cemetery except on special War Graves. The Superintendent has authority to remove without notice anything placed on a grave space which contravenes these regulations.

41 Application for permission to erect or place any memorial or tablet, etc., must be made at the Superintendent's Office on forms provided for that purpose. The form of application must be signed by the Registered Owner or his or her Executors in the case of new erections, additional inscriptions and for permission to remove memorials out of the Cemetery.

42 With a view to securing uniformity, as far as possible, in the Cemetery, the position of all memorials and monuments etc., shall be subject to the approval of the Cemetery Committee or its officers.

43 Any monument, stone or curb erected or placed on a grave required to be opened for an interment therein, shall be removed by and at the expense of the owner of the grave or the person giving the order for the interment, and shall be re-erected or replaced by and at the expense of such owner or person as soon as practicable after the interment. Any such memorial, if un-numbered shall have the number of the grave space engraved thereon before re-erection takes place.

44 The Corporation reserves to itself the right of passage over all graves and where such a course is necessary, temporarily to cover or remove, without notice, the memorial upon any grave in order to permit the re-opening of another grave in the vicinity or for any other purpose.

47 The top surface of any foundation stone must be at least one inch below the level of the surrounding turf.

50 The fixing and re-fixing of all memorials, when commenced, shall be proceeded with from day to day until completed, or the order for the erection thereof shall become void.

51 All monuments, stones, curbs, tablets and all places of burial shall be kept clean and in good repair by the Owners thereof respectively (except in cases where arrangements have been made for this to be done by the Corporation); and on default by the owners after 14 days' notice in writing has been sent by registered post to the registered owner or owners at his or their registered address, the same shall be forfeited to the Corporation, who shall be entitled to take possession thereof, and the ground belonging thereto.

52 Any person erecting or placing a monument, stone or curb in the burial ground shall cause to be engraved upon it previous to erection the section and number of the grave over which it is to be erected or placed, in letters of not less than 1/2" in height, such letters to be properly leaded or blacked. The number must be engraved on the front of the memorial at least 3" above ground level.

54 No monumental erection or material shall be brought into the Cemetery unless required for immediate use or erection.

55 No advertising boards or tablets shall be placed on or around any monumental erection. Nor shall any form of advertisement be placed or displayed in any part of the Cemetery.

56 All persons (not being members of the Corporation's staff) engaged on work in the Cemetery in connection with the graves, monuments, stones, curbs, tablets, or otherwise, shall comply with all reasonable directions and requirements of the Superintendent.

57 No monumental erections, repairs, renovations or other monumental work shall be carried out without notice in writing at least 24 hours previous to commencing work being given to the Superintendent, and the consent in writing obtained from the Owner of the grave space.

58 No stone shall be hewn, sawn or dressed within the precincts of the Cemetery unless with the permission of the Corporation or the Superintendents. This regulation shall not apply to the making of any additional inscription.

59 All monumental erections shall be properly fastened with dowels or cramps or copper or other in corrodible material, to be approved by the Corporation or the Superintendent.

The Cemetery Superintendent will be glad to give advice and assistance on all the above matters upon request.

For practical reasons the maximum overall kerb size permissible has to be 7 ft long by 2ft 6 ins. and is advisable for material to be a minimum of 3" thick.

#### **CHILDREN'S SECTION N H**

- Kerbs, Fences and other surrounds should not exceed 3 ft 6 ins (107cm) by 2 ft (61cm)
- Where enclosed graves appear uncared for we reserve the Right to remove surrounds and mow the area ourselves.
- All ornaments and other mementoes should be kept within the Grave space and ideally should be secured to the memorial base.

**PLEASE NOTE: any form of memorial erected on a purchased grave is the sole responsibility of the owner of the Exclusive Right of Burial.**

**You are advised to secure ornaments or other tokens placed on graves to the memorial base.**

The Council has the right of passage over all graves and may temporarily cover or remove, without notice, a memorial, plants or flowers on a grave for any necessary purpose. This includes the excavation of another grave nearby which may also entail the placing of spoil from the excavated grave onto the existing grave until the burial ceremony is completed.

The Manager has the right, without notice, to remove unauthorised items placed in the Cemetery or to re-instate graves in accordance with these rules.

**I agree that I have read and understood the rules of the Traditional/Children section** Initial here

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#### **SECTION 4 INTERMENT IN AN ORDINARY GRAVE**

The deceased person described in Section 1 overleaf is to be interred in an Ordinary Grave in which other persons are, or may be buried.

It is not desired that a private Grave Space be purchased for this interment

I understand that no headstone, tablet or other marks of identity are allowed to be placed on unpurchased graves.

Full Name

Address

Post Code

Tel

Email

Signed

Date

By signing your name electronically on this application form, you are agreeing that your electronic signature is the legal equivalent of your manual signature on this form.

I enclose a fee of £ (cheques made payable to Hastings Borough Council)  
I would like a phone call on the above number to make a payment over the phone  
I have paid with the Funeral Directors

A list of fees and charges can be found at <https://www.hastings.gov.uk/Cemetery-crematorium/fees-charges/> if you would like to confirm the cost please contact us.