

ELLESMERE TOWN COUNCIL

CEMETERY WORKING GROUP

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Funeral Directors and Interments Protocols

A funeral director will contact the Cemetery Co-ordinator, usually by telephone or e-mail, to request that an interment takes place on a particular date and at a particular time.

The Cemetery Co-ordinator will check the availability as requested by the funeral director and advise them accordingly. Normally this will not present any problem but on very rare occasions either the date or time may need to be changed and this is agreed in full consultation with the funeral director.

If the request is for a new plot, either for a coffin or cremated remains, the Cemetery Co-ordinator will advise the funeral director of the next available plot and make sure that they are aware of where this plot is situated within the cemetery. **Only the Cemetery Co-ordinator or Town Clerk, on behalf of Ellesmere Town Council and Ellesmere Rural Parish Council, can designate the location of a new plot and this will be the plot that the funeral director is required to use.**

If the request is for either a coffin or cremated remains interment into an existing plot (either a grave or Memorial Garden plot) the Cemetery Co-ordinator will ensure that the funeral director is aware of exactly whereabouts the existing plot is situated within the cemetery.

The funeral director will be responsible for employing a gravedigger as and when required.

The funeral director will be responsible for completing the necessary interment paperwork and will return this to the Cemetery Co-ordinator together with either the relevant Certificate for Burial or Cremation Certificate and the correct fee applying at the time.

The funeral director must ensure that the Cemetery Co-ordinator has all these at least two working days prior to any interment taking place.

The Cemetery Co-ordinator will process the paperwork checking that all the details are correct.

The Cemetery Co-ordinator will then issue a current "Receipt of Notice" form together with a "Receipt for Monies Received" and both of these will normally be handed to the funeral director at the time of the interment.

In the case of a coffin interment the Cemetery Co-ordinator will then complete and sign Part C of the Certificate of Burial green form which is then forwarded to the relevant Registration Office who issued the form, usually the day after the interment took place. A copy of this is kept by the Cemetery Co-ordinator with the other paperwork for the interment.

In the case of a cremated remains interment the Certificate of Cremation is kept with the relevant interment paperwork.