



## REQUEST FOR INTERMENT CHESHAM BOIS BURIAL GROUND

Chesham Bois Parish Council  
Council Office, Glebe Way, Chesham Bois, Bucks, HP6 5ND  
Tel: 01494 432585 Email: [clerk@cheshamboispc.org.uk](mailto:clerk@cheshamboispc.org.uk)

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This completed form should be submitted to the Parish Clerk at the above address together with the Burial or Cremated Remains Certificate and the appropriate fee at least five working days prior to interment.

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### Section 1

**1. Requested Date & Time of Interment:**

*(Parish Clerk to confirm date and time with Applicant/Funeral Director)*

2. Deceased's Name:
  3. Deceased's Most Recent Address:
  4. Date of Death:
  5. Age at Death:
  6. Place where Death Occurred:
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### Section 2

7. Is the Chapel required? Yes / No
  8. Name of the officiating Minister or Celebrant (if applicable):
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### Section 3

9. a. Plot to be Purchased: Yes / No Plot Reference No.:  
*(Plot reference to be confirmed or allocated by the Parish Clerk)*  
b. Re-open for additional interment: Yes/No
10. Requested area of the Burial Ground: *(Old Formal/New Formal/Woodland)*
11. Interment category: Ashes / Full Burial
12. Description and size of coffin or casket:  
*(Note: Only biodegradable items are permitted in the Woodland area).*
13. Depth of plot : Single / Double  
*(Note: Only single depth plots are available in the woodland area)*
14. Position in plot:  
*(Applicable if future additional interments are planned)*

#### Section 4

15. a. Name and Address of the Applicant to be the Owner of the Exclusive Rights of Burial for the plot:

or

b. Name and Address of the current Owner:

16. Contact number:

19. Email:

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#### Section 5

17. Funeral Director's Name & Address:

18. Contact Name:

19. Contact Number:

20. Email:

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#### Section 6

Please refer to the separate document 'Plot and Interment Fees, Terms and Conditions' for current rates.

21. a. Plot Fee, (if applicable): £ \_\_\_\_\_  
b. Interment Fee: £ \_\_\_\_\_  
c. Chapel Hire, (if applicable): £ \_\_\_\_\_

Total fee payable to Chesham Bois Parish Council 5 days in advance of interment £ \_\_\_\_\_

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#### Section 7

##### **A. DECLARATION To be read and signed by the applicant if a new plot is purchased.**

I hereby apply to purchase the Exclusive Rights of Burial. I am aware that I am buying the Exclusive Rights of Burial on the land and not the legal ownership of the land itself. I accept that the Exclusive Rights of Burial will only be provided if I have paid the total cost and will be subject to the Terms and Conditions detailed on this form, which I have read and fully understand.

Print Name of Applicant:

Signature:

Date:

##### **B. To be signed by the applicant if an interment is to be made in an existing plot:**

Print Name of Plot Owner:

Signature:

Date:

*The information submitted in this form will only be used for the intended purpose referenced on this form. The Chesham Bois Parish Council Data Protection Privacy Policy can be found on the website: <https://www.cheshamboispc.org.uk>*

## TERMS AND CONDITIONS

1. Plots are purchased for a period of 99 years. A deed of grant, called the Exclusive Rights of Burial document, is issued by Chesham Bois Parish Council to the purchaser of the grave. This deed entitles the holder to determine who is buried in the grave and apply for a Memorial Permit for plots in the Old and New Formal areas of the Burial Ground. No memorials are permitted in the Woodland Area where graves are unmarked. If the ownership of a deed changes, proof of ownership will need to be provided to the Council before any interment can take place.
2. At the end of the 99-year period of the Exclusive Rights of Burial, the owners shall have the choice of renewing that right subject to the rules and regulations in force at that time.
3. a. When plots have been reserved\* by purchasers for their own use, the Council should be notified of the contact details for the next of kin, or the person to which ownership of the plot will transfer, if known.  
b. The purchaser of a reserved\* plot is responsible for informing the Council of any change of address. If, after a period of 20 years from the date the reservation was made, the Council is unable to contact the purchaser, the reserved plot may be offered to another person and no refund will be made.  
**Note:** \* The Council made a decision on 10<sup>th</sup> October 2022 not to continue to permit the reservation of plots.
4. Full payment must be received prior to burial taking place.
5. Interments are available Monday to Friday between 9.30 am and 3.30 pm and arrangements can be made for a Saturday booking on request.
6. Memorials can only be erected in the formal burial areas and are the sole responsibility of the registered owner of the burial plot. The owner must be in possession of a valid Memorial Permit granted by the Council before a memorial can be installed.
7. The registered owner of a plot with a memorial installed prior to 2017 will be contacted following the first Council safety inspection after 2017 and a Safety Permit will be issued if the memorial is in satisfactory condition. Safety inspections take place every five years.
8. Planting on graves in the formal burial areas is permitted as long as it is appropriate and in keeping with the area. Plants that are invasive or spread beyond the boundary of the plot and plants with the potential to grow into large shrubs will be removed by the Council as these can affect the foundations of any memorial and adjacent plots. No trees are permitted on graves.
9. Planting on graves in the woodland burial area is permitted in accordance with the Council's planting regulations, available on request from the Clerk.
10. The Council reserves the right to revise these terms and conditions without notice.

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### CHESHAM BOIS PARISH COUNCIL OFFICE ADMINISTRATION ONLY

Invoice No.	EROB No.	Burial Register No.
Invoice paid date	EROB Date	Woodland Mark:
Single / 1½ / Double/ Triple Fee	EROB Sent	Grave Space Register updated:
		Map Updated:
		Database Entry made: