

CEMETERY PROCEDURE FOR RESERVING A PLOT

STEP ONE

Request received for reservation of grave space.

STEP TWO

Seek permission of the Parish Council. If permission refused notify Applicant. If permission granted proceed to Step Three.

STEP THREE

Write to the Applicant requesting the appropriate fee.

Fees

Nb. Double rates for Non-Parishioners.

(i)	Exclusive Right of Burial Fee	£ 88.00
(ii)	Fees for Services Rendered	£ 9.00

Cost for Parishioner	£ 97.00
Cost for Non-Parishioner	£194.00

STEP FOUR

Upon receipt of fee make entries in the Registers.

1. Register of Burials

No entry as no burial.

2. Register of Grave Spaces

Plan: This register contains the plan of the cemetery.
Enter name of applicant & grave number on the plan at next available plot. Also label grave space "reserved".

Register: Make new entry in next available space.
Nb. It is not possible to complete every section of the entry at this stage.

3. Register of Purchased Graves

Make new entry in next available space.

Nb. It is not possible to complete every section of the entry at this stage.

Nb. Go back to 2 above & complete column 3 with entry number.

4. Grant of Exclusive Right of Burial Register

Complete certificate and send to Applicant.

Nb. Now go back to 3 above & fill in date of conveyance & certificate number.