



WITNEY
TOWN COUNCIL

Guide To Interment Forms

Brief Explanation

Interment forms are to be used to book a burial or interment of ashes and should only contain information about the deceased. Any EROB purchase or transfer requests should be applied for separately on the corresponding forms with the supporting evidence where required.

The interment form ensures the collection of the correct information of the deceased, EROB owners and applicants, type of burial, time of burial, place of burial and all other supporting documents to create a legal burial. Collecting this information also assists us at a later date to answer requests from the public hoping to trace relatives. The family or funeral directors must complete the form fully for the booking to be confirmed. The interment form must be hand signed by either the EROB owner or next of kin/applicant if the EROB holder is the deceased.

Below are details of how each section should be filled in.

The below numbered points correspond to the numbered fields on the interment forms.

- 1. Full Name of deceased.** This must be their full legal name.
- 2. Address of deceased at the time of death. Occupation.**
- 3. If address is outside of Witney.** If the address at the time of death is outside of Witney but residency is to be claimed, please enter the deceased's Witney address here. To claim residency the deceased must have either left Witney less than 5 years ago or have lived in Witney for more than 30 years before they left.
- 4. Age at time of death. Date of death.**
- 5. Location at which the death has occurred.**
- 6. Date of the burial. Arrival time at the cemetery.**
- 7. Name of minister.** If there will be no minister at the grave side, please enter 'family only' or 'funeral director only'
- 8. Space to be occupied.** This will confirm the section and grave number of a pre purchased plot. If this is a new purchase, WTC office will allocate a plot and provide this information to the family or funeral director at the time of booking.
- 9. Has the plot been purchased?** If the plot has already been purchased by either the deceased or a family member please tick yes and enter the EROB number. If this is a new purchase, please tick 'No' and continue to question 10.
- 10. If 'no' and a purchase is required, have you included a completed EROB application?** This section is only to confirm a new purchase is requested and a completed EROB purchase form is either included or will follow. Any request to transfer EROB's must be submitted separately using the transfer forms and include any supporting documents.

- 11. Size of Coffin.** Please ensure these are the measurements of the outside of the coffin, including any handles or bars. Inaccurate measurements may delay the burial and may result in late fees.
- 12. Size of the ashes casket.** Please ensure these are the measurements of the outside of the casket, including any handles or bars. Inaccurate measurements may delay the burial and may result in late fees. The ashes plots can be dug to a maximum of 18"x18"x18".
- 13. Name & Address of either a or b: please delete as appropriate.** If the person signing the form is either the owner of the plot (EROB holder) or the person applying to own a new plot (Applicant), please select option 'a'.
If the deceased owns their own plot, anyone can instruct their burial. The family member does not need to have transferred the plot into their own name before the burial. If the deceased is the owner, please select option 'b'.
- 14. Signature of EROB holder / next of kin or applicant.** This must be hand signed. Typed signatures will not be accepted. **Date. Name & address of funeral director.** If this is an ashes burial and you are not using a funeral director, please write 'family only' here.