



# AYLESBURY TOWN COUNCIL

## Burial Booking Form

### 1. Deceased's Details

Full Name of Deceased: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Marital Status: \_\_\_\_\_  
 Gender: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Death: \_\_\_\_\_

### 2. Service Details

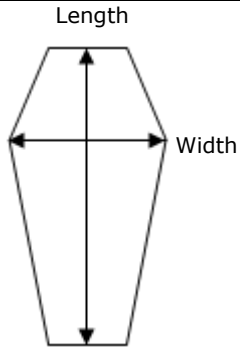
Day & Date of Service: \_\_\_\_\_ Time of Service: \_\_\_\_\_  
 Name of minister: \_\_\_\_\_ Denomination: \_\_\_\_\_  
 Type of service: Using Chapel  Direct to Grave

### 3. Grave Details

New Grave  Reserved Grave  Re-open   
 If new grave, type required:  
 Lawn  Traditional  Cremated Remains   
 Section & Grave No. \_\_\_\_\_ Depth: Single  Double

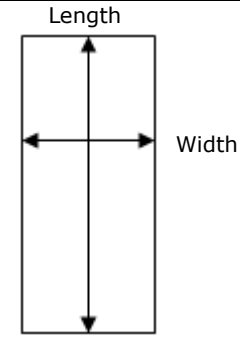
#### 4a. Coffin Dimensions

Length: \_\_\_\_\_  
 Width: \_\_\_\_\_  
 Height: \_\_\_\_\_  
 Please provide actual maximum measurements



#### 4b. Casket Dimensions

Length: \_\_\_\_\_  
 Width: \_\_\_\_\_  
 Height: \_\_\_\_\_  
 Please provide actual maximum measurements



### 5. Funeral Director

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Telephone No. \_\_\_\_\_

### 6. New Graves

**Note:** The person(s) named below will be registered as the owner of the burial and memorial rights with the deed being made in their name(s). No memorial may be arranged and no further interment may take place without the signed consent of the registered grave owner(s).

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Your attention is drawn to this extract of the cemetery regulations: No glass, fencing, garden edging, statues and breakable ornaments are allowed. No tools, recycling boxes or watering cans are to be kept outside of the grave. Loose stones are only permitted within an authorised kerbside.

No trees may be planted on graves. Only suitable planting such as annual bedding or small shrubs only will be permitted on traditional graves and in the head border on lawn graves. Conifers must be planted in an unbreakable container. The Town Clerk /authorised officer may remove any plants that it considers unsuitable or that interfere on other grave spaces or interfere with the Council's maintenance work. The Council also reserves the right to reinstate the grave space back to its permitted size if the size is exceeded by the grave owner or attendees. This will include re-turfing or seeding if necessary.

The Council accepts no liability for damage caused by or done to items placed on the grave or memorial. This includes plants, vases, memorabilia, lamps etc.

I/We have read, accept and fully understand the Cemetery Regulations of Tring Road Cemetery;  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### 7. Previously Purchased Graves

The Registered Owner of the Exclusive Right of Burial must give permission for the burial by signing below. If the owner is the deceased to be buried, the person arranging the funeral should complete this section and contact the Town Council regarding transfer of the rights.

I consent to grave no. \_\_\_\_\_ Being opened for the burial of the above-mentioned deceased

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### 8. Privacy Notice

Aylesbury Town Council is the "controller" of the personal data you provide to us, our address is Town Hall, 5 Church Street, Aylesbury, Buckinghamshire HP20 2QP, telephone 01296 425 678.

The Data Protection Officer is Anthony Motyka, the contact details are the same as above.

We need your name and address in order to register and grant burial rights in your name. In accordance with the Local Authorities' Cemeteries Order 1977, we are legally required to maintain a register of names and addresses of grantees. We may also need to contact you if there is an issue with the grave e.g. to ensure compliance with cemetery regulations or to meet health and safety legislation.

Your phone number and email address could make it easier and faster for us to contact you, however this is optional. Please tick this box if you **consent** to us using your phone number and/or email address in this manner:

You may withdraw this consent at any time by contacting us on the details above.

Your personal data will be processed by Aylesbury Town Council employees only for the purposes mentioned above. We will not share your personal data with a third party unless we are legally obliged to do so. Please note that, by law, the register of grantees may be inspected by any person during office hours.

We are legally required to maintain the register of grantees in perpetuity, this means your personal data will never be deleted.

You have the right to access your personal data held by us, the right to rectification of inaccurate personal data, the right to request erasure of your personal data, the right request restriction of processing, the right to receive or have your personal data sent to another controller in a portable format, and the right to object to us processing your personal data.

You have the right to lodge a complaint with the Information Commissioner's Office by calling 0303 123 1113 or via their website [ico.org.uk](http://ico.org.uk)

Please sign and date below to show that you have read and understood the privacy notice:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_