

## EXCLUSIVE RIGHT OF BURIAL THE GLEBE CEMETERY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Applicant Details** | | | | | |
| Name(s) of Purchaser | | | (Mr/Mrs/Miss/Ms) | | |
| Address | | |  | | |
| Postcode | | |
| Telephone number | | |  | | |
| Email address | | |  | | |
| 1. **Details of Grave** | | | | | |
| Type | | 🞏 Cremated Remains Plot 🞏 Earthen Grave | | | |
| 🞏 Adult Burial Plot 🞏 Child Burial Plot | | | |
| Resident of Penryn  (see guidance) | 🞏 Yes 🞏 No | | | Depth | 🞏 Double Depth 🞏 Single Depth |

The lease period for granting of Exclusive Right of Burial is 50 years and entitles the person/s named above to determine who is buried in the grave and whether a monument can be erected on the grave (subject to the Town Council’s regulations).

Please note in order to keep our records up to date you must inform us of any changes to the above information.

By signing this form you agree to abide by the Penryn Town Council Glebe Cemetery Regulations, a copy of which is available on request or on the Town Council’s website.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature |  | Date |  |

FOR OFFICE USE:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Fee | £ | Grave Number |  | Section | |  | |
| Receipt No. |  | Date Deed Certificate issued |  | | | | |
| Entry No. |  | Staff Signature |  | | Date | |  |

**Guidance Notes on Graves and Memorials**

**BUYING A GRAVE**

When buying a grave it is important that you understand what it is that you are actually purchasing.

Purchased Grave

You are not purchasing any land and no ownership of land is transferred to you. What you will be purchasing are the Exclusive Rights of Burial for a grave for an agreed period of time. These Rights will be assigned to you by a Deed of Grant which is a legal document.

The Deed grants you the right to:

* be buried in a designated grave if space is available (includes cremated remains);
* authorise further burials in the grave where space is available, or for the interment of cremated remains;
* apply for a permit to place an inscribed memorial on the grave or give permission for an additional inscription to be added.

By law, a purchased grave may only be opened for the burial of the Deed owner or for the burial of another person with the written permission of the Deed holder. The Deed must be transferred by legal process should somebody else wish to arrange a further burial in the grave. You should keep your Deed safe as it forms part of your estate. If the Deed is purchased jointly, all purchasers signatures will be required for further instruction.

Application for a Burial

On application of a burial, applicants or the deceased must own the Exclusive Right of Burial for which they are applying. If this is not the case the applicant must purchase an Exclusive Right of Burial through the Town Council or apply for transfer of ownership.

**MEMORIALS**

Memorial permits

If you purchase a grave you will have the right to apply to erect a memorial on the grave.

All works to monuments, including refixing and refurbishment, must be carried out under the supervision of a mason who is a registered approved contractor, a member of the BRAMM or NAMM scheme and in strict accordance with BS8415 and the NAMM code of practice.

Please note that no work can be carried out on a memorial without:

* The authority of the person holding the Right of Burial to the grave
* Your memorial mason submitting an application form and fee to the Council
* The Council approving the application

Memorial safety

All memorials remain the responsibility of the grave owner and must be maintained in good order.

Penryn Town Council has a statutory duty under the Local Authorities Cemeteries Order 1977 and Health and Safety at Work Act 1974 to ensure that risks within our cemeteries are properly managed. In order to fulfil this requirement all memorials are subject to safety inspections. The Council undertakes safety inspections on all monuments on an annual basis. Where the Council is unable to trace the owners of graves with unsafe monuments, these monuments will be staked for a period of twelve months and laid flat to prevent the possibility of accidents. If, at the end of this period, no work has been undertaken to rectify, the Council will make safe by either removing, fixing or burying.

FURTHER ADVICE

If you require any further advice or information please contact:

Penryn Town Council

Saracen House

Higher Market Street

Penryn

TR10 8HU

01326 373086

admin@penryntowncouncil.co.uk