



CITY OF TRURO

TRURO PUBLIC CEMETERY INTERMENT FORM

This application and payment in full **MUST** be submitted to the Burial Department, Truro City Council, Municipal Buildings, Boscawen Street, Truro TR1 2NE (currently Truro Community Library, Union Place, Truro TR1 1AP) no later than **3 working days before the burial**.

All information requested below MUST be carefully and clearly set out in in block letters. Responsibility for any error or omission rests with the person signing this form.	
Details of Deceased	
Full name including title	
Date of death	
Age at death	
Last known address	
Was the deceased a *resident of Truro? Yes/No (delete as appropriate)	

Interment details	
Type of interment (delete as appropriate)	Full interment Interment of Ashes
	New grave – single/double (delete as necessary) Re-open an existing grave (permission from the owner of the burial rights required and grant deed provided)
Grave Reference	Section: Row: Number:
Date and time of proposed interment: (Please note interments DO NOT USUALLY TAKE PLACE ON SUNDAY/GOODFRIDAY/CHRISTMAS DAY OR A STATUTORY HOLIDAY)	Date: Time:
Dimensions of coffin, receptacle or container	Length (cm) Width (across widest part) (cm) Depth (cm)

Applicant details	
Full name (including title)	
Address	
Signature	
Do you own the Exclusive Rights of Burial for the plot? Yes/No (delete as appropriate) Please note Truro City Council can only authorise the opening of any grave upon permission of the owner. If the owner of the grave is to be interred no authorisation is necessary. If you are not the owner, please call Truro City Council's burial department - 01872 245503	
Funeral Director/arranger	
Will a memorial be moved? (Please note an appointment must be made for the removal of any monument and the applicable fee paid)	Yes/No (delete as appropriate)
How many attendees at the graveside?	
How many vehicles will require parking?	

Signature of Funeral Director/arranger	
Date	
Please note – The Registrar’s certificate of Death or Coroner’s Order <u>MUST</u> be handed to the Sexton/burial department before the interment can take place.	
I agree that my information will be retained by Truro City Council as outlined in their Information and Data Protection policy. I agree to Truro City Council contacting me regarding this and other applications relating to burials or the grave. <i>Please tick the box to agree</i> <input type="checkbox"/>	

Cemetery Fees Due	
*The fees set out below apply where the person to be interred, or in respect of whom the right is granted, was an inhabitant or parishioner in the City of Truro immediately before his/her death; excluding residents in hospital or institutions or for any person who can provide evidence of being a full-time resident/parishioner for five years within the City of Truro in their life. Please write to the Town Clerk for consideration of residency if evidence cannot be provided. Non - resident applicants will be charged a 100% surcharge (excluding memorial permits).	
Interment	
Child/stillborn (full interment/interment of ashes) up to and including 16 years	No charge
Person aged 16 years or over	
Full Interment in an existing grave (subject to burial rights being submitted)	£390
Full Interment in new grave - single depth - double depth (£130 extra depth)	£390 £520
Interment of cremated remains (no fee for reinstatement of grass)	£113
Reinstatement of grass surface on the grave space (not applicable to cremated remains)	£120
Surcharge for Bank holiday, weekend or Friday pm (1 October – 31 March)	£275
Removal/re-erect a memorial	£83
For all other charges please go to - http://www.truro.gov.uk/Cemeteries_6713.aspx	
Cheques should be made payable to TRURO CITY COUNCIL	
BACS payment – HSBC Sort code: 40-44-34 Account 11120565 **please use grave reference and deceased’s name when making a BACS payment	
In case of enquiry please contact Tel: 01872 245503 Email: nikki@truro.gov.uk	

Please note a separate application MUST be submitted to purchase burial rights, memorial permit (including add an inscription, erect and/or remove a memorial) or to reserve a grave plot.

For Council use only					
Payment details BACS/cheque/cash (delete as appropriate)					
Interment full/ashes		Burial rights - small/large plot	£	Copy to Sexton/Kenwyn	
Re-open	£	Purchase of burial rights	£	ERoB number	
New single/double	£	Total received	£	Date	
Cremated remains		Resident evidence submitted			