

**KINVER PARISH COUNCIL  
COMBER RIDGE BURIAL GROUND**

Section.....

Plot No.....

ERB No.....

FORM OF INDEMNITY AND AUTHORITY FOR THE OPENING OF A GRAVE

REMOVAL and/or WORKS TO A HEADSTONE/ TABLET – (where the Grant of Right of Burial has been lost or mislaid)

Name ..... Address .....

..... Post Code .....

- A deed numbered ..... the exclusive right of burying (total number) ..... person(s) at Comber Ridge Burial Ground, Kinver and numbered ..... was granted to (Full Name)..... on date: .....
- I have made diligent search for the Grant and I believe the same to have been lost or mislaid.
- The Grant has not been sold or in any manner transferred or disposed of to any other person and the exclusive right of burial is now vested in me.

I hereby authorise the Headstone/Tablet to be removed: Yes / No

I hereby authorise to be reopened: Yes / No

I hereby authorise works/additional inscription: Yes / No

for the interment of (relationship – my wife, my husband, etc.,) .....

Full name..... Death Certificate no.....

Date:.....

- In consideration of such opening, I hereby undertake to make further diligent search for the Grant and if the same shall at any time hereafter be found, I undertake to deliver it to the Burial Ground Superintendent of Comber Ridge.
- I undertake to indemnify Kinver Parish Council against any costs or damages they may hereafter sustain or be put to by reason of any claim (whether any such claim shall be subsequently sustained or not) hereafter to be made by any other person to the exclusive right of burial in the said grave.

Name in full of Grantee / applicant) .....

Signed..... Date: .....

In the presence of Witness: Full Name:.....

Signed..... Occupation:.....

Address:.....

..... Post code.....

## NOTE:

Kinver Parish Council will retain personal details of the Grantee/Applicant also of the Witness for the purpose of administration or improving these services in respect of this plot submission of this form is taken as approval for this.

Payment of Fees can be made by BACS. Please advise if you have paid this way.

Kinver Parish Council

BARCLAYS BANK sort code 20-82-70

A/C no. 40355119

Copies of the Rules &amp; Regulations can be obtained from:

Kinver Parish Council, 95 High St., Kinver, South Staffordshire DY7 6HD.

Telephone 01384-873878 office open weekdays till 12.00 noon.

Email: [kinverparish@btconnect.com](mailto:kinverparish@btconnect.com)[www.kinverparish.com](http://www.kinverparish.com)

**Kinver Parish Council – Comber Ridge data protection fair processing notice**

**Data Controller**

Your information is 'controlled' by Kinver Parish Council. We can be contacted at 95 High Street, Kinver DY7 6HD. Our telephone number is 01384 873878. Our Data Protection Officer is Miss Jenny Cree. They can be contacted using the same contact information.

**Purpose and Lawful Basis of Processing**

We collect and use your information so as to 1) enable us to progress applications for interment in the burial ground and to re-open graves where requested, 2) as a record of deed holders for each individual plot, 3) to process your information where a grant of right of burial has been lost or mislaid, 4) to carry out works in respect of a headstone etc. and, 5) in respect of requests to scatter ashes at the burial ground. We undertake all of this in the exercise of our official authority.

**Retention**

We keep your records for 75 years after allocation of a plot.

**Your rights**

You have the right to submit a request for access to your information; to have incorrect information rectified; to have your information erased and to have our use of your information restricted.

**Information Commissioner**

If you are unhappy about the way we have processed your information please speak to the Data Protection Officer in the first instance. However, notwithstanding this you have the right to complain to the Information Commissioner. They can be contacted at the:

Information Commissioner's Office,

Wycliffe House

Water Lane, Wilmslow

Cheshire, SK9 5AF

[www.ico.org.uk](http://www.ico.org.uk)

**General**

The provision of information by you to us is a statutory requirement. If you decline to provide information we may not be able to progress your application or indeed offer an interment plot to you.