

2018

**KINVER PARISH COUNCIL  
COMBER RIDGE BURIAL GROUND**

Section.....

Plot No.....

ERB No.....

**NOTICE OF INTERMENT IN A COFFIN / CREMATION GRAVE**

**Section 1:**

Full Name of Deceased:..... Age:.....

Death/ Cremation Certificate No. .... Address: .....

..... Post Code:.....

Address of last residency in Kinver Parish:.....

..... Post Code:.....

Date(s) of last residency in Kinver Parish: .....

Proof provided for Address of Kinver Residency..... If  
non-resident state Right to be Interred:.....

Will there be further interments in the grave in the future (please delete as appropriate)

In a COFFIN GRAVE ..... 1 / 2 / NONE In

a CREMATION GRAVE ..... 1 / NONE

Day, Date of Interment:..... Time .....

Name of Officiating Minister: .....

Any special requirements?.....

If this Notice is for a new grave plot move to Section 2 if for a re-opening move to Section 3

**Section 2:**

APPLICATION TO PURCHASE EXCLUSIVE RIGHT OF BURIAL IN A NEW GRAVE PLOT I DESIRE to purchase the Exclusive Right of Burial in the coffin/cremation grave in which the above named deceased is to be interred. I undertake to abide by the Rules and Regulation of Comber Ridge Burial Ground as may be reviewed from time to time (copies of which can be obtained from Kinver Parish Council).

Name of Grantee/Applicant ..... Date.....

Signature.....

Address.....

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

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

Continued overleaf

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Section 3: APPLICATION FOR AN EXISTING GRAVE TO BE RE-OPENED

I HEREBY give authority for grave No. .... to be re-opened for the interment of the above named deceased and produce herewith the Grant of Exclusive Right of Burial No..... I DECLARE that I am the person authorised to give this instruction and I will indemnify Kinver Parish Council against all claims etc., which may be suffered in consequence.

Name of Grantee/Applicant .....

Grantee/Executor of Grantee/Next of Kin of Grantee (delete whichever is NOT applicable)

Signature..... Date.....

Address.....

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

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

Section 4:

Funeral Directors: .....Tel No: .....

Address: .....

.....Post Code ..... Date of Application: .....

Section 5:

Permission requested for Headstone/Tablet from existing plot to be removed, prior to plot being dug for reopening (separate form will be required for additional inscription or works to the stone).

Monument mason: .....

Contact details .....

Date access required for removal of Headstone/Tablet .....

NOTE: Kinver Parish Council will retain personal details of the Grantee/Applicant 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      Co-op BANK sort code 08-90-08      A/C no. 61015319

Copies of the Rules and Regulations can be obtained from:

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

Telephone – 01384 873878.      Email: [kinverparish@btconnect.com](mailto:kinverparish@btconnect.com)      Office open weekdays till 12.00 noon.

## **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.