



# NORTH TAWTON TOWN COUNCIL

Town Clerk  
14A The Square  
North Tawton  
EX20 2EP

Tel: 01837 880121

e-mail: [townclerk@northtawtontowncouncil.gov.uk](mailto:townclerk@northtawtontowncouncil.gov.uk)

## CEMETERY INTERMENT/PURCHASE OF EROB APPLICATION

The Cemetery, situated in Exeter Street immediately adjacent to the Primary School, is owned and maintained by North Tawton Town Council [the Council] as a burial place for the people of the town. It is the Town Council's intention to preserve a peaceful and well-maintained environment for those who wish to visit and mourn their loved ones.

The gates are always unlocked. Vehicles belonging to funeral Directors during interments or those for access for the disabled are allowed in the Cemetery. Except in the case of emergency other vehicles, for example those needed for maintenance within the grounds, must seek approval from the Town Clerk.

**Interments may only take place by arrangement with the Town Clerk (Tel: 01837 880121) who will agree the date and time, and supply the appropriate forms or they can be downloaded from the Councils website**

The Funeral Director or person in charge of an interment must liaise with the Clerk giving all the required information. The Clerk will then issue an invoice for the appropriate fees. The Registrar's Certificate for Disposal (or the Coroners Warrant when an inquest has been held), or the Certificate of Cremation must be produced at the time of paying the fees.

The selection of the grave space is in all cases, whether of general interment or of purchase, subject to the approval of the Council Burial Manager.

All work shall be subject to the approval of the Council Burial Manager in accordance with North Tawton Town Councils Cemetery Management Policy. This approval should be sought prior to undertaking any work on any grave.

Grave spaces may be purchased at any time whether or not an immediate interment is intended. Fees for the purchase of an Exclusive Right of Burial are in addition to interment fees.

Only coffins made of a biodegradable material may be used and no brick grave or vaults shall be allowed.

On the day of interment, flowers and wreaths may be placed on the actual area of the grave and left for seven days, but the Council reserves the right to remove such tributes on the expiry of this period.

Wreaths and cut flowers may be placed on graves subject to rules governing receptacles as stated below but when removed must be placed in the refuse container provided by the Council.

Only caskets made of biodegradable material shall be used for the interment of ashes.

The Council reserves all rights to the management of the cemetery, in particular, graves are liable to be reclaimed after a period of not less than one hundred years after interment has taken place.

Grave spaces will be marked by the Council, but the digging of the grave is the responsibility of the Funeral Director or person in charge of an interment.

Small wooden crosses will be allowed, for a period of 12 months, prior to the erection of a headstone.

As soon as convenient after an interment, a mound should be formed appropriate to the length of the coffin. Grass seed should be sown, or turf laid over the whole area of the grave. This mound to be removed when a memorial is erected.

Individual tablets may be placed in the Garden of Remembrance and should be constructed of a suitable stone and measure 450mm x 300mm (1ft 6in x 1 ft), All new Garden of Remembrance tablets should include an integral vase for flowers and installed level with the ground. Alternatively, suitable individually designed tablets may be placed in the Garden providing they conform to the above dimensions and are approved by the Council Burial Manager.

### **Miscellaneous**

No dogs – except registered assistance dogs - are permitted to enter or remain in the cemetery.

No cycling is permitted in the cemetery.

Nothing may be removed from the Cemetery without the permission of the Council, and any person detected stealing plants or flowers will be prosecuted.

All people visiting the Cemetery must keep to the paths except while visiting a grave and refrain from touching the ornaments or anything growing in the cemetery. Any damage whatever done in the cemetery must be made good by the person causing it.

The Town Council reserves the right from time to time to make any alteration in the fees, charges and regulations.

### ***NEW BURIAL ACTS 1977 No: 204***

*Burial, England and Wales the Local Authority Cemeteries Order 1977. This Order came into operation on 10 March 1977, as amended by the Local Authorities Cemeteries (Amendment) Order 1986.*

### ***Offences in Cemeteries***

*Section 18 – no persons shall:*

- (a) Willfully create any disturbance in a cemetery;*
- (b) Commit any nuisance in a cemetery;*
- (c) Willfully interfere with any burial taking place in a cemetery;*
- (d) Willfully interfere with any grave, vault, any tombstone or other memorial, or any flowers or plants or any such matters;*
- (e) Play at any game or sport in a cemetery.*

### ***Penalties***

*Every person who contravenes –*

*Any offence under Section 18 shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.*

## **PLAN OF THE CEMETERY SHOWING SECTIONS OF THE GRAVEYARD**

A plan of the Cemetery may be inspected by arrangement with the Town Clerk (Tel: 01837 880121)

## **CONTACT**

General enquiries, details of current fees and charges, and purchases of Deed of Grant for Exclusive Rights of Burial may be obtained from the Town Clerk (Tel: 01837 880121)

In the event of an emergency please contact the Town Clerk (Tel: 01837 880121)

The application fully completed must be received by the Council **at least 5 full working days** in advance of the date of interment by either email or by post.

**A copy of the Coroners Certificate or Cremation Certificate must be filed with this form.**

North Tawton Town Council can only authorise the opening of a purchased grave with the permission of the Grave Grant Owner or to inter the Grave Grant Owner. In all other cases, ownership must be transferred to someone who can legally prove that they are entitled to receive these ownership rights.

Where the Grave Grant Owner is the deceased, then the appropriate forms will need to be completed by all relevant people to enable the transfer of ownership of the said Grave Grant. Evidence in the form of a Will, Grant of Probate, Sealed Letters of Administration or a Statutory Declaration will also be required. Please contact the Burial Manager for further advice.

The removal of memorials must be carried out at least 72 hours before the day of the burial. No burial can take place without the appropriate certificate of disposal issued by the Registrar being presented at the time of the interment.

The particulars must be completed in ink, **BLOCK CAPITALS** and be fully and accurately stated. Please only return the Interment Form to us once all information has been entered this **must include the coffin sizes**.

## **USE OF PERSONAL DATA**

North Tawton Town Council is committed to protecting your privacy. All public and private organisations are legally obliged to protect any personal information they hold. We operate in accordance with the Data Protection Act 2018 in respect of any personal information you give us. Our registration number with the Information Commissioner's office is **Z736284X** and may be viewed on the Information Commissioner's Office website.

For more details on the Data Protection and Freedom of Information Acts please contact the Information Commissioner's Office.

The Council's privacy policy sets out how North Tawton Town Council use and protect any information that you give us. By signing these forms, you consent to the terms of our Privacy Policy and to our processing of personal information for the purposes of tracing owners/next of kin for maintenance matters only.

# **Consent: Exclusive Rights of Burial/Application for erection of a Memorial/ cemetery terms and conditions**

I agree that I have read and understand North Tawton Town Councils Privacy Notice. I agree by signing below that the Council may process my personal information for statutory purposes, providing information and corresponding with me.

I have the right to request modification on the information that you keep on record.

I accept North Tawton Town Councils Terms and Conditions for the Cemetery

Signed:

Please Print Name:

Date:

Address

Telephone Number

Email

<b>Fees with effect 1/4/2026</b>	<b>£</b>
<b>Coffin Interment</b>	
Parishioner	520.00
Non-Parishioner	1200.00
<b>Cremated Remains Interment</b>	
Parishioner	260.00
Non-Parishioner	600.00
<b>Purchase of Exclusive Right of Burial - Coffin plot</b>	
Parishioner	529.00
Non-Parishioner	1210.00
<b>Purchase of Exclusive Right of Burial - Garden of Remembrance (including right to erect a memorial)</b>	
Parishioner	275.00
Non-Parishioner	650.00
<b>Memorial Fee - Burial Plot</b>	
Parishioner	260.00
Non-Parishioner	640.00
<b>Memorial Additional Inscription Fee - Burial Plot</b>	
Parishioner	78.00
Non-Parishioner	175.00

# APPLICATION FOR INTERMENT

Full Name of Deceased: .....

Day, date and time of interment: .....

Funeral Director / Contact Name & Number: .....

Address of Deceased (if in a care home please provide previous address as well):

.....  
.....

Age: ..... Religious Denomination: .....

Place of Death: .....

Date of Death: .....

Was Deceased a NT Resident? YES / NO

Type of grave (New/Re-open or Pre-Purchased): .....

Grave number (if re-open/pre purchased): .....

Exclusive right of Burial Owner / Certificate Number .....

.....

If re-open, please provide names of those previously buried:

.....

If re-open has removal of memorial been arranged YES / NO

Name of Stone Mason removing memorial & contact number:.....

.....

Depth of Grave (single 5ft, double 7ft, treble 9ft, ashes 2ft): .....

Burial Type.....

Consecrated Yes / No

Size of Coffin/Ashes Casket (in inches):

Length: ..... Width: ..... Depth: .....

Attendees on the day (Please specify - None / Family / Minister): .....

Next of Kin contact details, including email .....

.....

## PAYMENT

Cheque made payable to North Tawton Town Council

Bacs – North Tawton Town Council

Unity Trust Bank Account: 20406147

Sort Code : 608301

Please complete Section A (new grave/new ashes) or Section B/C (re-opening/re-open ashes)

**Section A:  
New grave only**

I/We would like to purchase the Exclusive Rights of burial:

North Tawton Cemetery/Garden of Remembrance Plot(s)

Single/Double depth

Full name.....

Home address.....

.....

Email..... Tel. number:.....

Relationship to the deceased:

**Section B:**

**Previously purchased to be opened where Grave Grant Owner is deceased**

To be completed by the next of kin/executor/administrator where the deceased is the grant owner:

Please open grave number:..... at:.....

For the interment of: ..... (the said Grave Grant Owner)

I am the next of kin of the owner / executor / administrator of the Owner's estate (delete). If none of the above, please state your relationship to the deceased grave owner .....

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

Print Full name: ..... Title: .....

Home address: .....

.....Postcode: .....

Email .....

**Section C:  
Previously purchased to be opened by the Grant Owner**

**To be completed by the grave grant owner(s):**

**I/We are the registered owner(s) of the grave** .....

**Exclusive Right of Burial Grant number** .....

**Issued on (date)** .....

**Please open grave space for the interment of:**.....

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

**Print Full name:**..... **Title:**.....

**Home address:**.....

..... **Postcode** .....

**Email:**..... **Tel no:**.....

*If your address has changed since purchasing the grave space, please add your previous address along with a copy of photographic ID.*

**Details of Funeral Director/Arranger:**

**Name:** .....

**Address:**.....

.....

**Telephone number:** ..... **E-mail:**.....

**Signature:**..... **Date:** .....

**Please return completed form and copy of Burial or Cremation Certificate to:**

**NORTH TAWTON TOWN COUNCIL**

Town Clerk: Caroline Ellis

14A The Square, North Tawton, EX20 2EP, Tel: 01837 880121

e-mail: [townclerk@northtawtontowncouncil.gov.uk](mailto:townclerk@northtawtontowncouncil.gov.uk)

*Scanned/email copies are acceptable.*