

Booking Burials with Telford & Wrekin Council

A guide for Funeral Directors

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All of the online forms and links to PDFs of documents that you will need can be found at

www.telford.gov.uk/burialbooking

New contact details for Register Office regarding burials

New email address - burials@telford.gov.uk

Create a My Telford account

Once you have created a My Telford account you won't need to input your details every time you have to complete this form. You will just need to log in



Please make sure that you create the account using your business details and not your personal contact information and address.

To create a My Telford account go to

http://www.telford.gov.uk/info/20328/my_telford/3281/my_telford



Make a provisional booking

Choose either full burial or cremated remains



Burials bookings

Select service

Burials 1 hour		Burial of cremated remains 1 hour	
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Choose the date and time of the burial

19 April, 10:00

< > April 2019

Mo	Tu	We	Th	Fr	Sa	Su	10:00	10:30	11:00
1	2	3	4	5	6	7	11:30	12:00	12:30
8	9	10	11	12	13	14	13:00	13:30	14:00
15	16	17	18	19	20	21	14:30	15:00	15:30
22	23	24	25	26	27	28			
29	30								

Complete the small form below so that if any details come into the form incorrectly we can check them

Add your details

Name

Email address

Phone number

Provide additional information

Name of deceased

Cemetery

--select an option--



Click on the book button to confirm your booking

Book

Confirmation email

This email will contain your booking details and a link to manage your bookings. This link will enable you to change the booking time and date or cancel your booking.

NOTE: This booking is only provisional – no notification will go to the site technician and this booking will not be confirmed until you have completed Form 1 – Notice of burial booking

Instructions for booking a burial

Form one – Notification of burial and booking

Before you begin this form you will need to have electronic copies (saved on your computer) of any required documents as you will be asked to upload these at the end of the form

Documents that you will need to upload where appropriate include –

- **New F080 form**
- **Statutory Declaration Form**
- **Exclusive Grant of Burial Certificate**
- **Transfer of Exclusive Rights document**

If you do not have copies of these forms you will be able to upload them at the end of Form 2

NOTE: This is a smart form and the questions that you are presented with will depend on your answers to questions. When you answer some of the dropdowns other questions will appear.

The answer to this question is NO

Notice Of Burial

Is this in regards to a Private Funeral? (If you are not using a Funeral Director)

The answer to this question is Funeral Director

Are you a Parish or Funeral Director?

Choose the cemetery, Wellington, Wombridge or Castle Green

Cemetery Choice

Enter the details of the deceased

Details of Deceased

Forename(s)

Surname

Gender

Male

Female

Date of death

Place of death

Home address

If you answer yes to this question another two boxes will appear asking you for details of the second deceased

Is this a request for burial of double cremated remains container?

Will it be a graveside service?

Yes

No

Was the deceased under 18 years of age at the time of death?

Yes

No

To be classed as a resident of Telford and Wrekin, the deceased must have lived at an address within the borough for at least 30 days within the past six months. If the deceased was not a resident at the time of death the fees are doubled.

Can the deceased be classed as a resident of Telford and Wrekin at time of death?

Yes

No

If the burial is to take place within 48 hours then please complete the form, submit and phone the Register Office

Is the burial needed within 48hrs due to religious reasons?

Yes

Please state religion

Date & Time of Interment

To book a burial within 48 hours please complete all of the fields within this form and then contact the burials office on 01952 382450 to make your booking.

Enter your booking date and time

Booking Date

Booking Time

If the answer to the question Is this a new purchase? is YES

Is this a new purchase?

Yes

The choices for this drop down list will open up terms and conditions for each please ensure that the customer is happy with them and that they sign the F080 form

Grave details

What type of grave is required?

The form will not submit if you do not mark the Does customer agree? with “Yes”

What type of grave is required?

Lawn grave

LAWN GRAVE

This is the standard grave type in the Councils Cemeteries. Graves are laid out in rows in the lawned areas, and may be of a single or double depth. (A treble depth grave is possible but is dependant on the weather and the situation of the grave within the cemetery.)

PLEASE NOTE: Floral tributes, vases etc, must only be situated in the HEADSTONE AREA. Lawn graves must have no memorials, fences, floral tributes, or vases placed directly over or on the grass/grave area. If this would be a preference then a traditional grave would be required. ALL items placed on the grass/grave area will be removed by the cemeteries staff without notice.

Does customer agree

Yes

Enter the full details of the new purchaser and ensure that they have signed the new F080 form

New purchaser's details

Full name

Full address

Home telephone number

Mobile phone number

Email address

If the answer to the question Is this a new purchase? is NO

Is this a new purchase?

No



Complete the fields below with details of the plot

Date of purchase

Sub-section

Plot

If you answer “YES” to has there been a previous interment you will be asked to complete the details.

Has there been a previous interment?

Yes



Name of deceased at interment

Date of interment

Depth of grave originally dug



If the answer to this question is “YES” you will be asked to complete the details for the present owner

Is the present owner requesting this interment?

Yes

Present owner details

Full name

Full address

Home telephone number

Mobile phone number

Email address

If the present owner wishes to transfer ownership of the plot or add an additional owner to at this time the following questions will give you space to add in details of the new grave owner.

Does the present owner wish to transfer ownership prior to interment?

No

Does the present owner wish to add an additional owner prior to interment?

Yes

If the answer to the question is “NO” you will be asked to register a new owner

Is the present owner requesting this interment?

No

Please note if the deceased was the grave owner and therefore unable to sign this application, a new owner must be registered before any interment can take place.

Have Probate of the Will or Letters of Administration been produced to indicate transfer of assent?

Yes No

Has the original grave deed been produced?

Yes No

If the original grave owner is deceased then answer yes to this question and complete the new owner details

Does the present owner wish to transfer ownership prior to interment?

This completes form one – please ensure that you submit the form

Confirmation email

You will then get a confirmation email

This email will confirm the details that you have entered and will contain a link to Form 2. Form 2 must be completed at least 48 hours before the interment is due to take place. Failure to provide these details may mean that the booking is cancelled as we need to ensure that the correct equipment is on site.

Form two – details of the deceased

Before you begin this form you will need to have electronic copies (saved on your computer) of any required documents as you will be asked to upload these at the end of the form

Documents that you will need to upload include –

- Disposal Certificate
- New F080 form
- Statutory Declaration Form
- Exclusive Grant of Burial Certificate

Enter Funeral Director

Are you a Parish or Funeral Director?

Funeral Director



Enter the name of the deceased

Deceased Forename(s)

Deceased Surname

Enter whether there will be a graveside service

Will it be a graveside service?

Yes

No

Choose from Coffin, casket or ashes

What type of burial will it be?

Give details of the size of the container

What is the size of the coffin/casket/ashes container?

Length

Please provide this in foot and inches

Width

Please provide this in inches

This information will go to the site technician to help them to plan

Will there be a Minister present?

Yes

No

If you chose yes to this question you will get a reminder to make sure that the headstone is removed 24 hours before the burial is due to take place

Is there an existing memorial on the grave?

Yes

No

Please note that this will need to be removed by a licenced stonemason at least 24 hours before the funeral.

The answers to these questions will go to the site technician to help him with sizes

Full burial grave depth?

Single



Will the coffin have lift handles?

Yes

No

What number of tapes will be required?

2

3

If you chose yes to this question you will get a reminder to advise the family of safety around an open grave

Do the family wish to backfill the grave?

Yes

No

Please ensure that the family are aware of the health and safety implications and are happy to follow the safety guidance

This is your opportunity to pass on any further information to the site technician that may help

Please provide details of any special requirements.

e.g. wicker coffin, oversize casket, brick chamber

This completes form 2 – please ensure that you submit the form

You will receive a confirmation email with all of the details that you have entered on form 2.

Funeral Director burials booking flowchart

