# 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 <a href="https://www.telford.gov.uk/burialbooking">www.telford.gov.uk/burialbooking</a>

#### 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

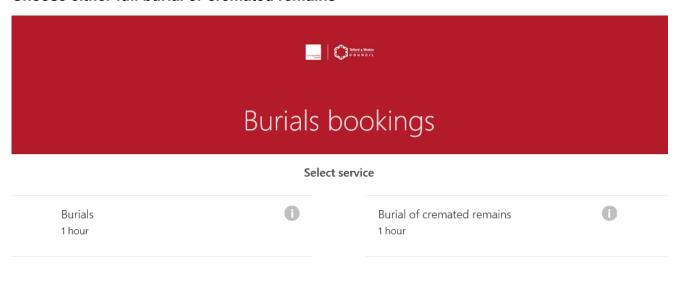
Please make sure that you create the account using your business details and not your personal contact information and address.

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



#### Choose the date and time of the burial

19 April, 10:00

April 2019										
Мо	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

Name	
Email address	
Phone number	
Provide additional inf	ormation
Name of deceased	
Cemetery	
Cemeteryselect an option	V

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

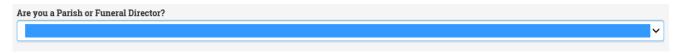
If you do not have copies of these forms you will be able to upload them at the end of Form 2

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.

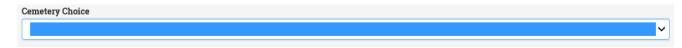
#### The answer to this question is NO



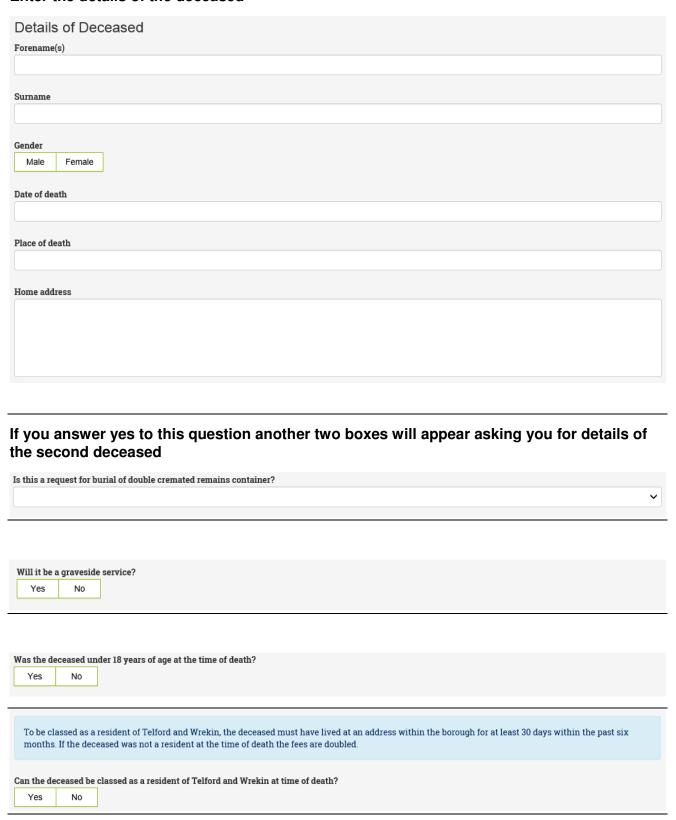
#### The answer to this question is Funeral Director



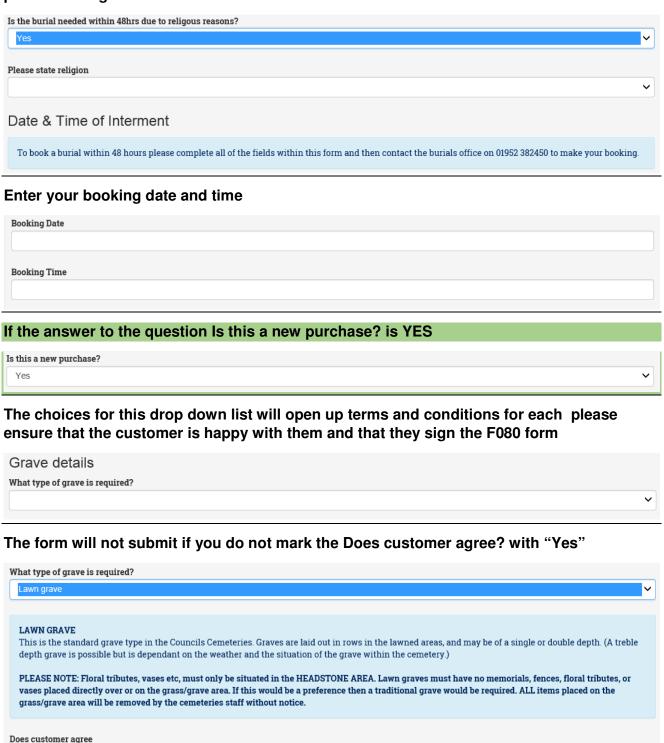
#### Choose the cemetery, Wellington, Wombridge or Castle Green



#### Enter the details of the deceased



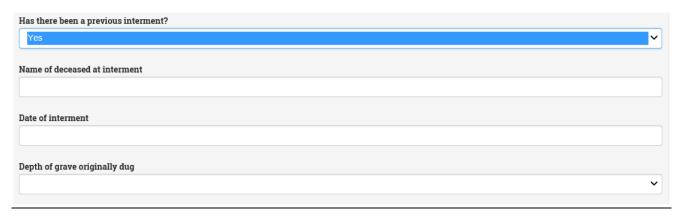
# If the burial is to take place within 48 hours then please complete the form, submit and phone the Register Office



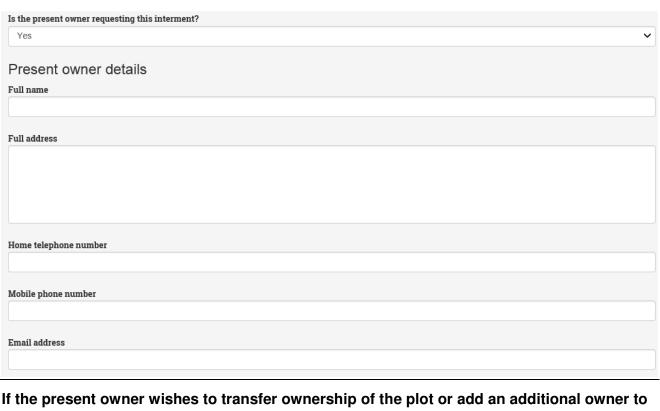
#### Enter the full details of the new purchaser and ensure that they have signed the new F080 form

New purchaser's details	
Full name	
Full address	
rui auuress	
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	<b>~</b>
Complete the fields below with details of the	ne nlot
Date of purchase	ie piot
and of paromace	
Sub-section	
Plot	

the details.



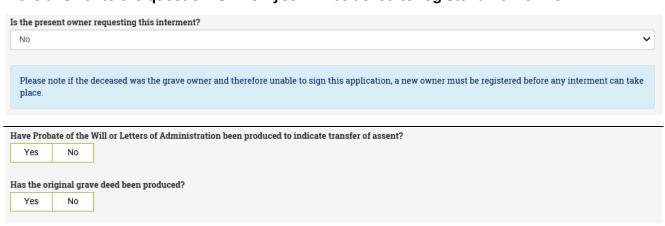
If the answer to this question is "YES" you will be asked to complete the details for the present owner



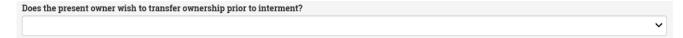
If the present owner wishes to transfer ownership of the plot or add an additional owner to at this time the following questions will give you space to add in details of the new grave owner.



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



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



#### 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

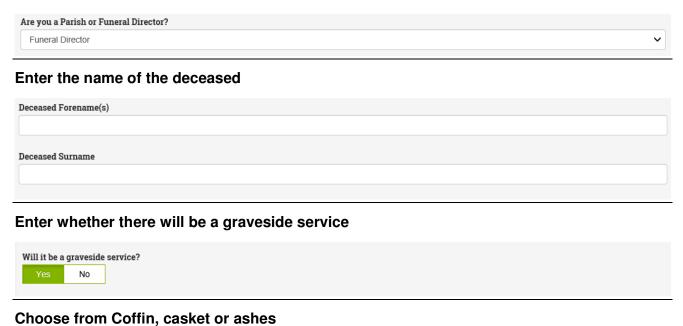
Before you begin this form you will need to have electronic copies (saved on your computer) of any required documents as you will be asked to upload these at the end of the form

Documents that you will need to upload include -

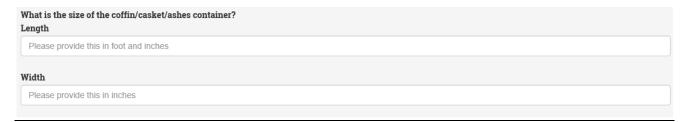
- Disposal Certificate
- New F080 form
- Statutory Declaration Form
- Exclusive Grant of Burial Certificate

#### **Enter Funeral Director**

What type of burial will it be?



#### Give details of the size of the container



#### 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



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



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



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

Plea	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**

