

# **Booking Burials with Telford & Wrekin Council**

## **A guide for Parishes**

## **Contents**

- **Create a My Telford account**
  - **Instructions for Booking**
    - **Form one – Notification of burial and booking**
    - **Form two – Deceased details**
  - **Flow chart of process**
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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](http://www.telford.gov.uk/burialbooking)

## **New contact details for Register Office regarding burials**

New email address - [burials@telford.gov.uk](mailto:burials@telford.gov.uk)

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## **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](http://www.telford.gov.uk/info/20328/my_telford/3281/my_telford)

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**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

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Provide additional information

Name of deceased

Cemetery

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**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**

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## Instructions for booking a burial

### Form one – Notification of burial and booking

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 PARISH

Are you a Parish or Funeral Director?

Choose your cemetery

Parish Cemetery Choice

Enter the details of the deceased

Details of Deceased

Forename(s)

Surname

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

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

Will it be a graveside service?

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.

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## Enter your booking date and time

Booking Date

Booking Time

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## Enter whether this is a new purchase and if not enter the sub section and plot number

Is this a new purchase?

Sub-Section

Plot

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

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## **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.

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## Form two – details of the deceased

### Enter Parish

#### Notice Of Burial - Updated Information

Are you a Parish or Funeral Director?

Parish

### 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 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.**

# Parish burials booking flowchart

