**`WYMONDHAM TOWN COUNCIL**

**NOTICE OF INTERMENT AT WYMONDHAM CEMETERY**

FUNERAL DIRECTORS ………………………… Telephone …………………..

ADDRESS ………………………………………………………………………….

PARTICULARS OF DECEASED

CHRISTIAN NAME & SURNAME ……………………………………………….

For the purpose of determining fees, an inhabitant of Wymondham is a person who at the time of their death was a resident of Wymondham. Please be aware that as from the 1st of April 2019 Spooner Row, Wattlefield and part of Suton no longer fall within the Parish of Wymondham and therefore the inhabitants will no longer be classed as residents of Wymondham. Former residents who, at time of death, were residing in a retirement home located outside Wymondham will be treated as residents in accordance with the above.

PERMANENT ADDRESS ………………………………………………………..

Description of Deceased ………………………………………..Age ……………...

*(If child name of parents)*

Date of Death ………………. Place where death occurred …………………..…….

PARTICULARS OF INTERMENT

DATE OF BURIAL ………………………………… TIME ……………………...

OFFICIATING MINISTER ………………………. DENOMINATION. ……………..

 Grave Space Ref: Reopening Purchased Grave

Section ……… Number ……… Yes / No Yes / No

If *re opening please give relevant details name / plot number* …………………...........

Proposed depth of Grave Size of Coffin

Double / Single / Ashes Length ……….. Pinion Width …………

NAME & ADDRESS OF NEXT OF KIN ……………………………………………….

……………………………………………………………………………………………..

Relationship ………………………… Telephone ……………………………………….

Fee £ Date …………………………………………….

*Please read and sign overleaf.*

**Important Cemetery Information**

A residential reduction will apply to all fees, payments and sums set out where the deceased person is an inhabitant of the CIVIL PARISH of Wymondham, or in the case of still – born children where the parents (or one of them) are such inhabitants.

 No funeral shall take place on a Sunday, Christmas Day, Good Friday and Statutory Bank Holidays. (Saturday funerals are to be allowed only in exceptional circumstances between the hours of 10am and 12noon, and agreed by the Town Clerk ).

The charge for a exclusive right of burial is payable in addition to ordinary interment and other fees, and entitles the person to whom the grant is made to the exclusive right of burial in the grave mentioned. This means that the person to whom the grant is made possesses the exclusive right of burial in that grave for the period of 100 years. The Council will also permit a headstone or other suitable memorial to be placed over a grave in which the exclusive right of burial has been granted. BEFORE any such headstone or memorial is erected it is necessary to obtain the Council's permission to its erection and for the proper fees to be paid. The fees for an exclusive right of burial must be paid upon the first interment.

Monuments and tablets will only be allowed subject to the approval of the Town Clerk. For full details and cemetery regulations please see our website at: **http://wymondhamtc.norfolkparishes.gov.uk/category/cemetery/**

Glass shades containing artificial flowers, jam jars, milk bottles or similar jars or bottles or

receptacles, shall not be allowed upon graves and the Council reserves the right to remove such

shades, jars, bottles or other receptacles from graves, together with any dead vegetation etc.

The Council reserves to itself the right of passage over all graves and, where such a course is

necessary, temporarily to cover or remove without notice, the headstone / tablet / vase upon any

grave in order to permit the re-opening of another grave in the vicinity, or for any other purpose.

Whenever an interment has taken place the grave shall forthwith be filled with earth and, after a

lapse of three months for natural subsidence of the earth with which the grave has been filled, the

surface of such grave shall be covered with turf and surplus soil shall be moved to the place

provided.

All graves shall be kept flat and level with adjoining ground and mounds or raised gardens on grave spaces shall not

be permitted.

Allocation of rights to graves and burials will be on application to the Town Clerk in accordance with the plans kept by the Council. Exclusive right of burial to a grave conveys no ownership rights.

No shrubs, plants or flowers may be planted within the Cemetery or on any grave therein nor may any

shrubs, plants or flowers be cut or carried away without consent. The Council reserves the right to prune, cut

down or dig up and remove any shrub, plant or flower planted without authorisation or which in their opinion

become unsightly or overgrown.

**The cemetery is in a rural location and as such wildlife is not controlled. There are rabbits and deer**

**in the cemetery and as a consequence fresh cut flowers and plants are often eaten, destroyed or**

**moved by the wildlife. The Town Council takes no responsibility for any such loss or damage.**

**NO NEW SURROUNDS, KERBSTONES OR PLASTIC FENCING WILL BE ALLOWED.**

**Purchase of Exclusive Rights Privacy Notice**

**When you purchase the Exclusive Right to a single or joint cemetery plot**

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot/s. Your personal information will not be shared with any third party without your prior consent.

**The Councils Right to Process Information**

GDPR Article 6 (1) (a) (b) and (c) (Data Protection Act 2018)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract

**Information Security**

Wymondham Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

**Your Rights**

**Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: office@wymondhamtc.co.uk

**Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: office@wymondhamtc.co.uk

**Information Deletion**

If you wish Wymondham Town Council to delete the information about you, please contact: office@wymondhamyc.co.uk

Please note:

Wymondham Town Council has a legal obligation to retain the personal details of owners of Exclusive Rights and Registrar consent for burial. This also includes cemetery information detailing the names of those buried or to be buried in the future within its burial grounds.

**Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact office@wymondhamtc.co.uk

**Rights Related to Automated Decision Making and Profiling**

Wymondham Town Council does not use automated decision making or profiling of personal data.

**To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

**Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Wymondham Town Council’s Data Information Officer: office@wymondhamtc.co.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

**Consent: Terms & Conditions & Exclusive Rights of Burial**

I / We………………………………………………………………………

* agree that I have read and understand Wymondham 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.
* Agree to abide by the full rules and regulations of Wymondham Cemetery as issued by Wymondham Town Council a full copy is available from the Council offices or on our website noting the important cemetery information as above.

Signed:…………………………………………………………

Please Print Name: Date: