



Fakenham Town Council

Dear all,

We would like to advise you of some important updates to our cemetery policies and procedures, effective immediately.

1. Change to Cemetery Rules and Regulations

Please be aware, that with immediate effect, the erection of **any** memorial (including ashes stones and tablets) will not be permitted for a period of **six months following an interment**.

Cemetery Rules and Regulations:

19. Reinstatement of memorials following an interment is not permitted for a period of six months. After this period has elapsed, the owner of the Exclusive Right of Burial (ERB) may instruct a Funeral Director or monumental mason to proceed with reinstatement, subject to submission of the appropriate application and payment of the applicable fee, if required, to the Burial Authority.

48. Applications for permission to erect a memorial must be via a Monumental Stonemason. The written application must be submitted to the Burial Authority using the current 'Application to Erect a Memorial' form and be accompanied by the appropriate fee. The erection of any memorial is not permitted for a period of six months following an interment.

2. Burial Booking Procedure

From now on, we will no longer make a cemetery booking until we have received sufficient information **by email** to enable us to confirm that the proposed interment can proceed. You are, of course, welcome to contact us to enquire whether a date or time is currently available, and we will be happy to advise you of the situation at that point. However, we will not make a reservation or hold a provisional ("pencilled-in") booking until we have received the required information.

If the burial is to take place in a **new plot (Exclusive Right of Burial to be purchased)**, we will require the following details before a booking can be made:

- Name of the deceased
- Home address of the deceased

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

Email: info@fakenhamtowncouncil.gov.uk

Website: www.fakenhamtowncouncil.gov.uk

Town Clerk: Lesley Meanley

- Type of plot required (consecrated or unconsecrated)
- Type of interment (conventional burial or ashes)
- Proposed date and time of the funeral

If the burial is to take place in an **existing plot (Exclusive Right of Burial already purchased)**, please provide:

- All of the above information (as relevant)
- The plot number
- The name of the registered ERB owner
- If applicable, the names of any persons already interred in the plot

This information will enable us to determine who must sign the *Notice of Interment* and whether an ERB transfer is required before any arrangements are confirmed, which may take some time and could affect the scheduling of the funeral.

Once we are satisfied that the burial can proceed, we will confirm the booking by email.

The fully completed *Notice of Interment* form, together with the relevant certificate (Digital Green, Coroner's Certificate or Cremation Certificate), must then be received by the Burial Authority office **no later than five clear working days prior to the scheduled date of the funeral**. Failure to provide these documents within the required timeframe may result in delays or cancellation of the funeral.

Please note that the Burial Authority does not have the capacity to issue reminders for missing documents. It is the funeral director's responsibility to ensure that all required paperwork is submitted on time. If it is not, we may have no choice but to postpone or cancel the funeral, which would be distressing for families and is something everyone would be very keen to avoid.

We recognise that funeral directors provide an important and personal service to families at a difficult time. By contrast, the role of the Burial Authority is one of public administration and compliance. While we always aim to act with sensitivity and compassion, our responsibility is to ensure that every interment is conducted lawfully and that all associated records are accurately maintained in accordance with statutory requirements.

Thank you for your understanding and cooperation in adhering to these requirements. Should you have any questions or wish to discuss future bookings, please don't hesitate to get in touch.

Yours sincerely,

Fakenham Town Council