

## Cremated remains options

- Burial in a cremated remains grave. These graves are for two interments only with the option to have a desk type memorial. A graveled area is situated behind the memorial allowing for a further flower vase. New graves are available at Cannock and Stile Cop cemetery.
- Burial in a traditional grave allowing for a family plot with the option for a traditional upright memorial. Available at Stile Cop cemetery.
- Scattering of cremated remains on purchased graves.
- Scattering of cremated remains in a woodland area. Available at Stile Cop cemetery from 2016.
- Scattering of cremated remains around the base of our memorial trees. Tree must be leased by family for ten years. Available at Stile Cop.

Current fees and charges are available on request or on our website [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)

## On the day of the burial

Before the funeral cortege arrives, we check the grave for presentation and safety.

The cemeteries supervisor or representative will be there to meet you and will stay throughout the burial service. Where families choose not to use a Funeral Director a member of the Bereavement Services team will agree arrangements with you.

When the hearse and cortege arrives, we check that the details on the coffin nameplate match up with the Registrars or Coroners certificate. By law the coffin must be correctly identified.

We will guide the funeral director and family to the graveside, making sure that the coffin is presented in the correct position.

Your chosen Minister or family representative will perform the committal ceremony at the graveside, the coffin will be lowered into the grave by the funeral directors staff.

Once the mourners have left, we will back-fill the grave and place any flowers on it.

## On the day of the cremated remains burial

Before the family arrives, we check the grave for presentation.

The cemeteries supervisor or representative will be there to meet you and will stay throughout the interment. Where families choose not to use a Funeral Director a member of the Bereavement Services team will agree arrangements with you.

When the funeral director or family arrive with the ashes casket, we check that the details on the casket nameplate match up with the cremation certificate.

Your chosen Minister or family representative will perform the committal ceremony at the graveside, the casket will be placed into the grave by the funeral directors staff or family representative.

Once the mourners have left, we will back-fill the grave and place any flowers on it.

Information relating to the deceased i.e. name and grave space number will be recorded in the Burial registers held at the Civic Offices. Members of the public have a right to inspect the records. Appointments can be made by contacting **Bereavement Services** on **01543 462621**.

Please contact us on **01543 462621** for opening and closing times or check the Council's website [www.cannockchasedc.gov.uk](http://www.cannockchasedc.gov.uk)

## Keep in touch via social media...

 Search for 'Cannock Chase Life'

 @CannockChaseDC

 @CannockChaseDC

## Bereavement Services What we do



## What we do

Bereavement Services offers a wide range of services including:

- Arranging interments at our three cemeteries
- Full earth burials in new graves at Stile Cop Cemetery.
- New cremated remains interments at Cannock and Stile Cop Cemetery.
- Interments into existing graves at Cannock, Stile Cop and Rugeley cemeteries.
- Scattering of cremated remains in the woodland area at Stile Cop (available from 2016).
- Provision of remembrance tributes (trees and benches)
- Carrying out register searches
- Providing advice and information.

Our facilities are accessible to the disabled and included wheelchair access and dropped kerbs at Stile Cop. For the safety of all visitors our cemeteries have no vehicular access to the public.

## Burials

Burials are available in our three cemeteries at Cannock, Stile Cop and Rugeley. No new full size graves are available at Cannock or Rugeley cemeteries.

Cremated remains interments are available at Cannock, Stile Cop and Rugeley cemeteries. No new cremated remains graves are available at Rugeley cemetery.

Services can be religious, non religious or humanist. We will consider any request to make the service personal to you.



## How to book a burial

You or your funeral director can book a burial by contacting us in person or by telephoning Bereavement Services on **01543 462621**. We will require three clear days notice excluding weekends and bank holidays. Burials are available on Tuesday, Wednesday and Thursday with the last available time at 2.00pm. Cremated remains interments are available on Monday and Friday with the last available time on Monday at 3.30pm and 3.00pm on Friday.

If a new grave is required we need to know:

- The cemetery where you want the burial
- Your preferred date and time
- Name and address of the person who has died
- The section of the cemetery you would like e.g established or Roman Catholic
- The number of interments to be buried in the grave
- Coffin size
- If an existing grave is to be used you need to tell us
- The cemetery and grave number
- Your preferred date and time
- Name and address of the person who has died
- Name and address of the owner of the grave (holder of the Exclusive Right of Burial)
- Name and address of the person who wants to re-open the grave if different to the owner
- Coffin size

Once the booking is made someone from the family needs to take responsibility and complete and sign the relevant interment forms and pay the fees before the funeral takes place. You can pay in person or over the telephone by debit or credit card. Please note that we do not accept cash payments.



If you use a funeral director they will complete the forms for you and will send us the completed forms along with the registrar or coroners certificate for burial no later than 24 hours before the burial. We will check the paperwork before the burial takes place and our cemeteries supervisor will check the excavated grave to make sure the grave has been dug and to the correct size.

## Burial options

The following types of grave are available:

- Traditional grave (new and reopened). These are generally lawn type graves which means that the grave is laid to lawn after the interment. At Stile Cop cemetery the memorial is placed on a concrete raft at the head end of the grave enabling the memorial to be fixed as soon as you wish after the interment.
- Childrens / babies section up to the age of 16 available at Stile Cop cemetery. Graves are for one interment only.